READY TO INSPECT — FIELD CHECKLIST

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

- [ ] Owner and occupants told before the after-hours survey
  Owner and anyone working late told when full-volume paging will run in each zone, security and night staff included, so the survey is not mistaken for a real page.
  No photo required

- [ ] 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

- [ ] Page level read on a sound level meter in noisy areas
  Level read in the loudest occupied areas with a page running and again with ambient only, compared with last year's readings, low margins logged by zone.
  1 photo 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

- [ ] Speaker mounting, backboxes and pendant supports checked
  Each speaker secured to its tile bridge, backbox or support, pendant speakers hung from their own support, no speaker resting loose in the ceiling.
  1 photo required

Amplifier and stations

- [ ] Rack power locked and tagged before amplifier covers come off
  Every rack feed and any UPS output locked and tagged; for a powered test, covers on and locks removed by whoever hung them, then re-locked before hands go back in.
  1 photo required

- [ ] 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

- [ ] Amplifier gain and output settings recorded against the baseline
  Gain, limiter and output levels per channel read from the front panel or software and compared with the commissioning settings, changes noted and explained.
  1 photo required

- [ ] Speaker line fault detection tested and its indication seen
  Where lines are supervised, a speaker line opened at the head end brings up its fault for the right zone, then clears when the line is restored.
  No photo required

- [ ] Page priority and all-call override tested between stations
  Where there is more than one station, a higher-priority page or all-call takes over a lower one as programmed, and the lower page resumes or drops cleanly.
  No photo required

Backup

- [ ] Backup batteries or UPS checked for date, swelling and leaks
  Where the PA has backup, battery date codes within the manufacturer's service life, cases not swollen or leaking, terminals clean and the charger showing normal.
  No photo required

- [ ] Backup power load-tested with utility power removed
  Utility power dropped and the amplifier confirmed carrying a page on backup for its rated interval, with no dropout or distortion and the result documented.
  No photo required

Interfaces and close-out

- [ ] Fire alarm or mass notification interface test observed
  Where interfaced, the fire alarm contractor tests the interface under its own notices, and the PA is seen to mute or hand over, then restore. No fire alarm test is repeated here.
  No photo required

- [ ] Utility power restored and the system left in normal operation
  Utility power back on, backup recharging, rack covers on, zones, music and volumes at normal settings, and the owner told paging is back in service.
  No photo required

- [ ] Annual survey report filed with dead pockets and deficiencies
  Report lists sound level readings, faulted lines, failed speakers and station defects by zone, and is kept as next year's baseline for the survey.
  No photo required