

## 11-01 Communications - Public Address Systems

Date: 13 Feb 2019

Version: 4

Unit of Measure: System

Summary	
Frequencies	Tasks
<b>6M (Months)</b> 30 mins	<b>1</b>
<b>12M (Months)</b> 75 mins	<b>2 3 4 5 6 7 8 9 10 11</b>
<b>Annual Timing</b>	<b>135 mins</b>

Introduction
<p>Following all inspection visits, conditional reports should be submitted to the client, including all specialist reports and test equipment printouts.</p> <p>In addition, ensure that a Site Logbook is maintained on site containing duplicate copies of all the reports information submitted to the client.</p> <p><b>Please refer to the overarching introduction (SFG 00-01) to make sure you are of the correct skill level as indicated within the task schedule to carry out the described works. Ensure you have read and understood the manufacturer's recommendations, carried out risk assessment(s) on each item of plant to identify the correct frequency of maintenance, identified all safety procedures that need to be applied and recorded in order to carry out the work in a safe and reliable manner.</b></p> <p><b>Notes:</b> For clarity this is a public address system used to communicate within the area where installed. These systems do not form any part of the Fire Alarm System.</p>

Display Order	Tasks
<b>1</b>	<p><b>General - 6 Monthly</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 6M                      <b>Skill Set:</b> Electrical</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Clean equipment.</li> <li>Check leads for breaks, splits and loose connections.</li> <li>Damp wipe leads to remove stickiness.</li> <li>Check the lead and make repairs if necessary.</li> <li>Check all amplifier connections, knobs and sliders - tighten any that are loose and remove excess dust or foreign objects in those that are sticking.</li> <li>Ensure all leads are neatly coiled to avoid twisting and tangles.</li> </ul> <p>Using signal generator measure output voltages on preamplifier. The actual test may vary with the type of equipment and the manufacturer's specific instructions should be followed.</p> <p>Power amplifier - Inspect and test using signal generator.</p> <p>Record results.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Any evidence of tampering or damage should be recorded and reported to the client.</li> <li>Pass report and findings onto the client.</li> </ul>
<b>2</b>	<p><b>General - 12 Monthly</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Electrical</p>

<p><b>2</b> continued</p>	<p><b>Action:</b> Check for sound coverage and clarity especially when room changes have been made.</p> <p>Record results.</p> <p><b>Notes:</b> Pass report and findings onto the client.</p>
<p><b>3</b></p>	<p><b>Audio equipment</b></p> <p><b>Criticality:</b> Amber <b>Frequency:</b> 12M <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Clean the heads on audio cassette decks, cd's and minidisc players.</p> <p><b>Notes:</b> Leave them to dry for a few minutes before attempting to use the player again.</p>
<p><b>4</b></p>	<p><b>Speakers</b></p> <p><b>Criticality:</b> Amber <b>Frequency:</b> 12M <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Check all distribution field wiring and containment. Check to ensure that all leads are plugged in firmly into the correct connectors which should also be tightened if loose. Ensure that sound quality is good and free from crackling. Inspect for damage.</p> <p>Test each speaker and check earthing where appropriate. Check that music and other on-line activities are cut out when announcements are made.</p> <p>Record results.</p> <p><b>Notes:</b> Pass report and findings onto the client.</p>
<p><b>5</b></p>	<p><b>Microphones</b></p> <p><b>Criticality:</b> Amber <b>Frequency:</b> 12M <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Check the base of the microphone for bent or loose pins. Repair if necessary. Operate speech key and check anode currents.</p> <p>Record results.</p> <p><b>Notes:</b> Pass report and findings onto the client.</p>
<p><b>6</b></p>	<p><b>Canon leads</b></p> <p><b>Criticality:</b> Amber <b>Frequency:</b> 12M <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> 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.</p> <p>Any wire that has become detached should be re-soldered into place.</p> <p><b>Notes:</b></p>
<p><b>7</b></p>	<p><b>Jack &amp; phono leads</b></p> <p><b>Criticality:</b> Amber <b>Frequency:</b> 12M <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Unscrew the casing and lower gently.</p> <p>Check that the wires are firmly in place and re-solder if necessary.</p> <p><b>Notes:</b></p>
<p><b>8</b></p>	<p><b>Hearing assistance induction loop</b></p> <p><b>Criticality:</b> Amber <b>Frequency:</b> 12M <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Check loop is active and is not suffering any 'Blind Spots'.</p>

<p><b>8</b> continued</p>	<p>Record results.</p> <p><b>Notes:</b> If any found report to the client. Pass report and findings onto the client.</p>
<p><b>9</b></p>	<p><b>Power supplies</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Check mains power supplies. Examine all plugs and fuses for condition. Measure resistance of installation cables.</p> <p>Record results.</p> <p><b>Notes:</b> Pass report and findings onto the client.</p>
<p><b>10</b></p>	<p><b>System</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Test system is fully operational.</p> <p>Record results.</p> <p><b>Notes:</b> Provide a signed engineer's report, one copy to be left in Site Log Book and a further copy to be submitted to the client.</p>
<p><b>11</b></p>	<p><b>Fire alarm interface</b></p> <p><b>Criticality:</b> Amber                      <b>Frequency:</b> 12M                      <b>Skill Set:</b> Electrical</p> <p><b>Action:</b> Check functioning of interface.</p> <p>Record results.</p> <p><b>Notes:</b> This system does not form part of the fire alarm system. This interface is designed to stop any music or speech being transmitted whilst the fire alarm is in operation in order to ensure the alarm is not masked in anyway.</p> <p>Pass report and findings onto the client.</p>