



Appendix 3

Central station service and maintenance schedule

Building.....

FEATURE	INSPECT, SERVICE & MAINTAIN	SATISFACTORY Yes / No
Communications	Check integrity of data flow in both directions: <ul style="list-style-type: none"> - between outstations - between outstation and central station - between central station and remote terminals - off-site communications via modems 	
Hardware	Check all cables and connectors Clean and service computer in accordance with manufacturer's instructions Clean and service printer in accordance with manufacturer's instructions	
Software	Make back-up discs of all site-specific operating data files Verify functions of operating program Check operation of password system and update as necessary Verify links, data transfer and operation of related software installed on computer Verify routing of priority messages and alarms with integrated fire and security systems Check updating of records for configuration software, set points etc.	
Signature		Date

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