

## Monthly Compliance Report

**July 2026****Velocity Tower - Sheffield**  
Mason Owen

10 St Mary's Gate, Sheffield, S1 4LR

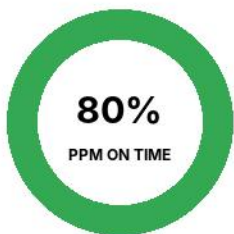
Velocity Tower  
St Mary's Gate, Sheffield**80%**PPM COMPLETED  
ON TIME**5 / 5**FIRE ALARM TEST  
CERTIFICATES SUPPLIED**2**PPM ITEMS NOT  
ON TIME**MANAGED**MONTHLY PPM  
POSITION**PPM Performance**

Monthly planner activity against completion.

**Fire Alarm Weekly Test Summary**

5 Metro certificates supplied for this month.

- 02 Jul 2026** Satisfactory  
No new issues
- 07 Jul 2026** Not completed  
Correct ARC details / custodian code unavailable
- 14 Jul 2026** Action recorded  
Test functions completed; ARC receipt not confir
- 21 Jul 2026** Certificate supplied  
No tested assets recorded; no new issue
- 28 Jul 2026** Certificate supplied  
No tested assets recorded; no new issue

**Compliance Overview**

Total planned tasks: 10  
Completed on time: 8  
Not on time: 2  
Fire certificates: 5

**Key Updates This Month**

- 4 of 5 PPM tasks completed on time.
- Annual EML postponed during flood-related lighting works.
- No specialist contractor visits recorded.
- Weekly Metro evidence retained in full.

**Next Month - Look Ahead**

Continue planned maintenance, compliance checks and weekly fire alarm evidence capture.

**Any Questions?**

Please contact your Evotech Account Manager or 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           | 5   | 5         | 0    | 1      | 4                | 4                 |
| Statutory     | 3   | 3         | 0    | 1      | 2                | 2                 |
| Non-statutory | 2   | 2         | 0    | 0      | 2                | 2                 |

### PPM activities completed

| Activity                                | Frequency | Location      | Completion date | Status    |
|-----------------------------------------|-----------|---------------|-----------------|-----------|
| Hot & cold water temperature monitoring | Monthly   | Common areas  | 07 Jul 2026     | Complete  |
| Cold water storage tank inspection      | Planned   | Water storage | 07 Jul 2026     | Complete  |
| Emergency lighting                      | Annual    | Common areas  | July 2026       | Postponed |

### Monthly position

The July source service summary records 4 of 5 PPM tasks completed on time. The annual emergency lighting test was postponed while flood-damage-related lighting issues were being resolved, with the intention of achieving a more representative test result. No further Evotech PPM carryover was recorded in the source executive summary.

## 03 Compliance Summary

| Area               | Activity               | July evidence          | Position           | Comment                                                 |
|--------------------|------------------------|------------------------|--------------------|---------------------------------------------------------|
| Fire alarm         | Weekly user test       | Metro - 5 certificates | See weekly summary | Current visit outcomes reported below                   |
| Emergency lighting | Monthly / annual check | Evotech source pack    | See evidence       | Original record retained                                |
| Water hygiene      | Temperature monitoring | Evotech source pack    | See evidence       | Original record retained                                |
| PPM delivery       | Monthly planner        | Evotech monthly report | 8 of 10 on time    | Source planner position                                 |
| Specialist systems | Subcontractor evidence | Original source pack   | See evidence       | The July source report records no specialist contractor |

### Specialist documentation

The July source report records no specialist contractor visits.

### Evidence approach

Original signed Evotech records and specialist contractor documentation from the source monthly report are reproduced in Appendix A without alteration so the portal issue retains the full audit trail.

## 04 Weekly Fire Alarm Test Summary

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

| Date        | Current visit status | Client-facing note                                  | Evidence                            |
|-------------|----------------------|-----------------------------------------------------|-------------------------------------|
| 02 Jul 2026 | Satisfactory         | No new issues                                       | Original Metro certificate retained |
| 07 Jul 2026 | Not completed        | Correct ARC details / custodian code unavailable    | Original Metro certificate retained |
| 14 Jul 2026 | Action recorded      | Test functions completed; ARC receipt not confirmed | Original Metro certificate retained |
| 21 Jul 2026 | Certificate supplied | No tested assets recorded; no new issue             | Original Metro certificate retained |
| 28 Jul 2026 | Certificate supplied | No tested assets recorded; no new issue             | Original Metro certificate retained |

### Reporting note

5 Metro weekly fire alarm certificates have been supplied for July 2026. The table above reports the current-visit position shown on each certificate. Historic case references remain visible in Appendix B for audit traceability but are not treated as repeat failures unless the current visit itself records the issue.

## 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 |
|---------------------------------------------|-------------|----------------------|--------------------|
| Original monthly PPM / engineer evidence    | July 2026   | Evotech              | Appendix A         |
| Water hygiene / emergency lighting evidence | July 2026   | Evotech              | Appendix A         |
| Specialist contractor documentation         | July 2026   | Original source pack | Appendix A         |
| Weekly fire alarm test                      | 02 Jul 2026 | Metro Safety         | Appendix B         |
| Weekly fire alarm test                      | 07 Jul 2026 | Metro Safety         | Appendix B         |
| Weekly fire alarm test                      | 14 Jul 2026 | Metro Safety         | Appendix B         |
| Weekly fire alarm test                      | 21 Jul 2026 | Metro Safety         | Appendix B         |
| Weekly fire alarm test                      | 28 Jul 2026 | Metro Safety         | Appendix B         |

### Next month - look ahead

- Continue planned maintenance and monthly compliance checks in line with the planner.
- Continue weekly fire alarm testing and retain each current certificate in the portal pack.
- Include specialist contractor documentation where attendance occurs during the reporting month.

### Client contact

Account Manager: Roberto Varela | Helpdesk: [helpdesknorth@evotech.co.uk](mailto:helpdesknorth@evotech.co.uk) | 01422 377541

## **APPENDIX A** Original July 2026 Compliance Evidence

The following pages reproduce the evidence section of the original monthly report so the redesigned portal document preserves the underlying audit trail.

# APPENDIX A Original monthly report evidence - source page 7

Original Evotech / specialist evidence



## ENGINEERS REPORT

| 1 - WORK DETAILS                     |                                                                                                    |                   |     |
|--------------------------------------|----------------------------------------------------------------------------------------------------|-------------------|-----|
| Job no:                              | E0003391-1                                                                                         | Expenses:         | Yes |
| Date:                                | 07/07/2026                                                                                         |                   |     |
| Client name:                         | EC-106509 - Velocity Tower                                                                         |                   |     |
| Site address:                        | St Mary's Gate, Sheffield, SOUTH YORKSHIRE, S1 4LR                                                 |                   |     |
| Job Description:                     | July monthly PPM Visit                                                                             |                   |     |
| Time logs                            |                                                                                                    |                   |     |
| Type                                 | Start                                                                                              | End               |     |
| On site                              | 07/07/2026 9:26PM                                                                                  | 07/07/2026 9:38PM |     |
| Job completed:                       | Job Completed                                                                                      |                   |     |
| 2 - DESCRIPTION OF WORKS CARRIED OUT |                                                                                                    |                   |     |
| Work type:                           | Plumbing                                                                                           |                   |     |
| What did you find?                   | Attended site to complete monthly PPM'S                                                            |                   |     |
| What did you do?                     | Tested temperatures of all listed outlets and recorded findings inspected cold water storage tanks |                   |     |
| How did you leave it?                | All ok                                                                                             |                   |     |
| Additional Information               |                                                                                                    |                   |     |
| Waste Transfer Note Applicable?      | No                                                                                                 |                   |     |
| 3 - SIGNATURES                       |                                                                                                    |                   |     |
| CLIENT                               |                                                                                                    |                   |     |
| Signature:                           |                 |                   |     |
| Print name:                          | N/A                                                                                                |                   |     |
| ENGINEER                             |                                                                                                    |                   |     |
| Signature:                           |                 |                   |     |
| Print name:                          | Craig Aylett                                                                                       |                   |     |

# APPENDIX A Original monthly report evidence - source page 8

Original Evotech / specialist evidence

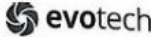


## ENGINEERS REPORT

| 1 - WORK DETAILS                     |                                                                                                                                                                                                                                 |                    |    |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----|
| Job no:                              | E0003467-1                                                                                                                                                                                                                      | Expenses:          | No |
| Date:                                | 10/07/2026                                                                                                                                                                                                                      |                    |    |
| Client name:                         | EO-106509 - Velocity Tower                                                                                                                                                                                                      |                    |    |
| Site address:                        | St Mary's Gate, Sheffield, SOUTH YORKSHIRE, S1 4LR                                                                                                                                                                              |                    |    |
| Job Description:                     | Week 28 PPM - Monthly Tasks                                                                                                                                                                                                     |                    |    |
| Time logs                            |                                                                                                                                                                                                                                 |                    |    |
| Type                                 | Start                                                                                                                                                                                                                           | End                |    |
| Travel                               | 10/07/2026 7:14AM                                                                                                                                                                                                               | 10/07/2026 8:26AM  |    |
| On site                              | 10/07/2026 8:26AM                                                                                                                                                                                                               | 10/07/2026 12:38PM |    |
| Job completed:                       | Job Completed                                                                                                                                                                                                                   |                    |    |
| 2 - DESCRIPTION OF WORKS CARRIED OUT |                                                                                                                                                                                                                                 |                    |    |
| Work type:                           | Other                                                                                                                                                                                                                           |                    |    |
| Other (specify):                     | July PPM'S                                                                                                                                                                                                                      |                    |    |
| What did you find?                   | July PPM'S + damaged ceiling tiles replacement                                                                                                                                                                                  |                    |    |
| What did you do?                     | Annual emergency lights drop test Replaced damaged ceiling tiles There is couple damaged ceiling tiles on 2nd floor with fire detection devices installed. Fire and security engineer would need to attend site to complete it. |                    |    |
| How did you leave it?                | Completed                                                                                                                                                                                                                       |                    |    |
| Additional Information               |                                                                                                                                                                                                                                 |                    |    |
| Waste Transfer Note Applicable?      | No                                                                                                                                                                                                                              |                    |    |
| 3 - SIGNATURES                       |                                                                                                                                                                                                                                 |                    |    |
| CLIENT                               |                                                                                                                                                                                                                                 |                    |    |
| Signature:                           |                                                                                                                                              |                    |    |
| Print name:                          | No                                                                                                                                                                                                                              |                    |    |
| ENGINEER                             |                                                                                                                                                                                                                                 |                    |    |
| Signature:                           |                                                                                                                                              |                    |    |
| Print name:                          | Vytautas Serkonas                                                                                                                                                                                                               |                    |    |

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Original Evotech / specialist evidence



### Water Temperature Checks

|                                |                          |
|--------------------------------|--------------------------|
| Contract: <u>SHEFFIELD ONE</u> | Date: <u>7-7-26</u>      |
| Site: <u>VELOCITY TOWER</u>    | Engineer: <u>C ALLEN</u> |

| MONTHLY TASKS                                                              |              |                |             | ADDITIONAL MONTHLY TASKS                                        |               |                     |
|----------------------------------------------------------------------------|--------------|----------------|-------------|-----------------------------------------------------------------|---------------|---------------------|
| Sanilinet Tap Temperatures – nearest & furthest from heat source or CWST). | Mixed (TMV)  | Cold (<20°C)   | Hot (>50°C) | CWST temperatures (should be <20°C)                             | At Ball Valve | Opposite Ball Valve |
| Location:                                                                  |              |                |             | CWST 1                                                          | 17.6          | 18.0                |
| Location:                                                                  |              |                |             | CWST 2                                                          | 17.6          | 18.0                |
| Other outlets, 1 per zone or floor. Check different outlets at each visit. | Mixed (TMV)  | Cold (<20°C)   | Hot (>50°C) | Cold Water Mains Inlet Temperature                              | 17            | °C                  |
| Location: <u>EASY ACCESS</u>                                               |              | 17.4           | 58.1        | Notes:                                                          |               |                     |
| Location: <u>STAFF WASH</u>                                                | ✓            | 17.1           | 59.4        |                                                                 |               |                     |
| Location: <u>STAFF WC</u>                                                  | ✓            | 17.0           | 59.6        |                                                                 |               |                     |
| Location: <u>RECEPTION WC</u>                                              | ✓            | 16.9           | 58.7        |                                                                 |               |                     |
| Location: <u>RECEPTION WASH</u>                                            | ✓            | 16.8           | 58.8        |                                                                 |               |                     |
| Location: <u>BIN STORE BID</u>                                             | ✓            | 16.7           |             |                                                                 |               |                     |
| Location: <u>BIN STORE SINK</u>                                            | ✓            | 16.7           | 59.1        |                                                                 |               |                     |
| Location:                                                                  |              |                |             |                                                                 |               |                     |
| Location:                                                                  |              |                |             |                                                                 |               |                     |
| Showers: de-scale and disinfect                                            |              | Every 3 Months |             | ADDITIONAL ANNUAL TASKS (See relevant form for CWST inspection) |               |                     |
| Location:                                                                  |              |                |             | Notes:                                                          |               |                     |
| Location:                                                                  |              |                |             |                                                                 |               |                     |
| Location:                                                                  |              |                |             |                                                                 |               |                     |
| Location:                                                                  |              |                |             |                                                                 |               |                     |
| Location:                                                                  |              |                |             |                                                                 |               |                     |
| Calorifiers:                                                               | Return >50°C | Flow >60°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

# APPENDIX A Original monthly report evidence - source page 10

Original Evotech / specialist evidence



## Emergency Lighting Periodic Inspection And Testing Certificate

|                                                                                                                                                                                                                                                                                                                                                                                        |  |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <b>Emergency Lighting Inspection and Test Certificate</b><br><small>For systems designed to BS 5266-1:2011 and BS EN 50172: 2004 / BS 5266-8:2004</small>                                                                                                                                                                                                                              |  |  |
| <b>WARNING:</b><br><small>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.</small> |  |  |

|                                               |         |                    |
|-----------------------------------------------|---------|--------------------|
| Contract No:                                  | PPM No: | Region: <i>NIE</i> |
| Site Details: <i>Velocity Tower Sheffield</i> |         |                    |

|                                              |                                  |                                                                                                      |
|----------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------|
| Date the system commissioned: <i>unknown</i> | Duration of Test: <i>3</i> Hours | Automatic Test System fitted?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
|----------------------------------------------|----------------------------------|------------------------------------------------------------------------------------------------------|

|                                      |                                 |                           |
|--------------------------------------|---------------------------------|---------------------------|
| Engineers Name<br><i>V. Serksnas</i> | Signature<br><i>[Signature]</i> | Date<br><i>10-07-2026</i> |
|--------------------------------------|---------------------------------|---------------------------|

Engineers Summary of system: Detail to include a comment on the installation, any areas of concern, non-compliance, a rating of overall Pass or Fail. All failures to be identified on Page 2. One copy to be placed in Section 7 of the Onsite Log Book and One copy to be returned to the office.

*Overall system - Pass (with few failures listed on the next page.)*

Document Ref: 25-01

Page 1 of 2

Issue Date: 25/09/2015

CS CamScanner

## APPENDIX A Original monthly report evidence - source page 11

Original Evotech / specialist evidence



### Emergency Lighting Periodic Inspection And Testing Certificate

| Emergency Lighting Fault Action Record                                                                                                                                                                                                                                           |                                                                                                   |                                                           |                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------|
| Date of Failure                                                                                                                                                                                                                                                                  | Details of Failure and Actions to Safeguard the Premises (Details & Signature*)                   | Action Taken to Rectify the System (Details & Signature*) | Date System Repaired |
| 10-07-26                                                                                                                                                                                                                                                                         | Lift lobby ground floor<br>✓ X2 rectangular bulkheads                                             | Quote to submit for repairs                               |                      |
|                                                                                                                                                                                                                                                                                  | ✓ Ground floor fire escape stairwell<br>X1 18w round panel                                        |                                                           |                      |
|                                                                                                                                                                                                                                                                                  | Bin store entrance corridor<br>X1 5Ft single non emissive                                         |                                                           |                      |
|                                                                                                                                                                                                                                                                                  | ✓ Reception Kitchen/LWC<br>X1 18w round panel                                                     |                                                           |                      |
|                                                                                                                                                                                                                                                                                  | Water supply pump room<br>X2 5Ft double batten                                                    |                                                           |                      |
|                                                                                                                                                                                                                                                                                  | Upper car park/stairs / lift lobby<br>X7 <del>5Ft</del> 5Ft single batten + (X4 5Ft -11- non eml) |                                                           |                      |
|                                                                                                                                                                                                                                                                                  | ✓ X2 Euro sign boxes                                                                              |                                                           |                      |
|                                                                                                                                                                                                                                                                                  | Lower car park/stairs / lift lobby<br>X5 5Ft single batten + (X3 5Ft single non eml)              | ... 11 ✓                                                  |                      |
| Action to be taken on finding failure: <div style="display: flex; justify-content: space-between; font-size: small;"> <span>1. Warn occupants to be extra vigilant until the system is rectified.</span> <span>2. Report fault to local Stroma Manager/Supervisor.</span> </div> |                                                                                                   |                                                           |                      |

Document Ref: 25-01
Page 2 of 2
Issue Date: 25/09/2015

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# APPENDIX A Original monthly report evidence - source page 12

Original Evotech / specialist 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<br/>Sheffield</i> |         |                    |

|                                                                 |                                                                                                                                         |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Details of System:<br><small>(Complete location page 2)</small> | Date of first test:                                                                                                                     |
| Date the system commissioned: <i>unknown</i>                    | Duration of system: <i>3</i> Hours<br>Automatic Test System fitted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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<br><small>(delete as applicable)</small> | TEST RESULTS                            |                                         |
|-------------------|----------------|----------------------------------------------------|-----------------------------------------|-----------------------------------------|
|                   |                |                                                    | PASSED<br><small>~ Sign below ~</small> | FAILED<br><small>~ Sign below ~</small> |
| <i>V. Seeksas</i> | <i>10-1-26</i> | <i>annual</i>                                      | <i>Pass</i>                             |                                         |
|                   |                | Monthly                                            |                                         |                                         |
|                   |                | 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

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## APPENDIX A Original monthly report evidence - source page 13

Original Evotech / specialist evidence

### 4. Specialist documentation (Sub contractor)

No Specialist Contractor Visits

## **APPENDIX B** Metro Weekly Fire Alarm Certificates - July 2026

Original Metro certificates follow. Historic case references are retained exactly as supplied for audit traceability.

## APPENDIX B Weekly fire alarm test - 02 Jul 2026

Original Metro certificate - page 1 of 2



### Visit Report

Fire Alarm Test

00972121 - Thu, 2 Jul 26 09:53 AM

Address  
Visit Date  
Work Order Number  
Inspector  
Building Reference

Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR  
Thu, 2 Jul 26 09:53 AM  
00972121  
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.                                 | <input checked="" type="checkbox"/> |
| The Break Glass Unit due to be tested was showing no visible signs of damage.                                | <input checked="" type="checkbox"/> |
| The sounders activated upon testing of the Break Glass Unit.                                                 | <input checked="" type="checkbox"/> |
| The correct zone or loop was displayed on the fire panel.                                                    | <input checked="" type="checkbox"/> |
| Interfaced panels or systems (i.e. lifts, gas supply) acted in accordance with the correct cause and effect. | <input checked="" type="checkbox"/> |
| The Alarm receiving centre received a fire signal.                                                           | <input checked="" type="checkbox"/> |
| The fire panel silenced and reset correctly and was left with no fault lights present.                       | <input checked="" type="checkbox"/> |
| Any interfaced systems were reset and left in working order.                                                 | <input checked="" type="checkbox"/> |

### 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, 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 | Please contact the relevant maintenance provider to arrange to rectify this issue. |

T 020 7960 3939 E [enquiries@metrosafety.co.uk](mailto:enquiries@metrosafety.co.uk) W [www.metrosafety.co.uk](http://www.metrosafety.co.uk)

Company Registration No: 03557802 VAT No: 364104228  
Registered Office Address: 2 Dominus Way, Meridian Business Park, Leicester LE19 1RP



## APPENDIX B Weekly fire alarm test - 02 Jul 2026

Original Metro certificate - page 2 of 2



### Visit Report

Fire Alarm Test

00972121 - Thu, 2 Jul 26 09:53 AM

|                |          |  |                                                            |                                                                                                   |                                                                                    |
|----------------|----------|--|------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                |          |  |                                                            | to be contacted manually in order to raise the alarm.                                             |                                                                                    |
| 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                                                                               |
|----------|-------------------------------------------------------------------------------------|
| 00966404 |  |

### Tested Asset/s

| Asset            | Location                                                                 | Result |
|------------------|--------------------------------------------------------------------------|--------|
| Fire Alarm Panel | Common area, ground floor, rear entrance lobby, RHS wall, LHS Panel FAP1 | ✓      |
| Call Point       | Basement 1 Common Area Lift Lobby Landing CP BA                          | ✓      |

T 020 7960 3939 E [enquiries@metrosafety.co.uk](mailto:enquiries@metrosafety.co.uk) W [www.metrosafety.co.uk](http://www.metrosafety.co.uk)

Company Registration No: 03557802 VAT No: 364104228  
Registered Office Address: 2 Dominus Way, Meridian Business Park, Leicester LE19 9PF



## APPENDIX B Weekly fire alarm test - 07 Jul 2026

Original Metro certificate - page 1 of 3



### Visit Report

Fire Alarm Test

00976496 – Tue, 7 Jul 26 10:06 AM

|                           |                                                      |
|---------------------------|------------------------------------------------------|
| <b>Address</b>            | Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR |
| <b>Visit Date</b>         | Tue, 7 Jul 26 10:06 AM                               |
| <b>Work Order Number</b>  | 00976496                                             |
| <b>Inspector</b>          | Mr Fisher                                            |
| <b>Building Reference</b> | Metro: 103352                                        |

#### Survey Results – Actions Required

| Question                                           | Result                              |
|----------------------------------------------------|-------------------------------------|
| The Alarm receiving centre received a fire signal. | <input checked="" type="checkbox"/> |

#### Survey Results – No Action Required

| Question                                                                      | Result                              |
|-------------------------------------------------------------------------------|-------------------------------------|
| The Fire Alarm Panel was showing no fault lights and a healthy power supply.  | <input checked="" type="checkbox"/> |
| The Break Glass Unit due to be tested was showing no visible signs of damage. | <input checked="" type="checkbox"/> |

#### New Issues Detected

**CASE:** 00982677 **Date Opened:** Tue, 7 Jul 26  
**Object Type:** Call Point **Location:** Common area, ground floor, small meeting room behind reception, LHS Wall CP GD  
**Subject:** We did not have the correct details of the Alarm Receiving Centre.  
**Issue Description:** Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.  
**Next Action:** Please furnish Metro with the correct relevant details to put the system on test.  
**Inspector Comment:**

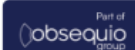
**CASE:** 00982679 **Date Opened:** Tue, 7 Jul 26  
**Object Type:** Building **Location:** 10 St Mary's Gate, Sheffield, S1 4LR  
**Subject:** We did not have the correct details of the Alarm Receiving Centre.  
**Issue Description:** Metro were unable to carry out the weekly fire alarm test as the fire brigade would be mobilised.  
**Next Action:** Please furnish Metro with the correct relevant details to put the system on test.  
**Inspector Comment:** Custodian code not recognised

#### New Issues Images

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

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## APPENDIX B Weekly fire alarm test - 07 Jul 2026

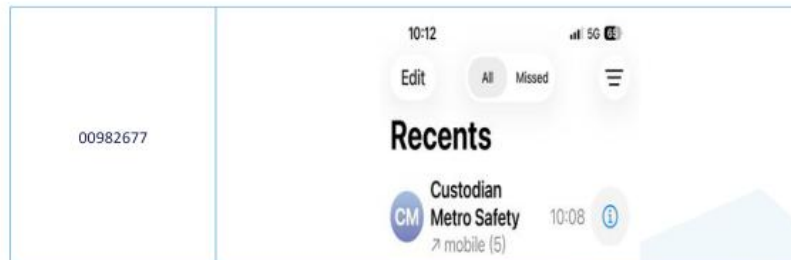
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### Visit Report

Fire Alarm Test

00976496 - Tue, 7 Jul 26 10:06 AM



### Existing Cases Redetected

| Question       | Case No. | Location | Subject                                                                              | Issue Description                                                                                                                                                                                      | Next Action                                                                        |
|----------------|----------|----------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 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 |
|----------|-------|
|----------|-------|

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## APPENDIX B Weekly fire alarm test - 07 Jul 2026

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### Visit Report

Fire Alarm Test

00976496 - Tue, 7 Jul 26 10:06 AM

00966404

10:12

Edit

All

Missed

Recents

CM

Custodian Metro Safety

10:08

mobile (5)

### Tested Asset/s

| Asset             | Location | Result |
|-------------------|----------|--------|
| No Tested Assets. |          |        |

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## APPENDIX B Weekly fire alarm test - 14 Jul 2026

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### Visit Report

Fire Alarm Test

00982033 – Tue, 14 Jul 26 10:08 AM

**Address** Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR  
**Visit Date** Tue, 14 Jul 26 10:08 AM  
**Work Order Number** 00982033  
**Inspector** Mr Fisher  
**Building Reference** Metro: 103352

#### Survey Results – Actions Required

| Question                                           | Result                              |
|----------------------------------------------------|-------------------------------------|
| The Alarm receiving centre received a fire signal. | <input checked="" type="checkbox"/> |

#### Survey Results – No Action Required

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

#### 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 | Metro were unable to carry out the weekly fire alarm | Please furnish Metro with the correct relevant |

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## APPENDIX B Weekly fire alarm test - 14 Jul 2026

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### Visit Report

Fire Alarm Test

00982033 - Tue, 14 Jul 26 10:08 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 - 14 Jul 2026

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### Visit Report

Fire Alarm Test

00982033 - Tue, 14 Jul 26 10:08 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, reception chill out area, next to pool table, RHS Wall CP GC | ✓      |

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## APPENDIX B Weekly fire alarm test - 21 Jul 2026

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### Visit Report

Fire Alarm Test

00985111 – Tue, 21 Jul 26 10:10 AM

Address  
Visit Date  
Work Order Number  
Inspector  
Building Reference

Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR  
Tue, 21 Jul 26 10:10 AM  
00985111  
Mr Fisher  
Metro: 103352

### Survey Results – No Action Required

| Question                  | Result |
|---------------------------|--------|
| No Passed Survey Results. |        |

### New Issues Detected

No New Issues.

### New Issues Images

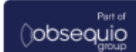
| Case No. | Image |
|----------|-------|
|----------|-------|

### 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.  |
| 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. |

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## APPENDIX B Weekly fire alarm test - 21 Jul 2026

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### Visit Report

Fire Alarm Test

00985111 – Tue, 21 Jul 26 10:10 AM

|                |          |  |                                                            |                                                                                                   |                                                                                    |
|----------------|----------|--|------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 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 |       |
| 00966404 |       |
| 00935837 |       |

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## APPENDIX B Weekly fire alarm test - 21 Jul 2026

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### Visit Report

Fire Alarm Test

00985111 – Tue, 21 Jul 26 10:10 AM

#### Tested Asset/s

| Asset             | Location | Result |
|-------------------|----------|--------|
| No Tested Assets. |          |        |



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## APPENDIX B Weekly fire alarm test - 28 Jul 2026

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### Visit Report

Fire Alarm Test

00990061 – Tue, 28 Jul 26 10:19 AM

**Address** Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR  
**Visit Date** Tue, 28 Jul 26 10:19 AM  
**Work Order Number** 00990061  
**Inspector** Mr Fisher  
**Building Reference** Metro: 103352

### Survey Results – No Action Required

| Question                  | Result |
|---------------------------|--------|
| No Passed Survey Results. |        |

### 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.  |
| 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. |

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## APPENDIX B Weekly fire alarm test - 28 Jul 2026

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### Visit Report

Fire Alarm Test

00990061 – Tue, 28 Jul 26 10:19 AM

|                |          |  |                                                            |                                                                                                   |                                                                                    |
|----------------|----------|--|------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 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 |       |
| 00966404 |       |
| 00935837 |       |

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## APPENDIX B Weekly fire alarm test - 28 Jul 2026

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### Visit Report

Fire Alarm Test

00990061 – Tue, 28 Jul 26 10:19 AM

#### Tested Asset/s

| Asset             | Location | Result |
|-------------------|----------|--------|
| No Tested Assets. |          |        |



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