

**Table 1**

Scope and frequency of maintenance service to be undertaken by the control panel operator and fire alarm system maintenance system.

Maintenance frequency	Actions taken during maintenance	Responsible for	
		Control panel operator	System maintenance service
Daily service	Check if each control panel, board, and panel indicate the supervision state, or if every deviation from the supervision status is recorded in the Installation Operation Service Book and if the maintenance company has been properly notified.	YES	
Daily service	Check if the system - if it was turned off, tested, or silenced - has been restored to the supervision state.	YES	
Monthly service	Ensure adequate supplies of paper, ink, or ribbons for each printer.	YES	
Monthly service	Conduct a test of the control panel's indicators. Any malfunction of any indicator should be recorded in the Installation Operation Service Book and reported to the fire alarm system maintenance service.	YES	
Quarterly service	Check all entries in the Installation Operation Service Book and take all necessary actions, to ensure the proper functioning of the fire alarm system.	YES	YES

Quarterly service	To verify, that the fire alarm control panel correctly receives and displays specified signals, emits an audible alarm, and activates all other warning and auxiliary devices (without releasing the extinguishing agent), activate at least one detector or manual call point in each zone.		YES
Quarterly service	Check if the monitoring of faults in the fire alarm control panel is functioning correctly.		YES
Quarterly service	Check the capability of the fire alarm control panel to activate all door retainers and door release mechanisms.		YES
Quarterly service	If possible - activate each link to the State Fire Brigades or Remote Monitoring Center.		YES
Quarterly service	Conduct an assessment to determine if there have been any structural changes in the building (or changes in its use) that could affect the placement of fire detectors, manual call points, and alarm indicators. If so, conduct		YES

	inspections and report the need for changes in the fire alarm system.		
Annual Service	Conduct the recommended tests for daily, monthly, and quarterly maintenance.		YES
Annual Service	Check the operation of <b>each</b> detector for proper functioning according to the manufacturer's recommendations (it is permissible to check every 25 % of detectors at the next quarterly inspection).		YES
Annual Service	Check the capability of the fire alarm control panel to activate all auxiliary functions (without releasing the extinguishing agent).		YES
Annual Service	Visually inspect all cable connections and equipment to ensure they are intact, undamaged, and properly secured.		YES
Annual Service	Conduct an inspection, to determine if there have been any structural changes in the building (or changes in its use) that could affect the placement of fire detectors, manual call points, and alarm indicators. The inspection should also confirm whether there is a clear space of at least 0.5 meters maintained under each detector in all directions and whether all manual fire alarm call points are accessible and visible.		YES
Annual Service	Check and perform tests on all reserve batteries.		YES