

**100%**PPM COMPLETED
ON TIME**4 / 4**FIRE ALARM TESTS
COMPLETED**0**OUTSTANDING ACTIONS
(EVOTECH)**COMPLIANT**STATUTORY SERVICES
UP TO DATE**PPM Performance**

All planned maintenance activities were completed on time this month.

**Fire Alarm Weekly Test Summary**

All scheduled weekly fire alarm tests were completed satisfactorily.

Date	Carried Out By	Result	Comments
04 Aug 2026	Metro Fire		No new issues
11 Aug 2026	Metro Fire		No new issues
18 Aug 2026	Metro Fire		No new issues
25 Aug 2026	Metro Fire		No new issues

Test completed Not received Action required

Compliance Overview

All systems are in date and compliant.



- In Date (12)
- Due Soon (0)
- Overdue (0)

Key Updates This Month

- All PPMs completed on time.
- Water samples received from Hydraclean (taken 13 March 2026).
- No new issues to report.
- All systems operating as expected.

**Next Month – Look Ahead**

Planned maintenance and compliance activities scheduled for September 2026 are on track.

**Any Questions?**

Please contact your Evotech Account Manager or our Helpdesk.

02 Maintenance & PPM Performance

The monthly planner information is presented below in a simplified format for portal users. The signed engineer report remains in the evidence section.

Category	Due	Completed	Open	Missed	Attended on time	Completed on time
PPM	4	4	0	0	4	4
Statutory	3	3	0	0	3	3
Non-statutory	1	1	0	0	1	1

PPM activities completed

Activity	Frequency	Location	Completion date	Status
Emergency lighting	Monthly	Common areas	11 Aug 2026	Complete
General lighting	Monthly	Common areas	11 Aug 2026	Complete
Disabled toilet alarm operational test	Monthly	Common areas	11 Aug 2026	Complete
Hot & cold water temperature monitoring	Monthly	Common areas	11 Aug 2026	Complete

Monthly position

All PPM tasks shown in the August source report were completed and up to date. There was no Evotech PPM carryover recorded at month end.

03 Compliance Summary

Area	Activity	August evidence	Position	Comment
Fire alarm	Weekly user test	Metro - 4, 11, 18 & 25 Aug	Satisfactory	All supplied tests operated correctly
Emergency lighting	Monthly functional test	Evotech - 11 Aug	Satisfactory	Monthly record completed
Water hygiene	Temperature monitoring	Evotech - 11 Aug	Satisfactory	Readings recorded on monthly sheet
PPM delivery	Monthly planner	Evotech monthly report	Complete	4 of 4 tasks completed
Specialist systems	Subcontractor evidence	None included	No visit recorded	No specialist documentation in August pack

Water hygiene snapshot

Check	Recorded result	Source-sheet reference
CWST 1	18.4 / 19.0 C	Within <20 C criterion shown on form
CWST 2	18.4 / 19.0 C	Within <20 C criterion shown on form
Cold water mains inlet	17.8 C	Recorded
Selected outlets	Cold 19.3-19.5 C / hot up to 62.6 C	Recorded on monthly sheet

04 Weekly Fire Alarm Test Summary

This section records the outcome of each weekly certificate supplied for August. Historic case references carried forward on Metro paperwork are not treated as repeat monthly failures unless the current visit records a new issue or an unsuccessful test.

Date	Inspector	Test point	Panel / sounders	ARC signal	Reset / interfaces	Outcome
04 Aug 2026	Mr Fisher	2nd Floor lift lobby - CP 2A	Satisfactory	Received	Satisfactory	PASS
11 Aug 2026	Mr Fisher	Basement 2 stair landing - CP BC	Satisfactory	Received	Satisfactory	PASS
18 Aug 2026	Mr Fisher	Ground Floor rear entrance - CP GA	Satisfactory	Received	Satisfactory	PASS
25 Aug 2026	Mr Wilson	Ground Floor small meeting room - CP GD	Satisfactory	Received	Satisfactory	PASS

Reporting note

The source pack contains weekly Metro certificates dated 4, 11, 18 and 25 August. Each supplied certificate records successful sounder activation, correct panel indication, ARC receipt, interface operation and successful reset. The report does not elevate historic Metro case references into the client-facing monthly status unless they are recorded as a new issue on the current visit.

Evidence control

Weekly fire alarm evidence is complete for the August reporting period, with certificates supplied for 4, 11, 18 and 25 August. The 25 August visit recorded no new or existing issues on the current certificate.

05 Evidence Register

The following original records are retained within this report so that the portal document remains suitable for management review and audit evidence.

Evidence	Date	Source	Location in report
Engineer PPM report	11 Aug 2026	Evotech	Appendix A
Water temperature monitoring	11 Aug 2026	Evotech	Appendix A
Emergency lighting monthly test	11 Aug 2026	Evotech	Appendix A
Weekly fire alarm test	04 Aug 2026	Metro Safety	Appendix B
Weekly fire alarm test	11 Aug 2026	Metro Safety	Appendix B
Weekly fire alarm test	18 Aug 2026	Metro Safety	Appendix B
Weekly fire alarm test	25 Aug 2026	Metro Safety	Appendix B

Next month - look ahead

- Continue weekly fire alarm testing and retain all certificates in the monthly portal pack.
- Continue monthly emergency lighting and water temperature monitoring in line with the planner.
- Include specialist contractor documentation only where attendance occurs during the reporting month.

Client contact

Account Manager: Roberto Varela | Helpdesk: helpdesknorth@evotech.co.uk | 01422 377541

APPENDIX A Engineer PPM report - 11 August 2026

Original Evotech evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	E0005312-1	Expenses:	No
Date:	11/08/2026		
Client name:	EC-106509 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	Week 33- Half day PPM, monthly tasks		
Time logs			
Type	Start	End	
Travel	11/08/2026 07:18	11/08/2026 08:22	
On site	11/08/2026 08:22	11/08/2026 11:43	
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	Other		
What did you find?	August PPM'S		
What did you do?	General lighting Emergency lighting Disabled toilet alarm operational test Hot and cold water monthly temps Gas pipe - Visual checks completed		
How did you leave it?	Working order		
Additional Information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	NA		
ENGINEER			
Signature:			
Print name:	Vytautas Serksnas		

Page 1

APPENDIX A Water temperature monitoring - 11 August 2026

Original Evotech evidence



Water Temperature Checks

Contract: <i>Shalford One</i>	Date: <i>11-08-26</i>
Site: <i>Velocity Tower</i>	Engineer: <i>V. Serksnas</i>

MONTHLY TASKS			ADDITIONAL MONTHLY TASKS		
Sentinel Tap Temperatures - nearest & furthest from heat source or CWST.	Cold ($<20^{\circ}\text{C}$)	Hot ($>50^{\circ}\text{C}$)	CWST Temperatures (should be $<20^{\circ}\text{C}$)	At Ball Valve	Opposite Ball Valve
Location:			CWST 1	<i>18.4</i>	<i>19</i>
Location:			CWST 2	<i>18.4</i>	<i>19</i>
Other outlets: 1 per zone or floor. Check different outlets at each visit.	Cold ($<20^{\circ}\text{C}$)	Hot ($>50^{\circ}\text{C}$)	Cold Water Mains Inlet Temperature	<i>17.8</i> °C	
Location: <i>Easy access</i>	<i>19.4</i>	<i>39.1</i>	Notes:		
Location: <i>Staff kitchen</i>	<i>19.5</i>	<i>61.8</i>			
Location: <i>Staff WC</i>	<i>19.5</i>	<i>61.7</i>			
Location: <i>Reception WC</i>	<i>19.4</i>	<i>62.2</i>			
Location: <i>Reception kitchen</i>	<i>19.4</i>	<i>62.6</i>			
Location: <i>Binstore bib</i>	<i>19.5</i>	<i>-</i>			
Location: <i>Binstore sink</i>	<i>19.4</i>	<i>60.6</i>			
Location:					
Showers: de-scale and disinfect			Every 3 Months	ADDITIONAL ANNUAL TASKS (See relevant form for CWST inspection)	
Location:			Notes:		
Location:					
Location:					
Location:					
Calorifiers:	Return $>50^{\circ}\text{C}$	Flow $>60^{\circ}\text{C}$	Notes:		
Calorifier 1 Temperatures:					
Calorifier 2 Temperatures:					

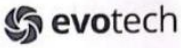
COLD WATER AT EACH OUTLET SHOULD BE LESS THAN 20°C WITHIN 2 MINUTES
HOT WATER AT EACH OUTLET SHOULD BE AT LEAST 50°C WITHIN 1 MINUTE
If TMVs fitted to any outlet, readings to be taken upstream of valve using surface temperature probe
 Recommended sign to be used if outlet temperature exceeds 45°C Weekly flushing of little-used outlets may be required at some locations

Page 1 of 1 Document Ref: 43-01 (v1)

CS CamScanner

APPENDIX A Emergency lighting monthly test record

Original Evotech evidence



Emergency Light Maintenance Record

Emergency Lighting Inspection and Test Certificate For systems designed to BS 5266-1 and BS EN 50172/BS 5266-8		
WARNING: Full duration tests involve discharging the batteries, so the emergency lighting system will not be fully functional until the batteries have had time to recharge. For this reason, all tests should be undertaken at times of minimum risk. Alternatively, suitable temporary arrangements should be made until the batteries have been recharged.		
Contract No:	PPM No:	Region: <i>N/E</i>
Site Details: <i>Velocity Tower Sheffield</i>		
Details of System: (Complete location page 2)		Date of first test:
Date the system commissioned: <i>Unknown</i>	Duration of system: <i>3</i> Hours	Automatic Test System fitted? ☐ Yes ☒ No
State additions or modifications to the system or the premises since original installation		
Date	Addition or modification	

Engineer's Name	Date of Test	Test Type (delete as applicable)	TEST RESULTS	
			PASSED ~ Sign below ~	FAILED ~ Sign below ~
<i>V. Serkunas</i>	<i>10-7-26</i>	<i>annual</i>	<i>Pass</i>	
<i>V. Serkunas</i>	<i>11-8-26</i>	<i>Monthly</i>	<i>Pass</i>	
		Monthly		
		Monthly		
		Monthly		
		Monthly		
		Monthly		
		Monthly		

*Sign as applicable. ALL Failures MUST be recorded on Page 3

Site / Area / Building Number

Document Ref: 25/02
Page 1 of 3
Issue Date: 25/09/2015

CS CamScanner

APPENDIX B Metro Weekly Fire Alarm Certificates

Original certificates supplied for August 2026 follow. Historic case references remain visible on the original contractor paperwork for audit traceability.

APPENDIX B Weekly fire alarm test - 04 Aug 2026

Original Metro certificate - page 1 of 3



Visit Report

Fire Alarm Test

00993859 - Tue, 4 Aug 26 10:21 AM

Address	Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR
Visit Date	Tue, 4 Aug 26 10:21 AM
Work Order Number	00993859
Inspector	Mr Fisher
Building Reference	Metro: 103352

Survey Results – Actions Required

Question	Result
The Alarm receiving centre received a fire signal.	☒

Survey Results – No Action Required

Question	Result
The Fire Alarm Panel was showing no fault lights and a healthy power supply.	☒
The Break Glass Unit due to be tested was showing no visible signs of damage.	☒
The sounders activated upon testing of the Break Glass Unit.	☒
The correct zone or loop was displayed on the fire panel.	☒
Interfaced panels or systems (i.e. lifts, gas supply) acted in accordance with the correct cause and effect.	☒
The fire panel silenced and reset correctly and was left with no fault lights present.	☒
Any interfaced systems were reset and left in working order.	☒

New Issues Detected

No New Issues.

New Issues Images

Case No.	Image
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Existing Cases Redetected

Question	Case No.	Location	Subject	Issue Description	Next Action
Tue, 7 Jul 26	00982679		We did not have the correct details of	Metro were unable to carry out the weekly fire alarm	Please furnish Metro with the correct relevant

T 020 7960 3939 E enquiries@metrosafety.co.uk W www.metrosafety.co.uk

Company Registration No: 03357802 VAT No: 564104228
Registered Office Address: 2 Dominus Way, Mardian Business Park, Leicester LE19 1RP



APPENDIX B Weekly fire alarm test - 04 Aug 2026

Original Metro certificate - page 2 of 3



Visit Report

Fire Alarm Test

00993859 - Tue, 4 Aug 26 10:21 AM

			the Alarm Receiving Centre.	test as the fire brigade would be mobilised.	details to put the system on test.
Tue, 7 Jul 26	00982677		We did not have the correct details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the correct relevant details to put the system on test.
Tue, 23 Jun 26	00974578		The signal from the fire alarm panel to the Alarm Receiving Centre was not received.	The fire service will not be automatically contacted in the event of a fire at this property. In the event of a fire, the fire service will have to be contacted manually in order to raise the alarm.	Please contact the relevant maintenance provider to arrange to rectify this issue.
Tue, 16 Jun 26	00969561		We did not have the details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the relevant details to put the system on test.
Thu, 11 Jun 26	00966404		The fire alarm panel was displaying a sounder fault.	The full functioning of the panel may be affected.	Please contact the relevant maintenance provider to arrange to rectify this issue.
Thu, 30 Apr 26	00935837		Area was locked and the keys were not available.	The system could not be tested from this area.	Please advise regarding access or replacement keys.

Existing Cases Images

Case No.	Image
00982677	

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APPENDIX B Weekly fire alarm test - 04 Aug 2026

Original Metro certificate - page 3 of 3



Visit Report

Fire Alarm Test

00993859 - Tue, 4 Aug 26 10:21 AM

00966404	
00935837	

Tested Asset/s

Asset	Location	Result
Fire Alarm Panel	Common area, ground floor, rear entrance lobby, RHS wall, LHS Panel FAP1	✓
Call Point	Common area, 2nd Floor, lift lobby landing CP 2A	✓

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APPENDIX B Weekly fire alarm test - 11 Aug 2026

Original Metro certificate - page 1 of 3



Visit Report

Fire Alarm Test

01003830 – Tue, 11 Aug 26 10:15 AM

Address Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR
Visit Date Tue, 11 Aug 26 10:15 AM
Work Order Number 01003830
Inspector Mr Fisher
Building Reference Metro: 103352

Survey Results – No Action Required

Question	Result
The Fire Alarm Panel was showing no fault lights and a healthy power supply.	✓
The Break Glass Unit due to be tested was showing no visible signs of damage.	✓
The sounders activated upon testing of the Break Glass Unit.	✓
The correct zone or loop was displayed on the fire panel.	✓
Interfaced panels or systems (i.e. lifts, gas supply) acted in accordance with the correct cause and effect.	✓
The Alarm receiving centre received a fire signal.	✓
The fire panel silenced and reset correctly and was left with no fault lights present.	✓
Any interfaced systems were reset and left in working order.	✓

New Issues Detected

No New Issues.

New Issues Images

Case No.	Image
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Existing Cases Redetected

Question	Case No.	Location	Subject	Issue Description	Next Action
Tue, 7 Jul 26	00982679		We did not have the correct details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the correct relevant details to put the system on test.

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APPENDIX B Weekly fire alarm test - 11 Aug 2026

Original Metro certificate - page 2 of 3



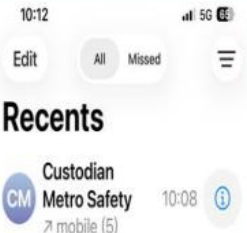
Visit Report

Fire Alarm Test

01003830 - Tue, 11 Aug 26 10:15 AM

Tue, 7 Jul 26	00982677		We did not have the correct details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the correct relevant details to put the system on test.
Tue, 23 Jun 26	00974578		The signal from the fire alarm panel to the Alarm Receiving Centre was not received.	The fire service will not be automatically contacted in the event of a fire at this property. In the event of a fire, the fire service will have to be contacted manually in order to raise the alarm.	Please contact the relevant maintenance provider to arrange to rectify this issue.
Tue, 16 Jun 26	00969561		We did not have the details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the relevant details to put the system on test.
Thu, 11 Jun 26	00966404		The fire alarm panel was displaying a sounder fault.	The full functioning of the panel may be affected.	Please contact the relevant maintenance provider to arrange to rectify this issue.
Thu, 30 Apr 26	00935837		Area was locked and the keys were not available.	The system could not be tested from this area.	Please advise regarding access or replacement keys.

Existing Cases Images

Case No.	Image
00982677	

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APPENDIX B Weekly fire alarm test - 11 Aug 2026

Original Metro certificate - page 3 of 3



Visit Report

Fire Alarm Test

01003830 - Tue, 11 Aug 26 10:15 AM

00966404	
00935837	

Tested Asset/s

Asset	Location	Result
Fire Alarm Panel	Common area, ground floor, rear entrance lobby, RHS wall, LHS Panel FAP1	✓
Call Point	Basement 2 Common Area Stair Landing LHS Wall CP BC	✓

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APPENDIX B Weekly fire alarm test - 18 Aug 2026

Original Metro certificate - page 1 of 3



Visit Report

Fire Alarm Test

01008345 – Tue, 18 Aug 26 10:26 AM

Address Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR
Visit Date Tue, 18 Aug 26 10:26 AM
Work Order Number 01008345
Inspector Mr Fisher
Building Reference Metro: 103352

Survey Results – No Action Required

Question	Result
The Fire Alarm Panel was showing no fault lights and a healthy power supply.	✓
The Break Glass Unit due to be tested was showing no visible signs of damage.	✓
The sounders activated upon testing of the Break Glass Unit.	✓
The correct zone or loop was displayed on the fire panel.	✓
Interfaced panels or systems (i.e. lifts, gas supply) acted in accordance with the correct cause and effect.	✓
The Alarm receiving centre received a fire signal.	✓
The fire panel silenced and reset correctly and was left with no fault lights present.	✓
Any interfaced systems were reset and left in working order.	✓

New Issues Detected

No New Issues.

New Issues Images

Case No.	Image
----------	-------

Existing Cases Redetected

Question	Case No.	Location	Subject	Issue Description	Next Action
Tue, 7 Jul 26	00982679		We did not have the correct details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the correct relevant details to put the system on test.

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APPENDIX B Weekly fire alarm test - 18 Aug 2026

Original Metro certificate - page 2 of 3



Visit Report

Fire Alarm Test

01008345 - Tue, 18 Aug 26 10:26 AM

Tue, 7 Jul 26	00982677	We did not have the correct details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the correct relevant details to put the system on test.
Tue, 23 Jun 26	00974578	The signal from the fire alarm panel to the Alarm Receiving Centre was not received.	The fire service will not be automatically contacted in the event of a fire at this property. In the event of a fire, the fire service will have to be contacted manually in order to raise the alarm.	Please contact the relevant maintenance provider to arrange to rectify this issue.
Tue, 16 Jun 26	00969561	We did not have the details of the Alarm Receiving Centre.	Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.	Please furnish Metro with the relevant details to put the system on test.
Thu, 11 Jun 26	00966404	The fire alarm panel was displaying a sounder fault.	The full functioning of the panel may be affected.	Please contact the relevant maintenance provider to arrange to rectify this issue.
Thu, 30 Apr 26	00935837	Area was locked and the keys were not available.	The system could not be tested from this area.	Please advise regarding access or replacement keys.

Existing Cases Images

Case No.	Image
00982677	

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APPENDIX B Weekly fire alarm test - 18 Aug 2026

Original Metro certificate - page 3 of 3



Visit Report

Fire Alarm Test

01008345 - Tue, 18 Aug 26 10:26 AM

00966404	
00935837	

Tested Asset/s

Asset	Location	Result
Call Point	Ground Floor Rear Entrance Lobby RHS Wall CP GA	✓
Fire Alarm Panel	Common area, ground floor, rear entrance lobby, RHS wall, LHS Panel FAP1	✓

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APPENDIX B Weekly fire alarm test - 25 Aug 2026

Original Metro certificate - page 1 of 2



Visit Report

Fire Alarm Test

01013944 – Tue, 25 Aug 26 10:12 AM

Address
Visit Date
Work Order Number
Inspector
Building Reference

Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR
Tue, 25 Aug 26 10:12 AM
01013944
Mr Wilson
Metro: 103352

Survey Results – No Action Required

Question	Result
The Fire Alarm Panel was showing no fault lights and a healthy power supply.	✓
The Break Glass Unit due to be tested was showing no visible signs of damage.	✓
The sounders activated upon testing of the Break Glass Unit.	✓
The correct zone or loop was displayed on the fire panel.	✓
Interfaced panels or systems (i.e. lifts, gas supply) acted in accordance with the correct cause and effect.	✓
The Alarm receiving centre received a fire signal.	✓
The fire panel silenced and reset correctly and was left with no fault lights present.	✓
Any interfaced systems were reset and left in working order.	✓

New Issues Detected

No New Issues.

New Issues Images

Case No.	Image
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Existing Cases Redetected

Question	Case No.	Location	Subject	Issue Description	Next Action
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No Existing Issues.

Existing Cases Images

Case No.	Image
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APPENDIX B Weekly fire alarm test - 25 Aug 2026

Original Metro certificate - page 2 of 2



Visit Report

Fire Alarm Test

01013944 - Tue, 25 Aug 26 10:12 AM

Tested Asset/s

Asset	Location	Result
Fire Alarm Panel	Common area, ground floor, rear entrance lobby, RHS wall, LHS Panel FAP1	✓
Call Point	Common area, ground floor, small meeting room behind reception, LHS Wall CP GD	✓

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