



# Emergency Lighting Servicing Worksheet


**Keybury Fire & Security**  
Units 4 & 5 Worth Enterprise Park, Valley Road,  
Keighley, West Yorkshire BD21 4LN  
**Tel:** 01535 661197

Client and Job Details			
<b>Contract</b>	EM11991	<b>Job Number</b>	-770695
<b>Client</b>	VIAMED LTD GHYLL HOUSE, 15 STATION ROAD CROSSHILLS KEIGHLEY WEST YORKSHIRE BD20 7DT	<b>Call Type</b>	Routine Maintenance
<b>Contact</b>	Ms Lamb	<b>Appointment Date/Time</b>	02/09/22 10:30
<b>Telephone</b>	634542	<b>Reported Reason For Call</b>	SAMETIME AS EM11177
<b>email</b>	<a href="mailto:helen.lamb@viamed.co.uk">helen.lamb@viamed.co.uk</a>		
System Details			
<b>System Type</b>	EMERGENCY LIGHTS	<b>Installed</b>	12/06/14
<b>Panel Type</b>			
Key			
	<input type="checkbox"/> True	<input type="checkbox"/> False	<input type="checkbox"/> NA
Service Checks			
System not installed by Keybury, design and install by others, Design documentation not available.	<input type="checkbox"/>	Luminaires conform to BS EN 60598-2-22	<input type="checkbox"/>
Adequate illumination is provided under test conditions, for safe movement on escape routes and open areas (This can be checked by visual inspection and checking that the illumination from the luminaires is not obscured and that minimum design spacings have been met)	<input type="checkbox"/>	Luminaires have an appropriate Ingress Protection rating for their location	<input type="checkbox"/>
Has customer advised of any action/requirement from Fire Risk Assessment?	<input type="checkbox"/>	A sufficient number of test facilities are provided	<input type="checkbox"/>
All escape route safety signs and other safety signs, such as fire fighting equipment location signs visible with the normal lighting extinguished	<input type="checkbox"/>	Instructions for operation and maintenance are available	<input type="checkbox"/>
Correct application and siting of emergency escape lighting	<input type="checkbox"/>	Test records in the log book complete and satisfactory	<input type="checkbox"/>
	<input type="checkbox"/>	Luminaires tested and found to operate for their 3 hour duration	<input type="checkbox"/>
	<input type="checkbox"/>	Luminaires clean and undamaged with lamps in good condition	<input type="checkbox"/>
	<input type="checkbox"/>	Building occupier and their staff trained on suitable maintenance, testing and operating procedures, or a current maintenance contract is in place	<input type="checkbox"/>
	<input type="checkbox"/>	After test, each luminaire charging indicator operates correctly	<input type="checkbox"/>
Engineers Findings and Actions			
Annual 3hr test of emergency lights. All lights passed test.			
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Timesheets				
Date on Site	Arrival	Departure	Customer Name / Signature	Engineers Name / Signature
02/09/2022	10:13:00	14:01:00	Helen	AB:Stacey Wood 

Customer signature confirming renewal of maintenance contract (ONLY FOR ANNUAL SERVICES)

Helen

02/09/2022	10:13:00	14:01:00	Helen	AB:Stacey Wood 
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Customer signature confirming renewal of maintenance contract (ONLY FOR ANNUAL SERVICES)

Helen