SITE survey. APP

SITE SURVEY REPORT

Fire Alarm Test Record

Prepared for	Kingsgate Estates Ltd
Date	13 Oct 2026
Site	Kingsgate Business Centre
Prepared by	A. Novak

FORM

Fire Alarm Test Record

1. Test details

Project	Kingsgate Business Centre: weekly fire alarm test (completed example)
Client	Kingsgate Estates Ltd
Site	Kingsgate Business Centre
Site address	Kingsgate Business Centre, Milton Keynes
Date	13 Oct 2026
Responsible person for the premises	Kingsgate Estates Ltd
What is being recorded?	Weekly test

2. Weekly test

> Home Office guide Fire safety risk assessment: offices and shops. All types of fire warning system should be tested once a week. For electrical systems, activate a manual call point, usually with a test key, using a different call point for each successive test. It is good practice to record all tests, false alarms and any maintenance.

Is the alarm connected to an alarm receiving centre?	Yes
Was the centre told before the test?	Yes
Call point used today (number and location)	MCP 6, first floor stair 2
Call point used at the last weekly test	MCP 5, first floor stair 1
Date of the last weekly test	6 Oct 2026
Days since the last weekly test	7

Call point rotation 1: MCP 1, ground floor main entrance

Call point number and location	MCP 1, ground floor main entrance
Last used for the weekly test	8 Sep 2026
Days since	35
Rotation	In rotation

Call point rotation 2: MCP 2, ground floor rear exit

Call point number and location	MCP 2, ground floor rear exit
Last used for the weekly test	15 Sep 2026
Days since	28
Rotation	In rotation

Call point rotation 3: MCP 3, ground floor stair 1

Call point number and location	MCP 3, ground floor stair 1
Last used for the weekly test	22 Sep 2026
Days since	21
Rotation	In rotation

Call point rotation 4: MCP 4, ground floor stair 2

Call point number and location	MCP 4, ground floor stair 2
Last used for the weekly test	29 Sep 2026
Days since	14
Rotation	In rotation

Call point rotation 5: MCP 5, first floor stair 1

Call point number and location	MCP 5, first floor stair 1
Last used for the weekly test	6 Oct 2026
Days since	7
Rotation	In rotation

Call point rotation 6: MCP 6, first floor stair 2

Call point number and location	MCP 6, first floor stair 2
Last used for the weekly test	13 Oct 2026
Days since	0
Rotation	In rotation

Call point rotation 7: MCP 8, roof plant access door

Call point number and location	MCP 8, roof plant access door
Last used for the weekly test	4 Aug 2026
Days since	70
Rotation	Overdue in the rotation

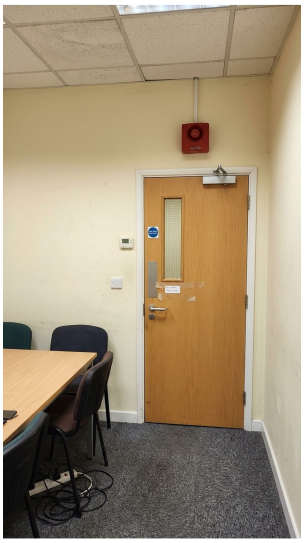
Call point rotation 8: MCP 7, basement plant room

Call point number and location	MCP 7, basement plant room
Last used for the weekly test	14 Jul 2026
Days since	91
Rotation	Overdue in the rotation
Call points in the rotation	8
Call points overdue in the rotation	2

> Some call points have waited longer than one full rotation. Use those first at the next weekly tests, and check none are being skipped because they are hard to reach.

Did the panel show the call point you operated?	Yes
Did the sounders operate?	Yes
Could the alarm be heard throughout the building?	No
Did linked systems operate, such as door holders releasing?	Yes
Was the panel back to normal after it was reset?	Yes
What was wrong, and where?	Sounder in meeting room 1.4 not heard with the door shut. Possible failed sounder.

Photos of the fault



Has the responsible person been told about the fault?	Yes

3. Actions and sign-off

Are further actions needed?	Yes

Further actions 1: Fire alarm engineer to check the meeting room 1.4 sounder.

What needs doing?	Fire alarm engineer to check the meeting room 1.4 sounder.
Who will do it?	Firecare Services
Due date	15 Oct 2026
Status	Open

Further actions 2: Use MCP 7 (basement plant room) and MCP 8 (roof plant access) at the next two weekly tests; ask maintenance for keys to both.

What needs doing?	Use MCP 7 (basement plant room) and MCP 8 (roof plant access) at the next two weekly tests; ask maintenance for keys to both.
Who will do it?	A. Novak
Due date	27 Oct 2026
Status	Open
Inspector name	A. Novak
Position or company	Facilities coordinator, Kingsgate Estates

Inspector signature



Signing records what was found on the day. It is not a guarantee of condition and does not replace any examination, test, design check or repair needed from a competent person.