SITE survey. APP

SITE SURVEY REPORT

Intruder Alarm Service Record

Prepared for	Greyfriars Legal LLP
Date	1 Oct 2026
Site	Greyfriars House, Lincoln
Prepared by	B. Okonjo

FORM

Intruder Alarm Service Record

1. Record details and scope

Project	Greyfriars House, Lincoln: intruder alarm service (completed example)
Site or premises address	Greyfriars House, 7 Friars Lane, Lincoln
Client or organisation	Greyfriars Legal LLP
Record date	1 Oct 2026
Person completing the record	B. Okonjo

This is a service log, not an NSI or SSAIB certificate, security grading assessment or guarantee of police response. Do not store alarm codes, credentials or detailed vulnerabilities here.

The governing standards are BS EN 50131-1 (intrusion and hold-up alarm systems, system requirements and grading), PD 6662:2017 (the UK scheme for applying BS EN 50131), and BS 9263:2016 (code of practice for commissioning, maintenance and remote support). BS 9263 sets the routine preventive maintenance visits and what each one checks. Work for police-response systems must be done by a company certified by NSI or SSAIB. Agree the service scope and notification process before testing so the record reflects authorised work.

2. Equipment and scope

Intruder alarm ID, model and location	IAS-01, wired intruder alarm control panel, ground floor comms cupboard
Technician competence or authorisation reference	B. Okonjo, security systems engineer, Lindum Security Ltd, staff ID LS-E-044
Manufacturer or approved procedure reference	Panel manufacturer installation manual and company service procedure LS-SP-03 rev 6
Work or inspection scope and exclusions	Six-monthly preventive maintenance: panel, power supply and standby battery, detectors on the approved test plan, sounders and signalling. Excludes the access control system and CCTV.

3. Service authority

Zones and functions in scope (summary)	Zones 1 to 14 (ground and first floor), internal and external sounders, alarm signalling path
Client authority and test window	Authorised by D. Carr, office manager, 2026-10-01, test window 08:00 to 10:00 before staff arrive
Monitoring-centre notification and test-mode reference	Monitoring centre told before testing, test mode ref ARC-T-261001-14

Reported faults and previous service	False alarm from zone 9 on 2026-09-14. Previous service 2026-04-02, no defects.

4. Authorised checks

Panel indications and visible condition checked	Acceptable
Warning devices and communications tested within authority	Acceptable
Power supply and backup evidence recorded	Action needed
Action, limitation or reason not applicable	Panel standby battery dated 2022 and failed the load test. Replaced with a new 12 V battery of the same rating. Mains supply healthy.
Tamper or fault tests recorded under procedure	Acceptable
Checks acceptable	3
Checks needing action	1
Checks not done	0
Detailed controlled test-log reference	Controlled test log LS-TL-261001-07, held by Lindum Security
Repairs and configuration-change references	Standby battery replaced. No configuration changes.

5. Zones and battery

Zones and devices tested 1: 1

Zone number	1
Location	Entrance lobby, front door
Device	Door or window contact
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 2: 2

Zone number	2
Location	Entrance lobby
Device	Movement detector
Indoor or outdoor	Indoor

Result	Tested: worked

Zones and devices tested 3: 3

Zone number	3
Location	Reception
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 4: 4

Zone number	4
Location	Ground floor office 1
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 5: 5

Zone number	5
Location	Ground floor office 2
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 6: 6

Zone number	6
Location	Meeting room
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 7: 7

Zone number	7
Location	Rear fire exit
Device	Door or window contact
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 8: 8

Zone number	8
Location	Kitchen
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 9: 9

Zone number	9
Location	Rear store room
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: fault found
Fault found, or why it was not tested, and what was done	Archive boxes stacked in front of the detector. Moved them and walk tested: it worked. Client to keep the boxes clear.

Photos of the device and any defect



Zones and devices tested 10: 10

Zone number	10
Location	First floor landing
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 11: 11

Zone number	11
Location	First floor offices
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 12: 12

Zone number	12
Location	Loft plant space
Device	Movement detector
Indoor or outdoor	Indoor
Result	Not tested

Fault found, or why it was not tested, and what was done	Loft hatch locked and the key was not available. Return visit booked.

Zones and devices tested 13: 13

Zone number	13
Location	Partners' office
Device	Movement detector
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 14: 14

Zone number	14
Location	Reception desk
Device	Hold-up or panic button
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 15: Keypad

Zone number	Keypad
Location	Entrance lobby, by the front door
Device	Keypad or reader
Indoor or outdoor	Indoor
Result	Tested: worked

Photos of the device and any defect



Zones and devices tested 16: Siren

Zone number	Siren
Location	Ground floor corridor
Device	Internal sounder
Indoor or outdoor	Indoor
Result	Tested: worked

Zones and devices tested 17: Bell

Zone number	Bell
Location	Front elevation, above the first floor window
Device	External sounder
Indoor or outdoor	Outdoor
Device position (GPS)	Front elevation, Friars Lane · 53.232904, -0.539617 (SK 97575 71646, ±7 m)
Result	Tested: worked

Photos of the device and any defect



Zones and devices listed	17
Tested and worked	15
Faults found	1
Not tested	1
Tested zones that worked (%)	94

> Zones not tested. List them under Untested zones, faults and restrictions on the next page, and tell the client and the monitoring centre.

Standby battery voltage under load (V)	12.8
Date code printed on the battery	October 2026, fitted on this visit

6. Restoration

Test mode ended and normal status verified	Test mode ended 09:42. Panel set and unset by the client, normal status shown on the panel and confirmed by the monitoring centre.
Monitoring/customer restoration notification reference	Monitoring centre restoration ref ARC-R-261001-14. Client told by D. Carr at 09:45.
Untested zones, faults and restrictions	Zone 12 (loft plant space) not tested, hatch locked and key not available. Zone 9 needs the boxes kept clear.
Handover recipient	D. Carr, office manager

7. Actions and review

Are further actions required?	Yes

Further action 1: Keep archive boxes clear of the zone 9 detector and check this weekly.

Action and evidence reference	Keep archive boxes clear of the zone 9 detector and check this weekly.
Person responsible	D. Carr, office manager
Target date	8 Oct 2026
Action status	In progress

Further action 2: Return visit to test zone 12 once the loft hatch key is available.

Action and evidence reference	Return visit to test zone 12 once the loft hatch key is available.
Person responsible	B. Okonjo, Lindum Security Ltd
Target date	15 Oct 2026
Action status	Open
Outstanding limitations and information to pass on	Zone 12 not tested on this visit. This service log is not a certificate or a security grading assessment.
Record status	Further work needed
Reviewed by	D. Carr, office manager
Review date	2 Oct 2026
Author signature	

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.