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| **Part 7 – Automatic Fire Detection & Alarm Systems**1. Smoke and heat alarm system – *monthly*
2. Annual & ten year for some sites – see front folder sheet for your site.
 | **Location Address (mark site address)**[ ]  Head Office 50 Lalor St [ ]  Ameeyk 107 Hurd St[ ]  SDA 106 Palmer St [ ]  SDA 108 Palmer St | [ ]  Portland Neighbourhood House 40 Waratah St[ ]  Seawinds Nursery 191 Wellington Rd[ ]  Support Coordination Shop 12/13 Pioneer Plaza |

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| **Name of item tested/inspected** | **Date of inspection** | **Company conducting inspection/repair/testing**  | **Problems identified in inspection** | **Action to be taken** | **Action reported to whom?** | **Person conducting inspection** | **Signature** |
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*Record keeping - file this routine service log sheet in the buildings Essential Services Folder As per Aust standard AS 1851-2012*