



TTS Fire & Security Ltd.  
Unit D12  
Harlow Seedbed Business Centre  
The Pinnacles  
Harlow  
Essex  
CM19 5AF

Tel 44 (0)1279 429029  
Fax44 (0)870 138 5955

### **Maintenance Contract Form**

Dear Sir/ Madam,

Due to our expanding contract agreements we have decided to improve our procedure for renewing annual maintenance contracts.

As of the 1<sup>st</sup> March 2001 we will be running an automatic renewal system where we will no longer be sending annual written renewal contracts. This will presume your contract is "on going".

We will automatically visit the site within mutually agreed dates and maintain your system until an official written cancellation is received from you or us, to terminate this agreement, in which case at least 30 days notice prior to the next due maintenance visit will be required.

No upfront payments will be necessary, as we will invoice works after each visit. This is based on a standard agreed fee plus parts if required. Other than this change your maintenance contract remains the same (where a contract is already in force) and any price adjustments will be issued in advance in writing.

We hope you agree that this procedure is a far more efficient way to continue. If however you need to issue an order number on an annual basis please let us know so that we can send you a reminder nearer the time.

Please print this form and fill in the details required below. Then sign, date and return to our address as shown above.

Basic Maintenance Fee per visit £\_\_\_\_\_excluding VAT

Type / Make of system to be maintained\_\_\_\_\_

(Please telephone 01279 429029 to check your current cost per visit if not known)

Number of visits per year (normally 4 to meet BS5839 requirements)\_\_\_\_\_

Your Full Name:\_\_\_\_\_

Company or Establishment\_\_\_\_\_

Address of alarm system to be maintained\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code\_\_\_\_\_

Site Contact Name\_\_\_\_\_

Site Telephone Number\_\_\_\_\_

Your order No.( If applicable. )\_\_\_\_\_

Invoice details (if different from above)

Invoicing Address\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code\_\_\_\_\_

Accounts Contact Name\_\_\_\_\_

Accounts Telephone No\_\_\_\_\_

Maintaining your system to B.S. 5839 split into ( ) visits per annum, will comprise of the following:-

#### Periodic Service for Equipment

1. Operate a minimum 50% of break glass manual alarm unit or detection device under normal power conditions.
2. Operate one break glass alarm unit or detection device on standby power conditions.
3. Sound all audible alarms and check audibility. (If allowable)
4. Check one detection zone for correct fault signaling.
5. Check one output zone for correct fault signaling.
6. Check operation of all panel controls and lamps and LED's, and replace as necessary.
7. Visually check operation of all remote and repeat indicator panels.
8. Check operation of all auxiliary relays.
9. Check battery voltage, charge current and storage capacity under load conditions.
10. Entries in the logbook should be checked and action taken as necessary.
11. Record service in logbook.



