## Appendix I - Maintenance Reference

**Sign/initial relevant checkbox when testing completed**

**Key:** ✓ **Acceptable**
✗ **Fault**

| Fire Systems: at least one test per month, all tests completed annually | Appendix | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Dome (Smoke) | B | | | | | | | | | | | | |
| Entrance (Break Glass) | B | | | | | | | | | | | | |
| Hall (Smoke) | B | | | | | | | | | | | | |
| Kitchen (Heat) | B | | | | | | | | | | | | |
| Lecture Room (Smoke) | B | | | | | | | | | | | | |
| Office (Smoke) | B | | | | | | | | | | | | |
| Under Stairs (Smoke) | B | | | | | | | | | | | | |
| Workshop (Smoke) | B | | | | | | | | | | | | |
| Battery Condition | B | | | | | | | | | | | | |
| Supply Failed Operation Integrity | B | | | | | | | | | | | | |

| Monthly (at least) | Appendix | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Barrier Integrity | D | | | | | | | | | | | | |
| Emergency Lights | H | | | | | | | | | | | | |

| Every Three Months (at least) | Appendix | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Fire Extinguishers | C | | | | | | | | | | | | |
| Circuit Breakers: Lecture Room | E | | | | | | | | | | | | |
| Circuit Breakers: Office | F | | | | | | | | | | | | |
| Circuit Breakers: Optics Store | G | | | | | | | | | | | | |