READY TO INSPECT — FIELD CHECKLIST

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.

Notice and system role

- [ ] Owner and occupants told before test pages start
  Owner's contact and the people in each zone told when test tones and pages will run, and any area where a page would disrupt work agreed beforehand.
  No photo required

- [ ] Paging-only or emergency-voice interface role confirmed
  Record shows whether the PA is paging only and not for life safety, or is interfaced with the fire alarm or mass notification, whose contractor tests that interface.
  No photo required

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

- [ ] Room volume controls set at their recorded levels
  Where rooms have local volume controls or attenuators, each is set at the level on record, not turned to off, and the knob or plate is intact.
  No photo required

- [ ] Background music ducks or mutes when a page starts
  Where background music plays, it drops under the page as the page starts and returns to its set level afterward, with no words lost under the music.
  No 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

- [ ] Paging microphones, cords and push-to-talk switches checked
  Microphone heads and grilles clean, cords and strain reliefs undamaged, push-to-talk switch firm with no crackle or sticking, station secured to its mount.
  1 photo required

- [ ] Zone labels at each paging station match the areas reached
  Zone buttons or directory at each station name the areas they actually reach after any renovation or renumbering, and the labels are legible.
  1 photo required

- [ ] Telephone or VoIP paging gateway page placed to a zone
  Where paging runs through the phone system, a dialed page reaches the chosen zone with clean audio and no echo or delay, and the gateway shows registered.
  No photo 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

- [ ] Amplifier ventilation openings and rack fans clear
  Vents not blocked by stored items or dust, rack or cabinet fans turning, nothing stacked on the amplifier, and the equipment room not running hot around the rack.
  1 photo required

Close-out

- [ ] Test tone off and zones returned to normal settings
  Test tone stopped, zone selections, music source and volumes back at their normal settings, and the owner's contact told testing is finished.
  No photo required

- [ ] Dead speakers, weak zones and faults reported to the owner
  Areas that could not hear a page, faulted zones and damaged stations listed for the owner by location, so repairs are scheduled rather than found in an emergency.
  No photo required