SPECIFICATION FOR
MAINTENANCE SERVICING OF
PUBLIC ADDRESS SYSTEMS

Maintenance Module MM08 March 2013 issue

This document has been compiled by the
Engineering Project Group
in association with
Phil Shone & Co.
INDEX

08.01.0 GENERAL
08.02.0 ASSET REGISTER
08.03.0 MAINTENANCE REPORTS
08.04.0 MANUFACTURER’S REQUIREMENTS
08.05.0 PROGRAMMING OF WORKS
08.06.0 PERMIT TO WORK CERTIFICATION
08.07.0 ACCESS
08.08.0 GUIDANCE
08.09.0 MINOR REPAIRS
08.01.0 GENERAL

08.01.01 The Contractor shall be deemed to have read the CLAW document entitled ‘General Conditions and Preliminaries Applying to the Whole of the Maintenance Works’ and shall ensure his full compliance with the aforementioned document.

08.01.02 The Contractor shall be deemed to have allowed against each item or in his rates for the cost of complying with all the requirements of the Preliminaries.

08.01.03 All the items contained in the Preliminaries shall apply to the whole of the Works. The headings of the clauses in this Specification shall not effect the interpretation thereof.

08.01.04 The Contractor may be required to prepare a detailed breakdown of his pricing of the Preliminary items before the Contract is signed.

08.02.0 ASSET REGISTER

08.02.01 The Contractor shall ensure that all the asset registers attached to this specification shall be verified within one week of visiting each property and any discrepancies made known, in writing, to the Contract Administrator.

08.02.02 At the commencement of the Contract period, a set of services drawings may be issued to the Contractor who shall ensure that, during each maintenance service element, the respective drawing shall be marked up by him to indicate the actual installed services. At the completion of each element the marked-up drawings shall be returned to the Contract Administrator.

08.03.0 MAINTENANCE REPORTS

08.03.01 The Contractor shall ensure that, following all inspection visits, condition reports shall be submitted to the Contract Administrator in electronic format, including all specialist reports and test equipment printouts.

08.03.02 In addition the Contractor shall ensure that a Site Logbook, correctly sectioned and indexed, is maintained on site with the Site Manager containing duplicate copies, in the appropriate section, of all the reports information submitted to the Contract Administrator.

08.03.03 The Site Logbook shall also contain a copy of the Site Risk Assessment, Method Statement and COSHH for the Contractors operatives and all specialist sub-contractors.

08.04.0 MANUFACTURER’S REQUIREMENTS

08.04.01 Where manufacturer’s instructions exceed the requirements of this document they shall be adhered to in their entirety.
08.05.0 PROGRAMMING OF WORKS

08.05.01 The Contractor shall within 5 working days of award of the contract / order submit and agree a full annual programme for all works covering each element of the maintenance works with the Contract Administrator.

08.05.02 The Contractor shall ensure that all the dates contained within the programme have been agreed with the building manager and that the equipment will be made accessible for service on the agreed dates.

08.05.03 Any abortive visits or excessive waiting time experienced by the Contractor shall be charged for and be the responsibility of the building manager.

08.06.0 PERMIT TO WORK CERTIFICATION

08.06.01 If it is deemed necessary by the Contract Administrator for the need for a permit to be issued before any work is undertaken on the system, the Contractor shall ensure his compliance with the permit to work system as employed by the Contract Administrator.

08.07.0 ACCESS

08.07.01 The Contractor shall ensure that he undertakes a risk assessment and provides a method statement for his means of access to allow for inspection and testing.

08.07.02 All works shall be carried out in strict accordance with the requirements of “The Work at Height Regulations 2005”.

08.07.03 The Contractor shall ensure that all personnel employed upon this contract are suitable trained and experienced and competent to work at height.

08.08.0 GUIDANCE

08.08.01 The Contractor shall refer to the specification schedule of works and to manufacturers’ requirements and recommendations for detailed guidance. Other guidance is available from the HSE, SAFed, and the BSI.

08.08.02 The Contractor shall pay particular attention to:

- The Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Cont’d
08.08.0 GUIDANCE (Cont’d)


- BS 6259:1997

- BS 8300:2009 + A1:2010

08.09.0 MINOR REPAIRS

08.09.01 The Contractor shall, during testing, carry out minor repairs such as tightening joints, replacement of bolts, etc to achieve a pass status and make appliances safe.
Public Address Systems Servicing Schedule  Sheet 1 of 2

In order to maintain the Public Address System in its optimum condition, the Client should ensure that maintenance of the system is undertaken by the manufacturer of the system or their accredited agent.

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Frequency</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>General</td>
<td>Annually</td>
<td>Clean equipment, check leads for breaks, splits and loose connections</td>
<td>Any evidence of tampering or damage should be recorded and reported to the Contract Administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Damp wipe leads to remove stickiness</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>check the lead and make repairs if necessary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Check all amplifier connections, knobs and sliders - tighten any that are loose and remove excess dust or foreign objects in those that are sticking.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure all leads are neatly coiled to avoid twisting and tangles.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Audio equipment</td>
<td>Annually</td>
<td>Clean the heads on audio cassette decks, cd and minidisc players.</td>
<td>Leave them to dry for a few minutes before attempting to use the player again</td>
</tr>
<tr>
<td>3</td>
<td>Speakers</td>
<td>Annually</td>
<td>Check all distribution field wiring and containment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Check to ensure that all leads are plugged in firmly into the correct connectors which should also be tightened if loose.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Ensure that sound quality is good and free from crackling.</td>
<td></td>
</tr>
</tbody>
</table>
## Public Address Systems Servicing Schedule

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Item</th>
<th>Frequency</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>4</strong> Microphones</td>
<td>Annually</td>
<td>Check the base of the microphone for bent or loose pins. Repair if necessary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>5</strong> Canon Leads</td>
<td>Annually</td>
<td>Undo the screw at the side of the canon plug, carefully remove the centre from the casing to its limit (tugging and pulling may disconnect the wires) and check that the wires inside are firmly soldered. Any wire that has become detached should be re-soldered into place.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>6</strong> Jack &amp; Phono Leads</td>
<td>Annually</td>
<td>Unscrew the casing and lower gently, check that the wires are firmly in place and re-solder if necessary.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>7</strong> Hearing assistance induction loop</td>
<td>Annually</td>
<td>Check loop is active and is not suffering any 'Blind Spots'</td>
<td>If any found report to the Contract Administrator</td>
</tr>
<tr>
<td></td>
<td><strong>8</strong> Power supplies.</td>
<td>Annually</td>
<td>Check mains power supplies Examine all plugs and fuses for condition</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>9</strong> System</td>
<td>Annually</td>
<td>Check system is fully operational. Provide a signed engineer’s report, one copy to be left in Site Log Book and a further copy to be submitted to the Contract Administrator.</td>
<td></td>
</tr>
</tbody>
</table>