

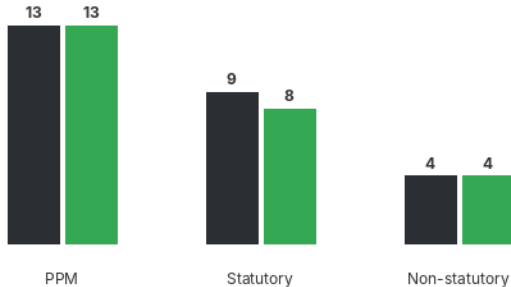
Monthly Compliance Report

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

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

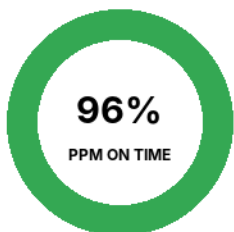
Velocity Tower
St Mary's Gate, Sheffield**96%**PPM COMPLETED
ON TIME**3 / 3**FIRE ALARM TEST
CERTIFICATES SUPPLIED**1**PPM ITEMS NOT
ON TIME**MANAGED**MONTHLY PPM
POSITION**PPM Performance**

Monthly planner activity against completion.

**Fire Alarm Weekly Test Summary**

3 Metro certificates supplied for this month.

- 05 May 2026** Action recorded
ARC signal issue recorded on current visit
- 12 May 2026** Satisfactory
No new issues
- 21 May 2026** Satisfactory
No new issues

Compliance Overview

Total planned tasks: 26
Completed on time: 25
Not on time: 1
Fire certificates: 3

Key Updates This Month

- PPM activity progressed against planner.
- Monthly emergency lighting check completed.
- Annual EML test rescheduled for July.
- Extensive specialist evidence included.

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	13	13	0	0	13	13
Statutory	9	9	0	1	8	8
Non-statutory	4	4	0	0	4	4

PPM activities completed

Activity	Frequency	Location	Completion date	Status
Emergency lighting	Monthly	Common areas	22 May 2026	Complete
General lighting	Monthly	Common areas	22 May 2026	Complete
Disabled toilet alarm operational test	Monthly	Common areas	22 May 2026	Complete
Hot & cold water temperature monitoring	Monthly	Common areas	22 May 2026	Complete

Monthly position

The May source report records all planned activity progressed against the planner. Fire & Security activity passed into June but remained within the stated legislative completion window. The annual emergency lighting test was rescheduled for July; the monthly check was completed.

03 Compliance Summary

Area	Activity	May evidence	Position	Comment
Fire alarm	Weekly user test	Metro - 3 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	25 of 26 on time	Source planner position
Specialist systems	Subcontractor evidence	Original source pack	See evidence	The May source pack includes Access Control, CCTV, Disa

Specialist documentation

The May source pack includes Access Control, CCTV, Disabled Refuge, Disabled Toilet Alarm, Fire Extinguishers, Smoke Extract, Wet Risers, Fire Alarm and Smoke Vent (AOV) specialist documentation.

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 May. 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
05 May 2026	Action recorded	ARC signal issue recorded on current visit	Original Metro certificate retained
12 May 2026	Satisfactory	No new issues	Original Metro certificate retained
21 May 2026	Satisfactory	No new issues	Original Metro certificate retained

Reporting note

3 Metro weekly fire alarm certificates have been supplied for May 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	May 2026	Evotech	Appendix A
Water hygiene / emergency lighting evidence	May 2026	Evotech	Appendix A
Specialist contractor documentation	May 2026	Original source pack	Appendix A
Weekly fire alarm test	05 May 2026	Metro Safety	Appendix B
Weekly fire alarm test	12 May 2026	Metro Safety	Appendix B
Weekly fire alarm test	21 May 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 | 01422 377541

APPENDIX A Original May 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

21202
ENGINEERS REPORT

1 Work Details

CLIENT: Velocity Tower

Job No: E0001011-1

PPM / WEEK No: 20

Quote No: 20

Date: 02/05/26

SITE ADDRESS: Sheffield

DAY (tick) MON TUE WED THU FRI SAT SUN

SSRA NUMBER PPM ORIGINAL ☒ REVIEWED ☐ EXPENSES ☒ MILEAGE ☒ START TRAVEL ☒ ON SITE ☒ OFF SITE ☐ FINISH TRAVEL ☒ JOB COMPLETED ☒ YES ☐ NO

2 Description of Works Carried Out

Please indicate the type of work (tick all that apply) and ensure that you complete the relevant Compliance section and appropriate Certification.

ELECT ☒ MECH ☒ GAS ☐ WATER ☒ AC ☐ OTHER ☒

Please PRINT clearly:

May PPM's - Monthly tap temps
Monthly emergency lights
General lighting
Disabled toilet alarm
operational test.

2.1 Compliance

GAS SAFE YES NO

FLUE OK: ☐

VENTILATION OK: ☐

GAS RATE OK: ☐

APPLIANCE SAFE: ☐

Certificates/Notices issued (type/qty):

NICEIC - Installation details

Method of fault protection: ☐

System of earthing arrangement: ☐

TN-C-S ☐

TN-S ☐

TT ☐

Protective device for the modified circuit: ☐

Type: ☐ Rating: A

Essential Tests

Earth continuity satisfactory: ☐

Insulation resistance:

Live - Live: ☐ MΩ

Live - Earth: ☐ MΩ

Earth fault loop impedance: ☐ Ω

Polarity satisfactory: ☐

RCD operation (if applicable)

IΔn: ☐

Disconnection Time (ms): ☐

Device Rating (mA): X1 XS

Satisfactory test button operation: ☐

F-GAS

System Register completed (tick): ☐

Cylinder Register completed (tick): ☐

Leak Test completed (tick): ☐

3 Purchase Orders, Materials & Further Actions

ACTION REQUIRED BY OFFICE (Please tick): YES NO

SMALL WORKS QUOTATION FORM NUMBER: ☐

CLIENT SIGNATURE: ☐

ENGINEER SIGNATURE: V. Serksnas

PRINT NAME: ☐

OFFICE USE ONLY

ACTION REQUIRED Y / N

MATERIALS ORDERED Y / N

QUOTATION NUMBER Q

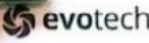
DATE

MANAGER

Document Ref: 69-03

APPENDIX A Original monthly report evidence - source page 8

Original Evotech / specialist evidence



Water Temperature Checks

Contract: <i>Sheffield One</i>	Date: <i>22.5.26</i>
Site: <i>Velocity Tower</i>	Engineer: <i>V. Serkynas</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>12.3</i>	<i>12.6</i>
Location:			CWST 2	<i>12.3</i>	<i>12.7</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		
Location: <i>Eggs access</i>	<i>13.6</i>	<i>59.2/57.9</i>	Notes: <i>* bth Tap</i>		
Location: <i>Staff Kitchen</i>	<i>13.5</i>	<i>61.2</i>			
Location: <i>Staff WC</i>	<i>13.5</i>	<i>60.3</i>			
Location: <i>Reception WC</i>	<i>13.6</i>	<i>60.4</i>			
Location: <i>Reception Kitchen</i>	<i>13.6</i>	<i>59.3</i>			
Location: <i>Bin store bib</i>	<i>13.5</i>	<i>— *</i>			
Location: <i>Bin store sink</i>	<i>13.6</i>	<i>60.1</i>			
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 $>50^{\circ}\text{C}$	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)

APPENDIX A Original monthly report evidence - source page 9

Original Evotech / specialist evidence

2026

Cold Water Storage Tank Inspection Check Sheet

evotech

Six Monthly Annual Internal Inspection		Perform storage, flow and return temperature 18 requires the internal surfaces to be clean & shiny						Parameters						Temperature should be less than 20°C. Stored water should be no more than 2°C above the mains supply											
ID	Water Storage Tank	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Six Mo	Storage Tank	6	5-1	5-1	10-3	10-3																			
Six Mo	Temp	7	7-8	5-1	10-3	10-3																			
Six Mo	Temp	7	7-8	5-1	10-3	10-3																			
	Date:	01/01	10/02	04/03	20/04	22/05																			
	Signature:	VS	VS	VS	VS	VS																			
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC												
Annual	Internal inspection																								
Clean	less Comments																								
Do the	Internal walls feel																								
slimy?	Y / N																								
Are the	Internal surfaces																								
clean	and shiny? Y / N																								
	Date:																								
	Signature:																								
Cold	Water storage tank																								
disinfectant	disinfectant & chlorinated?																								
	Date:																								
	Signature:																								

Page 1 of 1

Document Ref: 35-01 (V1)

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Original Evotech / specialist evidence



Emergency Light Maintenance Record

Emergency Lighting Inspection and Test Certificate
For systems designed to BS 5244-1 and BS EN 60172/05 5244-8
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>NIE</i>
Site Details: <i>Velocity Tower Sheffield</i>		

Details of System: (Complete location page 2)	Date of first test:
Date the system commissioned: <i>N/A</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. Seeksas</i>	<i>21/11/25</i>	<i>Monthly</i>	<i>Pass</i>	
<i>V. Seeksas</i>	<i>19/12/25</i>	<i>Monthly</i>	<i>Pass</i>	
<i>V. Seeksas</i>	<i>08/01/26</i>	<i>Monthly</i>	<i>Pass</i>	
<i>V. Seeksas</i>	<i>10/02/26</i>	<i>Monthly</i>	<i>Pass</i>	
<i>J. DAVITT</i>	<i>4/3/26</i>	<i>Monthly</i>	<i>Pass</i>	
<i>V. Seeksas</i>	<i>15/4/26</i>	<i>Monthly</i>	<i>Pass</i>	
<i>V. Seeksas</i>	<i>22/5/26</i>	<i>Monthly</i>	<i>Pass</i>	
*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

APPENDIX A Original monthly report evidence - source page 11

Original Evotech / specialist evidence

4. Specialist documentation (Sub contractor)



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F0000411-1	Expenses:	No
Date:	05/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	Access Control Service		
Start travel:	07:22	Finish travel:	08:27
On site:	08:28	Off site:	10:15
Job completed:	Job Completed		

2 - DESCRIPTION OF WORKS CARRIED OUT	
Work type:	Access Control
What did you find?	Fully working system
What did you do?	Tested all nine doors and readers also break glasses all of tested 7amp batteries in supplies all ok were fitted in 2024. Mag locks all secure and working
How did you leave it?	Fully working system

Additional Information

Waste Transfer Note Applicable?	No
---------------------------------	----

3 - SIGNATURES	
CLIENT	
Signature:	
Print name:	Na
ENGINEER	
Signature:	
Print name:	Adam Atkinson

APPENDIX A Original monthly report evidence - source page 12

Original Evotech / specialist evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F0000397-1	Expenses:	No
Date:	04/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	CCTV service		
Start travel:		Finish travel:	
On site:	13:48	Off site:	16:58
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	CCTV		
What did you find?	Full working		
What did you do?	Serviced cctv checked was recording for sufficient days and all cameras were working		
How did you leave it?	Fully recording		
Additional Information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	Na		
ENGINEER			
Signature:			
Print name:	Adam Atkinson		

APPENDIX A Original monthly report evidence - source page 13

Original Evotech / specialist evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F0000395-1	Expenses:	No
Date:	04/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	Disabled refuge service		
Start travel:		Finish travel:	
On site:	11:25	Off site:	12:25
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	Other		
Other (specify):	Disabled refuge		
What did you find?	No faults on panel		
What did you do?	Tested all 3 intercom on stairwell to main panel all ok tested batteriss in main panel all in good working order		
How did you leave it?	Fully working		
Additional Information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	Na		
ENGINEER			
Signature:			
Print name:	Adam Atkinson		

APPENDIX A Original monthly report evidence - source page 14

Original Evotech / specialist evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F0000413-1	Expenses:	No
Date:	05/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	Disabled Toilet Alarm		
Start travel:		Finish travel:	
On site:	10:17	Off site:	10:27
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	Other		
Other (specify):	Disabled toilet alarm		
What did you find?	Fully working		
What did you do?	Tested pull cord all secure set alarm off and reset all ok with reset button all ok		
How did you leave it?	Fully working		
Additional Information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	Na		
ENGINEER			
Signature:			
Print name:	Adam Atkinson		

APPENDIX A Original monthly report evidence - source page 15

Original Evotech / specialist evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F0000394-1	Expenses:	No
Date:	04/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	Extinguisher service		
Start travel:		Finish travel:	
On site:	11:01	Off site:	11:24
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	Fire Extinguishers		
What did you find?	Extinguishers		
What did you do?	Serviced all extinguishers		
How did you leave it?	All extinguishers serviced and tested all ok		
Additional information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	Na		
ENGINEER			
Signature:			
Print name:	Adam Atkinson		

APPENDIX A Original monthly report evidence - source page 16

Original Evotech / specialist evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F0000396-1	Expenses:	No
Date:	04/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	smoke extract service		
Start travel:		Finish travel:	
On site:	12:26	Off site:	13:45
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	Other		
Other (specify):	Smoke vent		
What did you find?	Working smoke vents		
What did you do?	Tested all smoke vents they all opened correctly and closed correctly tested batteries in panel all working ok		
How did you leave it?	Fully working		
Additional Information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	Na		
ENGINEER			
Signature:			
Print name:	Adam Atkinson		

APPENDIX A Original monthly report evidence - source page 17

Original Evotech / specialist evidence



LJM
Fire Protection Engineers

LJM Fire Solutions Ltd
Unit 23C - Spencer Court
Blyth
NE24 5TW

Customer	VELOCITY TOWER	Resource	Daniel Woodgate
Contact	Velocity Tower		
Address	10 Saint Mary's Gate Sheffield S1 4LR	Job type	Wet Riser Maintenance
		Reference	WRM011455
		Order number	102488
		Date	21/04/2026 13:42 - 17:00
Billing address	Evolution Fire & Security Ltd. Unit B3 Loxfields Close, Loxfields Business Park Elford HX5 9DX	Job duration	03:18:00
		Driving duration	00:00:00
		Distance travelled	0 mi

Notes: Removed from scheduler as customer did not confirm job. New date required. Date confirmed



Map data ©2026 Google

Commercial Sprinkler Electric Pump 1 Weekly Maint		
	Answer	Notes
Automatic Start?	Yes	
Manual Start?	Yes	
Cut-in Pressure	15.9	
Water coolant circulating?	Yes	
Closed valve pressure	23	
Run for 10 Min period?	Yes	
Is there another pump?	Yes	
Diesel Or Electric?	Electric	

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APPENDIX A Original monthly report evidence - source page 18

Original Evotech / specialist evidence



LJM Fire Solutions Ltd
Unit 23C - Spencer Court
Blyth
NE24 5TW

Any issues or isolations Pump 1 flows 0 - 22.9 - 132amp 300 - 22.9 - 150+ 500 - 22.8 - 150+ 750 - 22.5 - 150+ 1000 - 22.0 - 150+ 1500 - 20 - 150+

Commercial Sprinkler Electric Pump 2 Weekly Maint	
Answer	Notes
Automatic Start?	Yes
Manual Start?	Yes
Cut-in Pressure	13
Water coolant circulating?	Yes
Closed valve pressure	24
Run for 10 Min period?	Yes
Is there another pump?	No
Diesel Or Electric?	Electric
Any issues or isolations	Pump 2 flows 0 - 24 - 134 300 - 24.5 - 150 500 - 24.5 - 150 750 - 23.5 - 150+ 1000 - 23.9 - 150+ 1500 - 20.9 - 150+

Commercial Sprinkler Jockey & Water Weekly Maint	
Answer	Notes
Jockey Pump Cut-in pressure (bar)	19.2
Jockey Pump Cut-out pressure (bar)	22
Is the sprinkler water storage tank full of water?	Yes
Is the bottom section of access ladder removed and stored? (Monthly Check)	N/A
Is the ball valve house access hatch closed and locked? (Monthly Check)	N/A
All pump alarms operate correctly?	Yes
Pump house temperature setting. (Celsius)	5
Overall System Status	Operational

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APPENDIX A Original monthly report evidence - source page 19

Original Evotech / specialist evidence



LJM
Fire Protection Engineers

LJM Fire Solutions Ltd
Unit 23C - Spencer Court
Blyth
NE24 5TW

Dry Riser Certificate		
	Answer	Notes
System Number	1	
System Location	Stairwell	
Type Of Test	Hydraulic	
Number of outlets	25	
Inlet Valve Condition	Pass	
Inlet Cabinet Condition	Pass	
Outlet Cabinet Condition	Pass	
All Blank Caps Fitted	Pass	
Valve Seal Condition	Pass	
Air Release Valve Condition	Pass	
Signage Present	Pass	
All Lock and Straps Fitted	N/A	
Test Result	Pass	
Remedial Works Required ?	No	

Dry Riser Failure		
	Answer	Notes
How many Hours are required to carry out the required works?	3	
Please list all parts required to carry out the works.	30 bar no loss & pressure gauge 2 x wet riser signs	Valve failed on flow test line - advise replacing with butterfly valve.

powered by 

APPENDIX A Original monthly report evidence - source page 20

Original Evotech / specialist evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F000393-1	Expenses:	No
Date:	04/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	Fire Alarm Service		
Start travel:	07:18	Finish travel:	08:50
On site:	08:50	Off site:	11:00
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	Fire		
What did you find?	No faults on panel		
What did you do?	Tested all devices from ground floor to level ten in communal areas tested batteries and panel all tested ok		
How did you leave it?	Fault free		
Additional Information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	Na		
ENGINEER			
Signature:			
Print name:	Adam Atkinson		

APPENDIX A Original monthly report evidence - source page 21

Original Evotech / specialist evidence



ENGINEERS REPORT

1 - WORK DETAILS			
Job no:	F0000396-1	Expenses:	No
Date:	04/06/2026		
Client name:	FC-100321 - Velocity Tower		
Site address:	St Mary's Gate, Sheffield, Sheffield, SOUTH YORKSHIRE, S1 4LR		
Job Description:	smoke extract service		
Start travel:		Finish travel:	
On site:	12:26	Off site:	13:45
Job completed:	Job Completed		
2 - DESCRIPTION OF WORKS CARRIED OUT			
Work type:	Other		
Other (specify):	Smoke vent		
What did you find?	Working smoke vents		
What did you do?	Tested all smoke vents they all opened correctly and closed correctly tested batteries in panel all working ok		
How did you leave it?	Fully working		
Additional Information			
Waste Transfer Note Applicable?	No		
3 - SIGNATURES			
CLIENT			
Signature:			
Print name:	Na		
ENGINEER			
Signature:			
Print name:	Adam Atkinson		

APPENDIX B Metro Weekly Fire Alarm Certificates - May 2026

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

APPENDIX B Weekly fire alarm test - 05 May 2026

Original Metro certificate - page 1 of 2



Visit Report

Fire Alarm Test

00948919 – Tue, 5 May 26 10:11 AM

Address
Visit Date
Work Order Number
Inspector
Building Reference

Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR
Tue, 5 May 26 10:11 AM
00948919
Mr Fisher
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

CASE: 00938406 **Date Opened:** Tue, 5 May 26
Object Type: Building **Location:**
Subject: The signal from the fire alarm panel to the Alarm Receiving Centre was not received.
Issue Description: 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.
Next Action: Please contact the relevant maintenance provider to arrange to rectify this issue.
Inspector Comment:

New Issues Images

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

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

Company Registration No: 03357802 VAT No: 364104228
Registered Office Address: 2 Dominus Way, Meridian Business Park, Leicester LE19 1RP



APPENDIX B Weekly fire alarm test - 05 May 2026

Original Metro certificate - page 2 of 2



Visit Report

Fire Alarm Test

00948919 - Tue, 5 May 26 10:11 AM

Existing Cases Redetected

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

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 - 12 May 2026

Original Metro certificate - page 1 of 2



Visit Report

Fire Alarm Test

00948920 – Tue, 12 May 26 10:11 AM

Address
Visit Date
Work Order Number
Inspector
Building Reference

Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR
Tue, 12 May 26 10:11 AM
00948920
Mr Fisher
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
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 - 12 May 2026

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Visit Report

Fire Alarm Test

00948920 - Tue, 12 May 26 10:11 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 May 2026

Original Metro certificate - page 1 of 2



Visit Report

Fire Alarm Test

00948921 – Thu, 21 May 26 10:28 AM

Address
Visit Date
Work Order Number
Inspector
Building Reference

Velocity Tower, 10 St Mary's Gate, Sheffield, S1 4LR
Thu, 21 May 26 10:28 AM
00948921
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
----------	-------

Existing Cases Redetected

Question	Case No.	Location	Subject	Issue Description	Next Action
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 - 21 May 2026

Original Metro certificate - page 2 of 2



Visit Report

Fire Alarm Test

00948921 - Thu, 21 May 26 10:28 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, main entrance lobby, LHS wall CP GB	✓

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