

Annual Maintenance Check of Telephone Installation

Telephone No.		Type		Colour	
Address					
Additional apparatus					
Access by public					

Check Date					
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Check safety of phone position, note 2					
Phone position (reposition if required)					
Cable condition (refix if required)					
Case condition (clean if required)					
Cord condition (replace if faulty or worn)					
Free Switchhooks					
Dial Speed (Visual)					
Noise check (check cords & mic)					
Check call (obtain ring back also)					
Check batteries (condition & volts)					
Labelling					
Directory (Should be up to date)					

Date inspection completed					
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Inspecting Officer's Initials					
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notes :

- 1) Show month of year in check box
- 2) If required produce Safety Report for filing in Safety Brief Folder
- 3) Urgent maintenance required
- 4) Deferred maintenance in future

Comments Box below
