

Public address and paging system annual maintenance checklist

The annual public address and paging system service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against the applicable building code, manufacturer's published instructions. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The low-voltage service lead on the annual system service. When: Once a year, scheduled after hours so a full-volume survey can run through every zone without disturbing occupants.

Audibility survey

- ☐ **Full audibility and intelligibility survey walked zone by zone**
Every zone paged and confirmed audible and intelligible throughout the area it covers, dead pockets and weak spots logged for correction. **2 photos required**
- ☐ **Speaker lines and drivers checked for opens and shorts**
Each speaker line checked for continuity and load, no failed drivers, taps set correctly for the space they serve. **1 photo required**

Amplifier and stations

- ☐ **Amplifier and paging stations serviced and terminations checked**
Amplifier cleaned and free of fault, terminations tight, paging and mic stations keying and releasing correctly with clean audio. **1 photo required**

Backup

- ☐ **Backup power load-tested with utility power removed**
Utility power dropped and the amplifier confirmed carrying a page on backup for its rated interval, no dropout or distortion — result documented. **2 photos required**