safegua
security systems (scotland) ltd.
Wheatrig Farm, Kilmaurs, Ayrshire KA3 2NG
Telephone: 01563 523 101 Fax: 01563 559 487

AM No: 2776

# ICE / WORK SHEET

DATE OF VISIT: 050913 NV NO

TAKEN BY: KP DATE: TIME:

JOB TYPE: TION REPAIR MAINTENANCE ✓

ENGINEER CALL OUT CHARGE YES NO ✓ APPOINTMENT TIME ANY

TRAVEL TIME TO SITE: 10 mins ARRIVE SITE 0930

TRAVEL TIME FROM SITE: 10 mins DEPART SITE 1230

## CUSTOMER DETAILS

NAME: Galleon Leisure Centre

ADDRESS: 99 Titchfield Street
Kilmarnock

POSTCODE KA1 1QY CONTACT NAME: Dave Carey

TELEPHONE: 01563557062

MOBILE NUMBER:

E-MAIL:

CHIP NUMBER: SIGNALLING TYPE:

## JOB DETAILS

ENGINEER ALLOCATED KM JL

INSTALL REF. No.

INSTALL DATE

WARRANTY EXPIRES

UNDER WARRANTY YES NO ✓

UNDER MAINTENANCE YES ✓ NO

MAINTENANCE EXPIRES 09 14

MAINTENANCE CONTRACT No.

CHARGEABLE YES ✓ NO

INTRUDER FIRE ✓ C.C.T.V

DOOR ENTRY OTHER

REASON FOR CALL VISIT

Annual fire maintenance checks.

ACTION

100% INSPECTION ON FIRE ALARM TESTED ALL CALL POINTS - ALL OK UNABLE TO TEST MCPS DUE TO BEING FIXED TERM. NO MAINS TESTER FOR MCPS.

RETURN VISIT CALL COMPLETE ✓

## MAINTENANCE CHECKLIST

| | | | |
|---|---|---|---|
| CHECK ALL WORK CARRIED OUT COMPLIES TO EUROPEAN STANDARD 6662 AND SSAIB CODES OF PRACTICE | ✓ | CHECK ENTRY / EXIT TIMES ARE ADEQUATE AND ARE RECORDED IN LOG BOOK | |
| CHECK MAINS SPUR FITTED & HAS NO GREATER THAN A 3 AMP FUSE | ✓ | CHECK EACH DETECTOR POSITION & AREA PROTECTED COMPLIES WITH SPECIFICATION LIST ANY CHANGES UNDER ACTION TAKEN | ✓ |
| CHECK ALL CABLES ARE CLEARLY MARKED & SECURELY FIXED AT CONTROL PANEL TERMINALS | ✓ | FULLY WALK TEST SYSTEM | ✓ |
| CHECK ALL METER READINGS ARE RECORDED IN LOG BOOK | | TEST SYSTEM ON FULL ALARM ACTIVATION | ✓ |
| CHECK BATTERY IS CLEARLY DATED & VOLTAGE RECORDED, AND OPERATES IN ACCORDANCE WITH STANDARDS | | CHECK & COMMISSION REMOTE SIGNALLING TRANSMITS PROPERLY (INTELLIGIBILITY TO BE ASCERTAINED) | ✓ |
| CHECK SAB KIT / EXTERNAL SOUNDER SELF ACTIVATES WHEN ALL POWER IS REMOVED | | CHECK ALL ANTI-TAMPER CIRCUITS OPERATE PROPERLY | |
| CHECK AUDIBLE WARNING DEVICES OPERATE PROPERLY INCLUDING STROBE AND LED'S | ✓ | CHECK ALL CUSTOMER / INSTALLATION DETAILS ARE RECORDED ON ENGINEERS MANUAL | ✓ |
| CHECK EXTERNAL SOUNDER / CONTROL PANEL LABELS | | CHECK ALL ZONE INFORMATION COMPLETED ON CUSTOMERS OPERATING MANUAL | ✓ |

## JOB COSTINGS EX V.A.T

| | £ | PARTS | £ | PARTS | £ |
|---|---|---|---|---|---|
| CALL OUT CHARGE (includes one hours time) | | | | | |
| HOURLY RATE £ p/hr | | | | | |
| ADDITIONAL TIME COSTS hrs | | | | TOTAL £ | 824.00 |
| ANNUAL MAINTENANCE FEE | 824.00 | | | VAT£ | 164.80 |
| ANNUAL MONITORING FEE | | | | TOTAL COST£ | 988.80 |

## INVOICE CONFIRMATION - TO BE SIGNED ONLY BY AUTHORISED INDIVIDUALS.

I CONFIRM THAT THE WORK DESCRIBED ABOVE HAS BEEN COMPLETED TO MY SATISFACTION AND AGREE TO PAY ANY CHARGES DUE ON THIS INVOICE / WORK SHEET.

CUSTOMER'S SIGNATURE

ENGINEER'S SIGNATURE K

PAYMENT DATE PAYMENT METHOD RECEIVED BY

# INVOICE / WORK SHEET

safeguard
security systems (scotland) ltd.
Wheatrig Farm, Kilmaurs, Ayrshire KA3 2NG
Telephone: 01563 523 101 Fax: 01563 559 487

AM No: 2156

DATE OF VISIT 050913 INVOICE NO

**ENQUIRY DETAILS**

TAKEN BY: KP DATE: TIME:

JOB TYPE: INSTALLATION ☐ REPAIR ☐ MAINTENANCE ☑

ENGINEER CALL OUT CHARGE YES ☐ NO ☑ APPOINTMENT TIME ANY

TRAVEL TIME TO SITE: 10 mins ARRIVE SITE 09 30

TRAVEL TIME FROM SITE: 10 mins DEPART SITE 12 30

**CUSTOMER DETAILS**

NAME: Galleon Leisure Centre

ADDRESS: 99 Titchfield Street Kilmarnock

POSTCODE KA1 1QY CONTACT NAME: DAVIE CAREY

TELEPHONE: 01563557052

MOBILE NUMBER.

E-MAIL: TA04308232

CHIP NUMBER: SIGNALLING TYPE:

**JOB DETAILS**

ENGINEER ALLOCATED KR JL

INSTALL REF. No.

INSTALL DATE

WARRANTY EXPIRES

UNDER WARRANTY YES ☐ NO ☑

UNDER MAINTENANCE YES ☑ NO ☐

MAINTENANCE EXPIRES 09 14

MAINTENANCE CONTRACT No.

CHARGEABLE YES ☑ NO ☐

SYSTEM TYPE

INTRUDER ☑ FIRE ☐ C.C.TV ☐

DOOR ENTRY ☐ OTHER ☐

REASON FOR CALL / VISIT

Annual maintenance and monitoring checks

ACTION TAKEN

RM 1o. All ok.

RETURN VISIT ☐ CALL COMPLETE ☑

**MAINTENANCE CHECKLIST**

| | | | |
|---|---|---|---|
| CHECK ALL WORK CARRIED OUT COMPLIES TO EUROPEAN STANDARD 1662 AND SSAIB CODES OF PRACTICE | ☑ | CHECK ENTRY / EXIT TIMES ARE ADEQUATE AND ARE RECORDED IN LOG BOOK | ✓ |
| CHECK MAINS SPUR FITTED & HAS NO GREATER THAN A 3 AMP FUSE | ☑ | CHECK EACH DETECTOR POSITION & AREA PROTECTED COMPLIES WITH SPECIFICATION LIST ANY CHANGES UNDER ACTION TAKEN | ☑ |
| CHECK ALL CABLES ARE CLEARLY MARKED & SECURELY FIXED AT CONTROL PANEL TERMINALS | ☑ | FULLY WALK TEST SYSTEM | ☑ |
| CHECK ALL METER READINGS ARE RECORDED IN LOG BOOK | ☐ | TEST SYSTEM ON FULL ALARM ACTIVATION | ☑ |
| CHECK BATTERY IS CLEARLY DATED & VOLTAGE RECORDED, AND OPERATES IN ACCORDANCE WITH STANDARDS | ☑ | CHECK & COMMISSION REMOTE SIGNALLING TRANSMITS PROPERLY (INTELLIGIBILITY TO BE ASCERTAINED) | ✓ |
| CHECK SAB KIT / EXTERNAL SOUNDER SELF ACTIVATES WHEN ALL POWER IS REMOVED | ☑ | CHECK ALL ANTI-TAMPER CIRCUITS OPERATE PROPERLY | |
| CHECK AUDIBLE WARNING DEVICES OPERATE PROPERLY INCLUDING STROBE AND LED'S | ☑ | CHECK ALL CUSTOMER / INSTALLATION DETAILS ARE RECORDED ON ENGINEERS MANUAL | |
| CHECK EXTERNAL SOUNDER / CONTROL PANEL LABELS | ☑ | CHECK ALL ZONE INFORMATION COMPLETED ON CUSTOMERS OPERATING MANUAL | |

**JOB COSTINGS EX V.A.T**

| | £ | PARTS | £ | PARTS | £ |
|---|---|---|---|---|---|
| CALL OUT CHARGE (includes one hours time) | | | | | |
| HOURLY RATE £ p/hr | | | | | |
| ADDITIONAL TIME COSTS hrs | | | | TOTAL £ | |
| ANNUAL MAINTENANCE FEE | | | | VAT£ | |
| ANNUAL MONITORING FEE | | | | TOTAL COST£ | |

**INVOICE CONFIRMATION** - TO BE SIGNED ONLY BY AUTHORISED INDIVIDUALS.

I CONFIRM THAT THE WORK DESCRIBED ABOVE HAS BEEN COMPLETED TO MY SATISFACTION AND AGREE TO PAY ANY CHARGES DUE ON THIS INVOICE / WORK SHEET.

CUSTOMER'S SIGNATURE

ENGINEER'S SIGNATURE K

PAYMENT DATE PAYMENT METHOD RECEIVED BY

| Name | Ack'd | Pass To | Date |
|---|---|---|---|
| Gen Man | AM | | 6/12 |
| Dep Gen Man | | | |
| Ops Man | | | |
| D Man | | | |
| D Man | | | |
| D Man | | | |
| D Man | | | |
| Admin | | | |
| Maint | | | |
| Bars | | | |
| Board | | | |

DEC 2012

IHL 487

# INVOICE / WORK SHEET

AM No: 2156

DATE OF VISIT: 04/01/12 INVOICE NO:

## ENQUIRY DETAILS

TAKEN BY: MC DATE: TIME:

JOB TYPE: INSTALLATION ☐ REPAIR ☐ MAINTENANCE ☑

ENGINEER CALL OUT CHARGE YES ☐ NO ☑ APPOINTMENT TIME 9AM

TRAVEL TIME TO SITE: 5 mins ARRIVE SITE 09:15

TRAVEL TIME FROM SITE: 5 mins DEPART SITE 12:00

## CUSTOMER DETAILS

NAME: GALLEON LEISURE CENTRE

ADDRESS: 99 TITCHFIELD STREET

KILMARNOCK

POSTCODE KA1 1QY CONTACT NAME:

TELEPHONE: 01563 557055

MOBILE NUMBER:

E-MAIL: CUSTODIAN. TA 04430 8252 REDCARE

CHIP NUMBER: SIGNALLING TYPE: SECURE 2

## JOB DETAILS

ENGINEER ALLOCATED: JB JC

INSTALL REF. No.:

INSTALL DATE:

WARRANTY EXPIRES:

UNDER WARRANTY: YES ☐ NO ☑

UNDER MAINTENANCE: YES ☑ NO ☐

MAINTENANCE EXPIRES: 09/13

MAINTENANCE CONTRACT No.:

CHARGEABLE: YES ☑ NO ☐

SYSTEM TYPE:

INTRUDER ☑ FIRE ☑ C.C.T.V ☐

DOOR ENTRY ☐ OTHER ☐

REASON FOR CALL / VISIT

1 ANNUAL MAINTENANCE | MONITORING CHECK - INTRUDER

2 ANNUAL MAINTENANCE CHECK - FIRE

ACTION TAKEN

CARRIED OUT MAINT CHECK ON FIRE + INTRUDER, ALL OK.

ARRANGE RETURN VISIT TO CHECK SOUNDERS AROUND 8AM

RETURN VISIT ☐ CALL COMPLETE ☑

SSAIB

## MAINTENANCE CHECKLIST

- CHECK ALL WORK CARRIED OUT COMPLIES TO EUROPEAN STANDARD 6662 AND SSAIB CODES OF PRACTICE ☑
- CHECK MAINS SPUR FITTED & HAS NO GREATER THAN 3 AMP FUSE ☑
- CHECK ALL CABLES ARE CLEARLY MARKED & SECURELY FIXED AT CONTROL PANEL TERMINALS ☑
- CHECK ALL METER READINGS ARE RECORDED IN LOG BOOK ☑
- CHECK BATTERY IS CLEARLY DATED & VOLTAGE RECORDED, AND OPERATES IN ACCORDANCE WITH STANDARDS ☑
- CHECK SAB KIT / EXTERNAL SOUNDER SELF ACTIVATES WHEN ALL POWER IS REMOVED ☑
- CHECK AUDIBLE WARNING DEVICES OPERATE PROPERLY INCLUDING STROBE AND LED'S ☑
- CHECK EXTERNAL SOUNDER / CONTROL PANEL LABELS ☑
- CHECK ENTRY / EXIT TIMES ARE ADEQUATE AND ARE RECORDED IN LOG BOOK ☐
- CHECK EACH DETECTOR POSITION & AREA PROTECTED COMPLIES WITH SPECIFICATION LIST ANY CHANGES UNDER ACTION TAKEN ☐
- FULLY WALK TEST SYSTEM ☐
- TEST SYSTEM ON FULL ALARM ACTIVATION ☐
- CHECK & COMMISSION REMOTE SIGNALLING TRANSMITS PROPERLY (INTELLIGIBILITY TO BE ASCERTAINED) ☐
- CHECK ALL ANTI-TAMPER CIRCUITS OPERATE PROPERLY ☐
- CHECK ALL CUSTOMER / INSTALLATION DETAILS ARE RECORDED ON ENGINEERS MANUAL ☐
- CHECK ALL ZONE INFORMATION COMPLETED ON CUSTOMERS OPERATING MANUAL ☐

## JOB COSTINGS EX V.A.T

| | £ | PARTS | £ | PARTS | £ |
|---|---|---|---|---|---|
| CALL OUT CHARGE (includes one hours time) | | FIRE MAINT | 824.00 | | |
| HOURLY RATE £ p/hr | | | | | |
| ADDITIONAL TIME COSTS hrs | | | | TOTAL £ | 1258.00 |
| ANNUAL MAINTENANCE FEE | INCLUDED | | | VAT£ | 251.60 |
| ANNUAL MONITORING FEE | 264.00 | | | TOTAL COST£ | 1509.60 |

## INVOICE CONFIRMATION - TO BE SIGNED ONLY BY AUTHORISED INDIVIDUALS

I CONFIRM THAT THE WORK DESCRIBED ABOVE HAS BEEN COMPLETED TO MY SATISFACTION AND AGREE TO PAY ANY CHARGES DUE ON THIS INVOICE / WORK SHEET.

CUSTOMER'S SIGNATURE

ENGINEER'S SIGNATURE

PAYMENT DATE PAYMENT METHOD RECEIVED BY

VAT REG No. 835 6211 24