

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.

HSE guidance supports competent maintenance with safe electrical arrangements and equipment instructions. 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
Competent person and authorisation	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 included	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
Selected detectors checked against approved test plan	Action needed
Action, limitation or reason not applicable	Zone 9 detector (rear store room) partly blocked by archive boxes stacked in front of it. Detector walk-tested and working once boxes moved. Zone 12 not tested, see limits.
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
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. 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

6. Actions and review

Are further actions required?	Yes
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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

B. Okonjo

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