



E & J Fire and Security Ltd  
Unit 5  
Rice Bridge Ind Est  
Station Road  
Thorpe Le Soken  
Essex  
CO16 0HH  
21 April 2005

Att: J.R.Hartly  
Building Services Department  
55-56 Ash Lane  
Antover  
Essex  
CO19 5AA

Premises:	Jacktoon Contracting
Address:	101 Stone Street
Town:	Ashbining
County:	Suffolk

<u>Documents Enclosed:-</u>
Certificate(s): Fire Alarm
: Emergency Lighting
Location Report
Survey Report
Instruction Laminate

Dear Jason,

Please find enclosed the report on the above premises.

Faults Report  
Emergency Lighting  
None

Fire Alarm  
None

Recommendations  
Ask installation company for a backup of the panels data (used on installation).

Future Servicing Costs  
To send a fully qualified technician during normal working hours to service and certify the enclosed list equipment, in accordance with the latest British Standards will cost the total amount for labour per visit of :-  
**£ 120.00 +VAT**

As always, any questions regarding the enclosed, please do not hesitate to contact me.

Yours Sincerely,

Chris.Garrod

# E&J Fire and Security Ltd



## Periodic Inspection Certificate For Fire Alarm Systems

Customer : Jacktoon Contracting

Address : 101 Stone Street  
Ashbining  
Suffolk  
UP3 LEE

I being the competent person responsible (as indicated by my signature below) for the servicing of the fire alarm system, particulars of which are set out below, CERTIFY that the said work which I have been responsible, complies to the best of my knowledge and belief with the recommendations of Clause 45 of BS 5839-1 :2002 quarterly inspection of vented batteries, with test and inspection over a 12 month period, except for the variations, if any stated in this certificate.

Name : Chris Shining

Date : 21 April 2005

Signature : .....

Position : Technician

The extent of liability of the signatory is limited to the system described below, for and on behalf of :-

E & J Fire and Security  
Unit 5,  
Rice Bridge Industrial Estate,  
Station Road,  
Thorpe Le Soken,  
CO16 0HH  
Essex.  
Tel: 01255-860645  
eMail: servicing@eandj.info

Extent of system covered by this certificate:

All of the fire alarm system that is listed in the Specification Equipment List.

### Variations from the recommendations of Clause 45 of BS 5839-1: 2002 for periodic inspection and test:

All devices with RED text in the notes column within the location report are not covered by this certificate

The following work / action is considered necessary:

# E&J Fire and Security Ltd



## Periodic Inspection Certificate For Emergency Lighting Systems

Customer : Jacktoon Contracting

Address : 101 Stone Street  
Ashbining  
Suffolk  
UP3 LEE

I hereby CERTIFY being the competent person (as indicated by my signature below) that the emergency lighting installation at the above premises has been inspected and tested in accordance with the schedule below by me, and to the best of my knowledge and belief complies at the time of my test with the recommendations of BS EN 1838 & BS 5266 Emergency lighting Part 1: 1999 - "for premises other than cinemas and other specified premises used for entertainment", published by BSI for a category L3 installation, except as stated below.

Name : Chris Shining

Date : 21 April 2005

Signature : .....

Position : Technician

The extent of liability of the signatory is limited to the system described below, for and on behalf of :-

E & J Fire and Security  
Unit 5,  
Rice Bridge Industrial Estate,  
Station Road,  
Thorpe Le Soken,  
CO16 0HH  
Essex.  
Tel: 01255-860645  
eMail: servicing@eandj.info

Extent of system covered by this certificate:

All of the emergency lighting system that is listed in the Specification Equipment List.

### Details of variation of the code of practice (BS 5266-1: 1999)

All devices with RED text in the notes column within the location report are not covered by this certificate

The following work / action is considered necessary:



# Location Report

2	1	Shop - External Canopy - 2nd	3H Emergency Built In	04 - 06 St	101 Stone Street
2	1	Shop - External Canopy - 3rd	3H Emergency Built In	04 - 06 St	
7	1	Shop - Row 1 - 1st (From LH)	3H Emergency Built In	04 - 3.6 St	
7	1	Shop - Row 1 - 3rd	3H Emergency Built In	04 - 3.6 St	
7	1	Shop - Row 1 - 6th	3H Emergency Built In	04 - 3.6 St	
7	1	Shop - Row 1 - 9th	3H Emergency Built In	04 - 3.6 St	
6	1	Shop - Row 3 - 3rd	3H Emergency Built In	04 - 3.6 St	
6	1	Shop - Row 3 - 6th	3H Emergency Built In	04 - 3.6 St	
5	1	Shop - Row 4 - 1st	3H Emergency Built In	04 - 3.6 St	
5	1	Shop - Row 4 - 9th	3H Emergency Built In	04 - 3.6 St	
8	1	Shop - Row 6 - 1st	3H Emergency Built In	04 - 3.6 St	
8	1	Shop - Row 6 - 3rd	3H Emergency Built In	04 - 3.6 St	
8	1	Shop - Row 6 - 6th	3H Emergency Built In	04 - 3.6 St	
8	1	Shop - Row 6 - 9th	3H Emergency Built In	04 - 3.6 St	
7	1	Shop - Rear LH Exit	3H Emergency Box Sign(s)	?? - 2.4 St	
	1	Staff Room Lobby	3H Emergency Built In	04 - 06 St	
	1	Staff Room	3H Emergency Built In		
	1	Disables W/C	3H Emergency 2D(s)	04 - 2x 2.4 1x 1.2	
	1	W/C	3H Emergency 2D(s)	04 - 2x 2.4 1x 1.2	
	1	Cleaners Store	3H Emergency Built In	04 - 06 St	
	1	Post Office	3H Emergency Built In	04 - 06 St	
	1	Rear Store - Corridor - Row 1	3H Emergency Built In	04 - 3.6 St	
	1	Rear Store - Corridor - Row 3	3H Emergency Built In	04 - 3.6 St	
	1	Rear Store - Exit	3H Emergency Built In	04 - 3.6 St	
	1	Rear Store - Freezer #1	IP65 Emergency Bulkhead(s)	04 - 2.4 St	
	1	Rear Store - Freezer #2	IP65 Emergency Bulkhead(s)	04 - 2.4 St	
	1	External - Flats Canopy	3H Emergency 2D(s)	02 - 4.8 Pk	
	1	External Access - Post Room	3H Emergency Built In	04 - 06 St	
	1	External Access - Post Room - W/C	3H Emergency Built In	04 - 2x 2.4 1x 1.2	
	1	External Access - Mains Room Adj Mail Room	3H Emergency Built In	04 - 06 St	
13	1	External - Loading Bay Canopy	3H Emergency Built In	04 - 06 St	
	1	External Access - Plant Room	3H Emergency Built In	04 - 06 St	
	1	External - Rear Walkway - 1st	3H Emergency 2D(s)	02 - 4.8 Pk	
	1	External - Rear Walkway - 2nd	3H Emergency 2D(s)	02 - 4.8 Pk	
	1	External - Rear Walkway - 3rd	3H Emergency 2D(s)	02 - 4.8 Pk	
	1	External - Rear Courtyard	3H Emergency Built In	04 - 06 St	
	1	External - Shop LH Exit	3H Emergency 2D(s)	02 - 4.8 Pk	
					Suffolk
					UP3 LEE

Jacktoon Contracting

Ashbining

Suffolk

01473-334455

# Fire Alarm Resetting & Testing Procedure

**Please Note:- There may be a 5-10 second delay if you are using a repeater panel**

## Resetting

1. Follow your evacuation procedures.
2. Type in level 2 access code: **2 222**
3. If you are sure that your evacuation procedures are complete,  
Press the top button which has the text displayed above:- **Alarms On/Off**
4. If safe to do so - investigate the indicated zone shown with the red LED(s) on the panel.  
(If a detector has activated there will be a LED still illuminated on the detector)
5. After the area of detection has been discovered and found to be a false alarm,  
Press the top button which has the text displayed above:- **Reset System**
6. Keep pressing the top button which is linked to: **NEXT Menu** until **EXIT Alt 2** is showing.
7. Press the top button which has the text displayed above:- **EXIT Alt 2**

## Weekly Testing

1. If this is not a routine test, make people aware the alarm will be test sounding.
2. Insert test key into a call point, choose a different call point during each test  
(the alarm will now sound)
3. Remove test key from the call point.
4. Check all sounders are sounding (or ask staff to verify bells are functioning)
5. Type in level 2 access code: **2 222**
6. Press the top button which has the text displayed above:- **Alarms On/Off**
7. Check the correct zone is showing.
8. Wait 10 Seconds.
9. Press the top button which has the text displayed above:- **Reset System**
10. Keep pressing the top button which is linked to: **NEXT Menu** until **EXIT Alt 2** is showing.
11. Press the top button which has the text displayed above:- **EXIT Alt 2**
12. Make a note of which device was tested within your log.

Jacktoon Contracting  
101 Stone Street  
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