FIRE ALARM RECORD LOG Location:

Log Book of Events, False Alarms and Weekly Tests

- All 'events' resulting in alarm activation must be recorded.
- Events include fire alarms, false alarms, alarm failure, inspections and disconnections.
- A false alarm may be categorised as 'malicious', 'unwanted', 'equipment related' or 'with good intent'.
- It is important to understand the cause of all events to ensue the system is performing as required. Listing the event type will aid investigation into the root causes and allow improvements to be made.
- Dates of service and outstanding works must also be recorded.

Date	Time	Location / Zone	Event Type	Action Required	Completion Date	Signature