

Public address and paging system quarterly maintenance checklist

A quarterly public address and paging system round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 or maintenance tech on the quarterly round. When: Every quarter, walked while paging live test tone or a page. Dead speakers are silent by nature, so nobody notices until a page goes unheard.

Audibility and intelligibility

- ☐ **Test page walked for audibility and clarity across the areas served**
Page heard clearly above ambient noise everywhere it should be, words intelligible not just loud, no dead pockets or overloaded distortion. **2 photos required**
- ☐ **Speakers intact and unobstructed**
Speaker grilles clear, not painted over or blocked by new construction or stock, cones and volume taps undamaged. **1 photo required**

Zones and stations

- ☐ **Each zone pages independently from the paging station**
All-call and each zone select reach only the intended area, paging station keys and releases cleanly, no zone stuck open or cross-fed. **2 photos required**

Amplifier and backup

- ☐ **Amplifier healthy and backup power indicating**
Amplifier running without fault or clipping lights, no overheating, backup supply energized with no trouble indication. **1 photo required**