COVENTRY ELECTRICAL

Maintenance Packages

Commercial

From £299.00

Our commercial maintenance packages are here to help you eliminate the potential of any costly, unexpected defects and emergency repairs.

Your electrical installation is fundamental to daily operations and maintenance is often overlooked until something goes wrong.

Our aim is to ensure your premises are electrically safe and compliant all year round.

Our maintenance packages allow your business to operate smoothly, without any unwanted costly downtime.

Each plan is tailored to suit your requirements and support your electrical needs in the best way possible.

024 76 65 0000 | enquiries@coventryelectrical.co.uk
www.coventryelectrical.co.uk

What we include

2 x Testing and inspection of circuit protective devices:

- We include 2 site visits where we test and inspect the functionality and condition of the RCD or RCBO circuit protective devices within the installation. (Site visits are pre-planned at 6 month intervals). *

1 x Complete visual inspection of the installation:

- The visual inspection is provided to ensure the complete installation is in good working order throughout the year and no safety issues are apparent.

3 x Fire detection inspection and testing:

- British Standards states that each fire alarm should be inspected every 6 months and a full test carried out annually.
- We include 2 inspections for the installed fire alarm within the property, and 1 annual full system test and inspection.

**Fire extinguisher maintenance can be included if required.

What we include

3 x Emergency lighting test and inspections:

- British Standards requires that all emergency lighting must be tested at least annually.
- We include an annual full duration battery test to all emergency lighting and 2 functional test visits.

1 x Annual Testing and inspection:

- To avoid a large costly spend every 3-5 years, we include one annual visit to carry out your Electrical Installation Condition Report (EICR).

We would recommend all aspects are included. However, we can tailor the packages to suit your exact requirements.

Please see our example package page for further details.

Example package

To show the real value of our maintenance packages we have carried out market research to identify the average costs based on a 5,000 sq/ft commercial unit.

The unit is a 2 story building containing offices and workshops. It contains: 20 emergency lights, a 2 zone fire alarm, a single phase consumer unit, and 2, 3 phase distribution boards.

Typical industry costs:

£120.00

£500.00

£820.00

£150.00

£300.00

Total average annual cost

£1890.00

Coventry Electrical cost

£950.00

SAVING YOU £940.00

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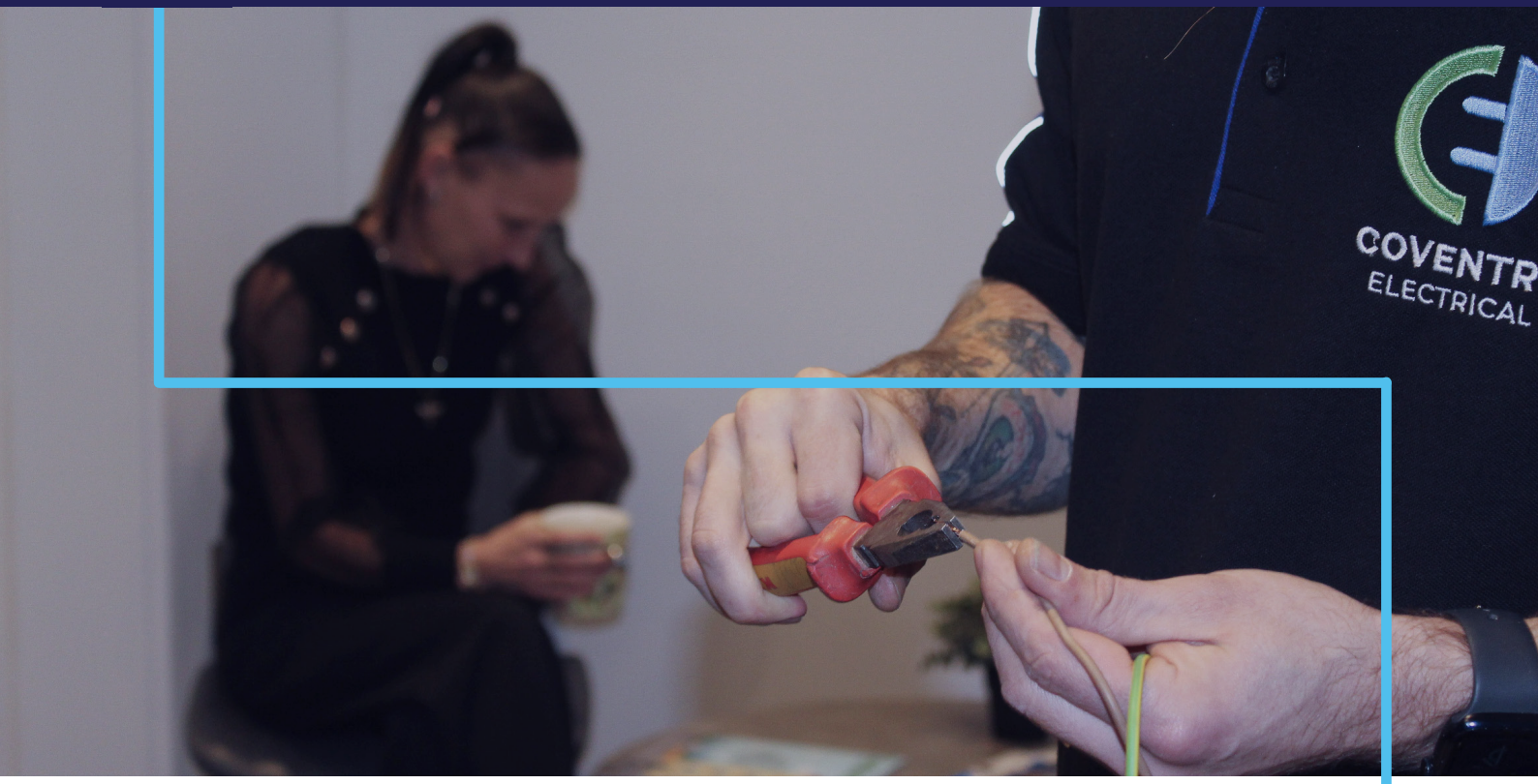

Our customer care plans are ideal for all businesses and are designed to make your daily operations economical and reliable.

We have taken away the time-consuming process of planning and arranging all the required annual compliances,so you can spend the time running your business.

Hassle-free, safety guaranteed and financially positive - that's what you can expect with our maintenance plans.

If this is exactly what your business needs, please complete the attached form or get in touch and we'll be happy to discuss your requirements.

Thank you.

Joseph Cooper
Managing Director

Care plan options

Based upon the information provided I would like to receive a costing for the following services:

(Please tick the relevant boxes)

2 x Testing and inspection of circuit protective devices	
1 x Complete visual inspection of the installation	
3 x Fire detection - inspection and testing	
3 x Emergency lighting - inspection and testing	
Fire extinguisher maintenance and servicing	
1 x Annual testing and inspection	

I understand the above services are in relation to the relevant British Standards and regulations required for buildings. Any services not required are the responsibility of the company and not Coventry Electrical Ltd.

Please provide the details for the site contact dealing with the above, as we may need to contact you for a site visit.

Company (inc. site address)	
Email	
Phone	
Signed (on behalf of the company)	
Print	
Date	

Maintenance Package notes:

- Each package is based on a 12-month contract, per dwelling, and cannot be cancelled at any time within the dates set out in the contract.
- The price listed above is based per annum.
- Our contracts will auto-renew after 12-months.
- If you would not like auto-renew of this contract, we must be notified no later than month 11 of the contract date.
- Payment is due 14 days from the contract date.
- Our services outlined above will not commence until payment is received.
- Our costs are set for the duration of the 12-month period only. We reserve the right to alter our costs after the contract date has ended.
- Per annum is deemed from the date of the contract being signed.
- All pre-planned visits will be booked in advance. All dates and times are to be confirmed and based upon normal working hours (Monday to Friday, 8:00am to 5:00pm). If pre-planned dates and times are required to be changed they must be done so no sooner than 3 weeks prior to the appointment. Any changes made in under 3 weeks may be subject to additional charges at our own discretion.

Testing and inspection of circuit protective devices:

* This is stated as a recommendation within the British Standards (Reg 514.12.2). We will be required to operate the devices in question, which will result in temporary loss of power to the circuits. As our inspections are planned in advance, we would recommend that all measures are taken to prepare for the temporary loss of power during our visits.

** Thermal imagery will not be recorded and only used for indicative purposes to the engineer carrying out the inspection. If there are any issues occurring from the thermal imagery inspection, we will report to the persons ordering the works and provide further details.

Complete visual inspection:

* Partial dismantling of equipment may be required which we include.

** If any installation defects or non-compliances are discovered to be dangerous or life threatening, we are obliged by law to rectify the fault with immediate effect. We will inform the client immediately and this will be billed as a separate issue.

Fire detection and inspection:

* Recommendations for periodic inspection and test of the system.
Some fire detection and fire alarm systems and components claim to include features that permit functions to be automatically monitored, and faults or warnings to be annunciated, or otherwise made available to authorized persons. In cases where this is proven, the recommendations for routine testing under this subclause and in 45.4 may be modified to omit testing which is proven to be unnecessary by the equipment manufacturer, provided it can be proven that the automatic monitoring achieves the same objective as the appropriate test recommended in this subclause and/or 45.4. In the case of detectors (all types), tests should ensure that products of combustion are capable of passing unhindered from the protected area to the sensing chamber/elements of the detector and not simply test the ability of the detector to sample/verify the status of the atmosphere already in the sensing chamber.

The recommendations in this clause should be carried out by a competent person (see 3.12). The period between successive inspection and servicing visits should be based upon a risk assessment, taking into account the type of system installed, the environment in which it operates and other factors that may affect the long-term operation of the system. The recommended period between successive inspection and servicing visits should not exceed 6 months. If this recommendation is not implemented, it should be considered that the system is no longer compliant with this part of BS 5839.

The following recommendations are applicable.
a) The system logbook should be examined. It should be ensured that any faults recorded have received appropriate attention.
b) A visual inspection should be made to check whether structural or occupancy changes have affected the compliance of the system with the recommendations of this standard for the siting of manual call points, automatic fire detectors and fire alarm devices. Particular care should be taken to verify whether:

1) all manual call points remain unobstructed and conspicuous;
2) any new exits have been created without the provision of an adjacent manual call point;
3) any new or relocated partitions have been erected within 500 mm horizontally of any automatic fire detector [see 22.3g)];
4) any storage encroaches within 300 mm of ceilings, such as to obviate compliance with 22.3i);5) a clear space of 500 mm is maintained below each automatic fire detector [see 22.3o)], and that the ability of the detector to receive the stimulus that it has been designed to detect has not been impeded by other means;

5) a clear space of 500 mm is maintained below each automatic fire detector [see 22.3o)], and that the ability of the detector to receive the stimulus that it has been designed to detect has not been impeded by other means;
6) any changes to the use or occupancy of an area makes the existing types of automatic fire detector unsuitable for detection of fire or prone to unwanted alarms;
7) any building alterations or extensions require additional fire detection and fire alarm equipment to be installed.
c) The records of false alarms should be checked in accordance with 30.2i). The rate of false alarms during the previous 12 months should be recorded [see 30.2i)].
Action taken in respect of false alarms recorded should comply with 30.2j).
d) The battery voltage should be measured with the mains on to check the steady state charge voltage and check it is within the manufacturer's recommendations.
e) Batteries and their connections should be examined and momentarily load tested with the mains disconnected (other than those within devices such as manual call points, detectors and fire alarm sounders of a radio-linked system), to ensure that they are in good serviceable condition and not likely to fail before the next service visit. Vented batteries should be examined to ensure that the specific gravity of each cell is correct.
f) The fire alarm functions of the CIE should be checked by the operation of at least one detector or manual call point on each circuit. An entry should be made in the logbook indicating which initiating devices have been used for these tests
g) The operation of the fire alarm devices should be checked.
h) All controls and visual indicators at CIE should be checked for correct operation.
i)The operation of any facility for automatic transmission of alarm signals to an alarm receiving centre should be checked. Where more than one form of alarm signal can be transmitted (e.g. fire and fault signals), the correct transmission of each signal should be confirmed.
j) All ancillary functions of the CIE should be tested.
k) All fault indicators and their circuits should be checked, where practicable, by simulation of fault conditions.
l) All printers should be tested to ensure that they operate correctly and that characters are legible. It should be ensured that all printer consumables are sufficient in quantity or condition to ensure that the printer can be expected to operate until the time of the next service visit.
m) Radio systems of all types should be serviced in accordance with the recommendations of the manufacturer.
n) All further checks and tests recommended by the manufacturer of the CIE and other components of the system should be carried out.
o) On completion of the work, any outstanding defects should be reported to the premises management, the system logbook [see 40.2d)] should be completed and an inspection and servicing certificate should be issued (see H.6). 45.4 Recommendations for inspection and test of the system over a 12 month period
In addition to the work recommended in 45.3, it is recommended that the
following work be carried out every year.

NOTE 1: The work described may be carried out over the course of two or more service visits during each 12-month period.
a) The switch mechanism of every manual call point should be tested, either by removal of a frangible element, insertion of a test key or operation of the device as it would be operated in the event of fire.
b) All automatic fire detectors and remote detectors should be examined, as far as practicable, to ensure that they have not been damaged, painted, or otherwise adversely affected. Thereafter, every detector should be functionally tested. The tests used need prove only that the detectors are connected to the system, are operational and are capable of responding to the phenomena they are designed to detect. Where fitted, detector remote indicators should also be checked for correct operation.
c) Every heat detector should be functionally tested by means of a suitable heat source, unless operation of the detector in this manner would then necessitate replacement of part or all of the sensing element (e.g. as in fusible link point detectors or non-integrating line detectors). Special test arrangements will be required for fusible link heat detectors. The heat source should not have the potential to ignite a fire; live flame should not be used, and special equipment might be necessary in explosive atmospheres.
d) Point smoke detectors should be functionally tested by a method that confirms that smoke can enter the detector chamber and produce a fire alarm signal (e.g. by use of apparatus that generates simulated smoke or suitable aerosols around the detector). It should be ensured that the material used does not cause damage to, or affect the subsequent performance of, the detector; the manufacturer's guidance on suitable materials should be followed.
e) Optical beam smoke detectors should be functionally tested by introducing signal attenuation between the transmitter and receiver, either by use of an optical filter (or any similar method of simulating obscuration by smoke), smoke or simulated smoke.
f) Aspirating fire detection and fire alarm systems should be functionally tested by a method that confirms that smoke can enter the detector chamber and produce a fire alarm signal. It should be ensured that the material used does not cause damage to or affect the subsequent performance of the detectors; the manufacturer's guidance on suitable materials should be followed. Furthermore, appropriate testing should be performed to verify that smoke is able to enter each sampling point (or collection of sampling points that are recommended by the manufacturer to cover the same area as a point smoke detector).
This can be achieved by introducing smoke into each sampling point in turn and verifying a response at the detector.

However, where access is restricted or other site conditions prevent this, other verification techniques should be employed such as:

1) verifying transport time from furthest hole or a dedicated test point and comparing with previously recorded results to identify deviations;
2) confirming that the flow monitoring is capable of detecting loss of a single sampling point (or collection of sampling points that are deemed to be acceptable for the risks involved);
3) inspection of flow readings and comparing with previously recorded results to identify deviations which would indicate a loss of detection performance;
4) measurement of the pressure at each sampling point and comparing with previously recorded results to identify deviations which would indicate a loss of detection performance. The technique used is dependent on the particular features of the ASD technology, the risk and details of the specific application. Such techniques may also be supported by visual inspection of sampling points where this is possible but it is essential to verify that adequate detection performance is maintained. Details of the techniques used should be recorded and agreed with all parties.

NOTE 2: For further guidance see the FIA Code of Practice for Design, Installation, Commissioning and Maintenance of Aspirating Smoke Detector (ASD) Systems [6].
g) Carbon monoxide fire detectors should be functionally tested by a method that confirms that carbon monoxide can enter the detector chamber and produce a fire alarm signal (e.g. by use of apparatus that generates carbon monoxide or a gas that has a similar effect on the electro-chemical cell as carbon monoxide). WARNING. Carbon monoxide is a highly toxic gas, and suitable precautions should be taken in its use.

NOTE 3: It is necessary to ensure that any test gas used does not cause damage to, or affect the subsequent performance of, the detector; and that the manufacturer's guidance on suitable test gases is followed.
h) Flame detectors should be functionally tested by a method that confirms that the detector will respond to a suitable frequency of radiation and produce a fire alarm signal. The guidance of the manufacturer on testing of detectors should be followed.
i) In fire detection systems that enable analogue values to be determined at the CIE, it should be confirmed that each analogue value is within the range specified by the manufacturer.
j) Multi-sensor detectors should be operated by a method that confirms that products of combustion in the vicinity of the detector can reach the sensors and that a fire signal can be produced as appropriate. The guidance of the manufacturer on the manner in which the detector can be functionally tested effectively should be followed.
k) All fire alarm devices should be checked for correct operation. It should be confirmed that visual fire alarm devices are not obstructed from view and that their lenses are clean.
l) All unmonitored, permanently illuminated filament lamp indicators at CIE should be replaced.
m) Radio signal strengths in radio-linked systems to which Clause 27 applies should be checked for adequacy, and the results recorded.
n) A visual inspection should be made to confirm that all readily accessible cable fixings are secure and undamaged.
o) The cause and effect programme should be confirmed as being correct by activating at least one cause and observing the operation of effects.
p) The standby power supply capacity should be checked to establish it remains suitable for continued service.
q) All further annual checks and tests recommended by the manufacturer of the CIE and other components of the system should be carried out. On completion of the work, any outstanding defects should be reported to the premises management and a record of the inspection and test should be made on the servicing certificate.

NOTE 4: Since stimulus of the sensing element through introduction of the phenomena or surrogate phenomena which the above detectors are designed to detect forms part of the test, use of a test button or a test magnet (for example) or compliance with 45.4i) does not satisfy the recommendations given.
** Fire extinguisher maintenance/servicing can be included via a third party.

Annual emergency lighting test and inspection:

* A full rated duration test means that each luminaire must be put into a failure of power simulation and tested to ensure the battery lasts the legal minimum 3-hour time.

Emergency lighting systems should be inspected and tested at regular intervals in accordance with BS EN 50172.

NOTE 1: The testing may be performed manually, but if the responsible person is unable to ensure that this will be done, it is advisable to use an automatic test system to perform the tests at the required intervals.

NOTE 2: Provision of a periodic inspection and test certificate is specified in BS EN 50172:2004, 6.2. An example of a suitable inspection and test certificate, which can be used for all new installations, major alterations and existing premises, is given in Annex M.

Functional operation should be checked at least every month (see 13.1).

Testing for full rated duration should be performed on each luminaire at least annually. One of the following precautions should be taken during the full rated duration tests:
a) perform the test while the building is empty or at times of minimal risk; or
b) only test alternate luminaires at any one time, so that the building has a charged luminaire next to the unit under test.
A visual inspection should be performed on each luminaire at least annually.

NOTE 3: These precautions are needed because as the full rated duration tests require discharging the batteries, the emergency lighting system is not fully functional until the batteries have had time to recharge.

NOTE 4: The minimum duration periods of the system are given in 6.7.3.
In the event of failure of any parts of the system, a competent person should be used to repair the fault. Alternative safety procedures should be introduced until the repair is complete and the system has been retested satisfactorily. The responsible person for the building should decide on the appropriate action to be taken for their premises to maintain occupants' safety during this time.

NOTE 5: Examples of possible actions include:
• warning occupants to be extra vigilant until the system is rectified;
• initiating extra safety patrols;
• issuing torches as a temporary measure;
• in a high risk situation, limiting use of all or part of the building.

The results of tests and any repair action should be recorded in the log book.

If safety patrols are likely to be needed to assist evacuation in the event of equipment failure, suitable rechargeable portable hand lamps should be provided, such as those conforming to BS EN 60598-2-22:2014, Annex E.
NOTE 6 It is expected that advice on conducting routine tests will have been given
to the user as part of the handover procedure given in 10.7.
NOTE 7 Routine inspections and tests are specified in BS EN 50172:2004, 7.2.
An automatic test system for battery powered systems is specified in BS EN 62034.

Annual 20% Testing and inspection

* BS7671: Reg 652.2

- In the case of an installation under an effective management system for preventative maintenance in normal use, periodic inspection and testing may be replaced by an adequate regime of continuous monitoring and maintenance of the installation and all its constituent equipment by one or more skilled persons competent in such work. Appropriate records shall be kept.
- We will select the most appropriate circuits to test at the planned time and provide the report to the landlord once completed. All agreed limitations include underfloor boards and above ceilings where access is deemed not applicable.

All C1 observations discovered will be rectified immediately and bill accordingly, this is part of our duty of care as competent trades people.

All C2, C3 and FI observations will be followed with an accurate quotation to rectify the issue.
If our services are cancelled, you must ensure that all testing and inspection procedures are kept up to date by law. Coventry Electrical will not be held responsible for the installation if the contract ceases.