



# FA Service Report Sheet

**IPS Ltd.**  
Unit B7 ,Smallmead House,  
Smallmead, Horley,  
Surrey, RH6 9LW  
Tel: 0333 320 8035

<b>Building Name:</b>	Emanuel House		
<b>Report Sheet No:</b>	1872	<b>Date:</b>	26/06/2024
<b>Client Name</b>	The Lord Mayor & Citizens of Westminster C/o Firstport Group Ltd		
<b>Site Name:</b>	Emanuel House		
<b>Site Address:</b>	18 Rochester Row SW1P 1BS		
<b>Contract No:</b>			

<b>Panel Manufacturer:</b>	KENTEC
<b>Model:</b>	Syncro AS

<b>Panel In Fault On Arrival?</b>	No	<b>Panel In Fault On Completion?</b>	No
<b>all panel functions tested?</b>	No	<b>Printer in operation?</b>	N/A
<b>C&amp;E Tested?</b>	No		

<b>Correct Mains Isolation Method?</b>	Yes	<b>Mains Isolation Method Info</b>	
<b>Repeater Panel Fitted?</b>	No	<b>Repeater Panel Info</b>	
<b>Networked Panel Fitted?</b>		<b>Networked Panel Info</b>	

<b>Battery Location:</b>	In Panel		
<b>Batteries Correct Size?</b>	Yes	<b>Info</b>	
<b>Leads &amp; Connectors Satisfactory?</b>	Yes	<b>Info</b>	

Battery Size:		
Size	Quantity	Date Installed
7 Ah	2	--/--/--

Battery Reading:					
Battery:	Mains	Charging	Battery	Aux	More Information

<b>Device Protocol:</b>	APOLLO		
<b>APOLLO:</b>	DISCOVERY		

<b>Monitoring:</b>	REDCARE	
✓	<b>REDCARE</b>	
<b>Monitoring Further Details:</b>		

<b>Monitoring Line Number:</b>			
<b>Monitoring Contract No:</b>	0		
<b>Monitoring Station:</b>			
<b>Link to Other Buildings:</b>	Yes	<b>Other Building Info</b>	



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Areas Serviced		
Area	Serviced	Information
OTHER	✓	Flats 6 & 20

Sounder Tests			
Audibility Test Completed?	No	Result Satisfactory?	No
Audibility Test Notes:			
Sounder Test Completed?	Yes	Result Satisfactory?	Yes
Sounder Test Notes:			
Sounders:	Sounder Bases		


General Checks		
Test	Yes/No	Comments
Are sensors 1m away from vents/AC ducts etc	Yes	
Any storage within 300mm of the ceiling	No	
All sensors have clear spacing of 500mm	Yes	
Any new or existing walls within 500mm of a sensor	No	
Are the sensors over 10 years old	No	
Any structural or occupancy changes to the premises which affect compliance	No	
How many false alarms have occurred in the past 12 months	Several	
Minimum One X callpoint tested per zone	No	N/A
Are callpoints at all exits from floors and the building	No	N/A
Do the callpoints have hinged covers	No	N/A
Zone chart adjacent to the control panel	No	
As installed drawings available	No	

Material Used		
Material	Quantity	Information

Log Book Completed?	No		
Outstanding Issues:		If Yes:	
Other Information:	Bell test		

Photo Table
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I CERTIFY THAT THE ENGINEER HAS ATTENDED SITE AND COMPLETED ALL WORKS TO OUR SATISFACTION

Client Signature:		Client Name:	Billy
Engineer Signature:		Engineer Name:	Jeremy Brookes