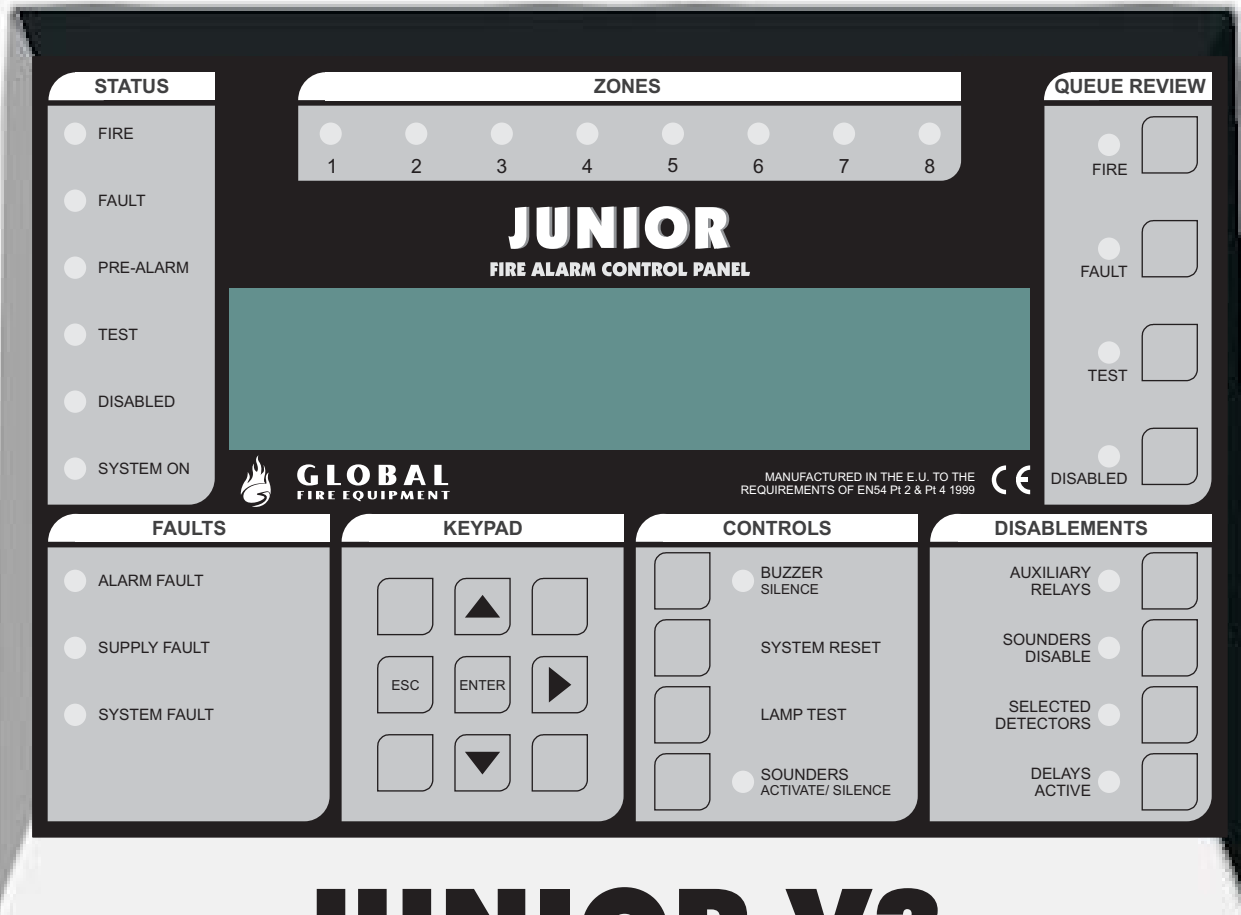




GLOBAL
FIRE EQUIPMENT



JUNIOR V3

Fire Alarm Control Panel

OPERATION & MAINTENANCE MANUAL

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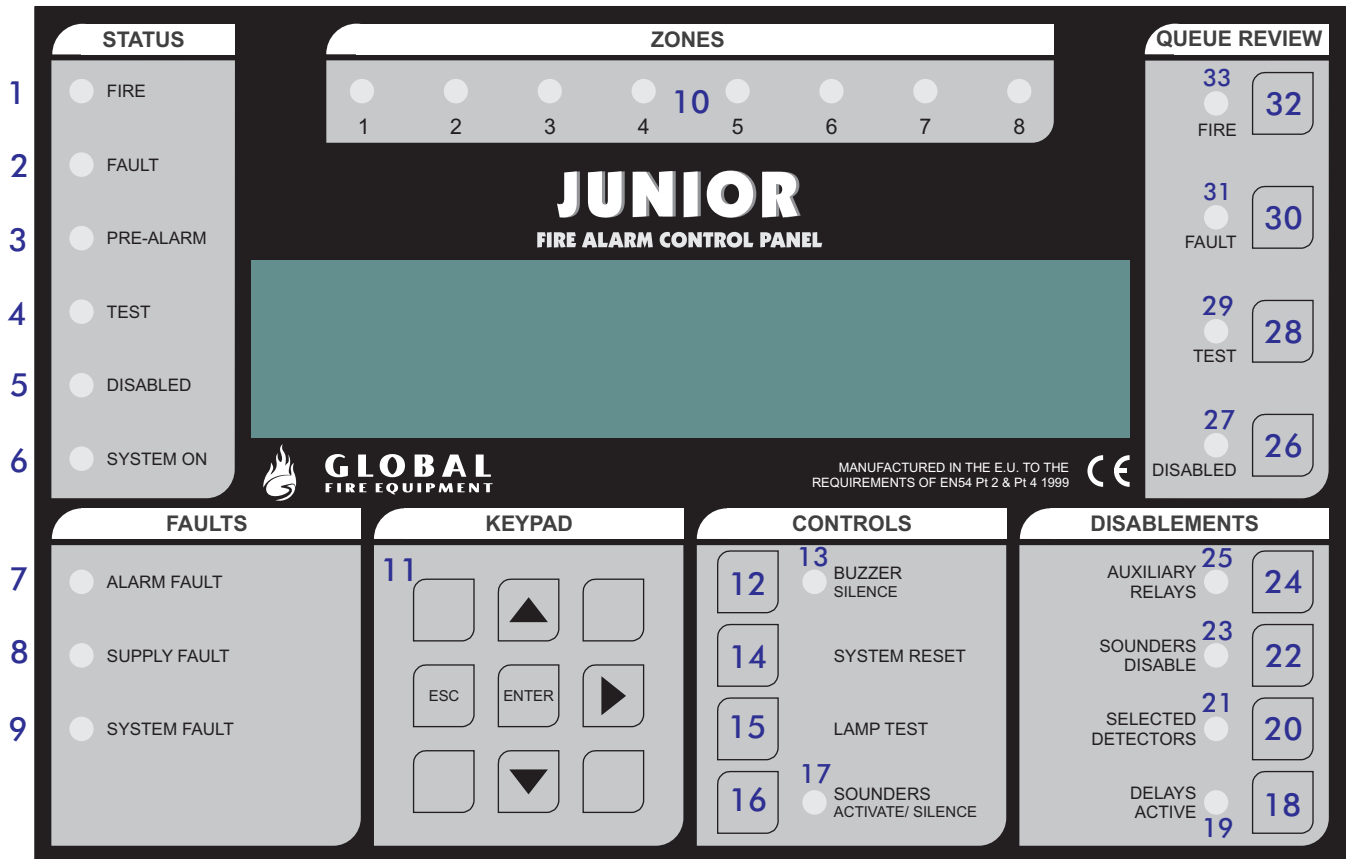
Some functions are only available at Authorized User level of Access. To enter this mode, a valid user Code has to be entered using the panel's front display keypad. The factory default code is:

▲▲▲▲▲

To enter, press ENTER then press 5 consecutive ▲▲▲▲▲ , then press ENTER again. If code entry was successful, the words " USER ACCESS LEVEL" will appear on the top line of the LCD display.

NOTE: Functions indicated as available to the General User do not require an access code to be entered.

1.1 DESCRIPTION OF THE FIRE CONTROL PANEL FASCIA



- 1 **FIRE:** If the LED is RED it indicates that there is a fire situation.
- 2 **FAULT:** If the LED is AMBER it indicates a fault situation. Additional information will be shown on the LCD display and, if applicable, on the LEDs in the FAULTS section of the main panel (i.e. 7, 8, 9, 10).
- 3 **PRE-ALARM:** If the LED is AMBER it indicates that a detector is in PRE-ALARM.
- 4 **TEST:** If the LED is AMBER it indicates that the panel is in a test mode.
- 5 **DISABLED:** If the LED is AMBER it indicates that at least one disablement exists.
- 6 **SYSTEM ON:** If the LED is GREEN it means that the panel is in ACTIVE mode. If the LED is flashing GREEN then the panel is in INSTALLATION mode.
- 7 **ALARM FAULT:** If the LED is AMBER it indicates that there is a problem with a loop sounder or conventional sounder circuit. This could be an open or short circuit.
- 8 **SUPPLY FAULT:** If the LED is AMBER it indicates that there is a Primary Supply (Electrical mains) Fault, a Battery Fault or that there is an Earth Fault.
- 9 **SYSTEM FAULT:** If the LED is AMBER it indicates that there is 5 Volt fault or a processor/program failure.
- 10 **ZONES:** Fire Zone indicator LEDs

1.1 DESCRIPTION OF THE FIRE CONTROL PANEL FASCIA (continued...)

- 11 KEYPAD:** Press these buttons to toggle between menus, enter User and programming codes and other on-screen information.
- 12 BUZZER SILENCE:** Pressing this button will silence the internal buzzer during a FIRE or FAULT condition.
- 13 BUZZER SILENCE:** If the LED is lit, it indicates that a new FAULT or FIRE condition has occurred.
- 14 SYSTEM RESET:** Pressing this button restores the panel to its normal operating condition after an alarm. Alarms must be silenced before a SYSTEM RESET can be performed. A SYSTEM RESET does not clear any settings or disablements; it only clears FIRE and FAULT conditions (and then only if the source of the FIRE or FAULT has been cleared).
- 15 LAMP TEST:** Whilst this button is depressed all of the panel's LEDs will be illuminated and all of the LCD display pixels will be set to black. Use this button to confirm the LEDs and LCD display are functional.
- 16 SOUNDERS ACTIVATE/SILENCE:** Pressing this button will activate all sounders and panel buzzers (main panel and Repeaters). Pressing the button again will silence the sounders.
- 17 SOUNDERS ACTIVATE/SILENCE:** If the LED is RED it means that the SOUND ALARMS function has been activated by either pressing SOUNDERS ACTIVATE/SILENCE switch or during an alarm or Evacuate function is active.
- 18 DELAYS ACTIVE :** Delays can be configured for the sounders and I/O modules using the programming functions. Pressing this button enables or disables these delays.
- 19 DELAYS ACTIVE:** If the LED is AMBER it means that the delays are active.
- 20 SELECTED DETECTORS:** Using the programming functions individual detectors can be set for SELECTIVE DISABLEMENT. When this button is activated those detectors will be disabled (isolated). Note that this button will only operate if at least one detector has been set for SELECTIVE DISABLEMENT.
- 21 SELECTED DETECTORS:** If the LED is AMBER it means that the selected detectors are isolated.
- 22 SOUNDERS DISABLE:** Pressing this button will enable/disable all sounders in the system.
- 23 SOUNDERS DISABLE:** This LED will be lit when sounders are disabled
- 24 AUXILIARY RELAYS:** Pressing this switch disables or enables all the relay and I/O module outputs.
- 25 AUXILIARY RELAYS:** If the LED is lit it means that the relay and I/O module outputs are disabled.
- 26 DISABLED:** If there are disablements then pressing this button will show the disablements on the LCD display. If there are more disablements than can be shown on the LCD display at one time then subsequent presses of this button will step through all the disablements.
- 27 DISABLED:** If the LED is AMBER it means that there is at least one disablement.
- 28 TEST:** If there are ZONES in test mode then pressing this button will show those ZONES on the LCD display. If more ZONES are in test mode than can be shown on the LCD display at one time then subsequent presses of the button will step through all the ZONES in test mode.
- 29 TEST:** If the LED is AMBER it means that one or more ZONES are in test mode.
- 30 FAULT:** If there is more than one FAULT, or if there is at least one FAULT and a FIRE, pressing this button will display the next FAULT report on the LCD display for 20 seconds. Subsequent presses will step through all the FAULT reports.
- 31 FAULT:** If the LED is flashing AMBER it means that are FAULT reports to be reviewed. If the LED is steady AMBER then all FAULT reports have been reviewed.
- 32 FIRE:** If there is more than one FIRE pressing this button will display the next FIRE report on the LCD display for 20 seconds. Subsequent presses will step through all the FIRE reports.
- 33 FIRE:** If the LED is flashing RED it means that there are FIRE reports to be reviewed. If the LED is steady RED then all FIRE reports have been reviewed.

NOTE: The functions of some switches will only be operational after entering the authorized user or programming access codes.

1.2 ALARM (Authorised User Access)

If the fire alarm control panel signals an ALARM the following events will take place:

The sounders, I/O modules and other outputs will operate in accordance with their programming.

The external RED Zone LEDs will be illuminated for the Zones in FIRE.

At the fire control panel, the STATUS - FIRE LED will illuminate RED.

The fire control panel buzzer will sound continuously.

The location of the alarm (or alarms) will be shown on the fire control panel LCD display.

If more than one alarm has occurred the QUEUE REVIEW FIRE LED will flash RED indicating that further fire reports can be displayed on the LCD display by pressing the QUEUE REVIEW FIRE button.

The BUZZER SILENCE LED will be illuminated.

The SOUNDERS ACTIVATE/SILENCE LED will be illuminated.

EVACUATE IN ACCORDANCE WITH THE SITE PROCEDURE

ONLY WHEN AUTHORISED should you silence the alarms.

To do this press the BUZZER SILENCE button.

Pressing this button will:

- Silence the internal buzzer
- turn off BUZZER SILENCE LED

To stop Sounders, press SOUNDER ACTIVATE/SILENCE button. The LED will also turn off after pressing.

The STATUS - FIRE LED will remain lit RED.

DO NOT PRESS SYSTEM RESET UNTIL THE ALARM CONDITION HAS BEEN DEALT WITH.

1.3 RESET THE SYSTEM (Authorised User Access)

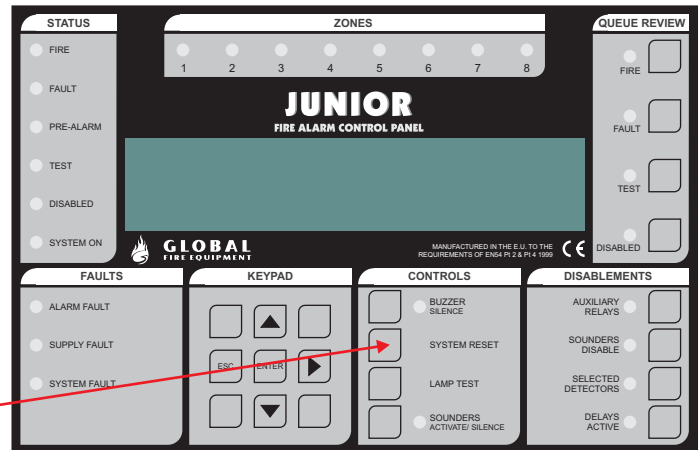
This procedure should be used if:

- There has been an alarm and the alarm condition no longer exists.
- There has been a fault and the fault condition no longer exists.

After entering either the User or programming Access Code, press the SYSTEM RESET button. The system takes about 20 seconds to reset. The company name, date and time will appear on the LCD display when the reset is complete.

Any alarm and/or fault LEDs indicated by the panel before pressing SYSTEM RESET will no longer be illuminated after reset.

A SYSTEM RESET can only be performed once all alarms have been silenced.



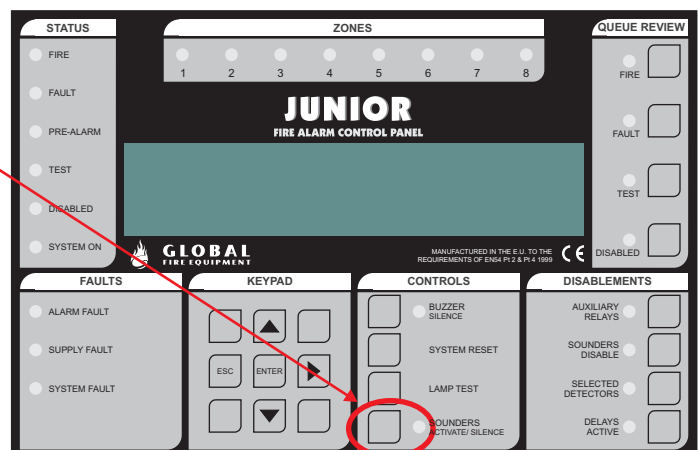
1.4 SOUND AND SILENCE THE ALARMS (EVACUATION) (Authorised User Access)

This section shows you how to turn on and turn off all the sounders in an installation. It is identical to a fire drill procedure.

On the fire control panel:

Press the SOUNDERS ACTIVATE/SILENCE button.

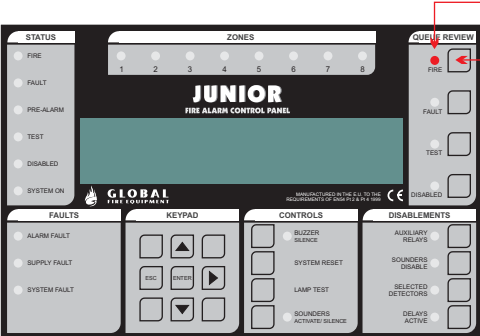
- All sounders turn on
- The SOUNDERS ACTIVATE/SILENCE LED illuminates RED
- To stop sounders, press SOUNDERS ACTIVATE/SILENCE button again
- The SOUNDERS ACTIVATE/SILENCE LED extinguishes



1.5 READ THE FIRE, FAULT, TEST AND DISABLED QUEUES (Access level 1 - General User)

Fire, fault, test, and disabled messages are shown on the LCD display.

The LCD has a limited display area. If more messages exist than can be shown on the LCD display the FIRE, FAULT, TEST or DISABLED LEDs illuminate on the QUEUE REVIEW area of the fascia. The following procedure describes how to display the additional messages.

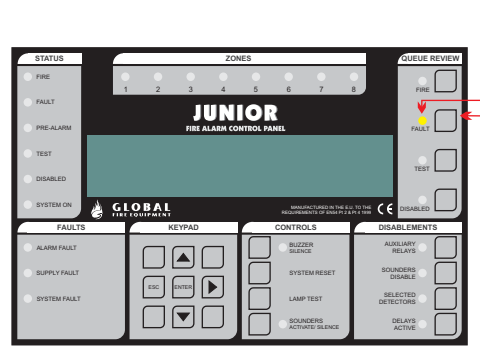


FIRE

If the QUEUE REVIEW - FIRE LED is flashing RED....

Press the QUEUE REVIEW - FIRE button to display the first queued message. Press the button again to review the next queued message. Do this until all messages have been reviewed. The LED stops flashing RED, but remains lit, once all messages have been displayed.

After 20 seconds the first fire event will be re-displayed.

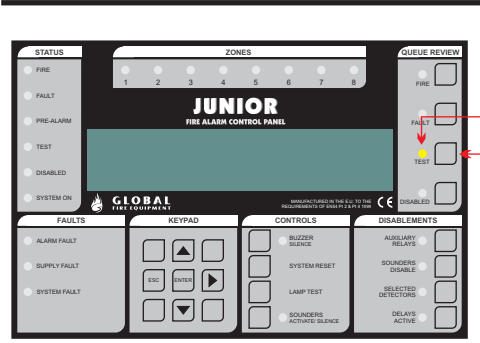


FAULT

If the QUEUE REVIEW - FAULT LED is flashing AMBER....

Press the QUEUE REVIEW - FAULT button to display the first queued message. Press the button again to review the next queued message. Do this until all messages have been reviewed. The LED illuminates steady AMBER when all messages have been displayed.

After 20 seconds the first fault will be re-displayed unless a fire has occurred in which case the first fire will be re-displayed instead.

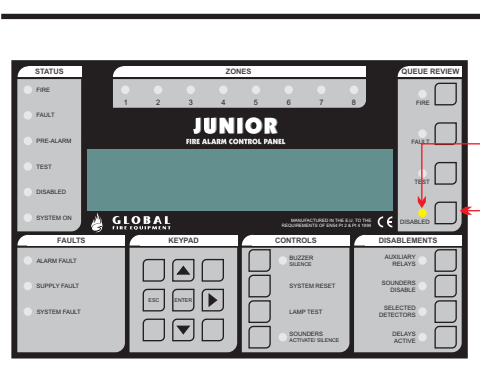


TEST

If the QUEUE REVIEW - TEST LED is illuminated AMBER....

Press the QUEUE REVIEW - TEST button to display the Zones in test mode. Sometimes not all the Zones in test mode can be displayed at once, in this case press the button again to see the next set of Zones in test mode.

After 15 seconds the display will return to its quiescent state (usually the company name and current time).



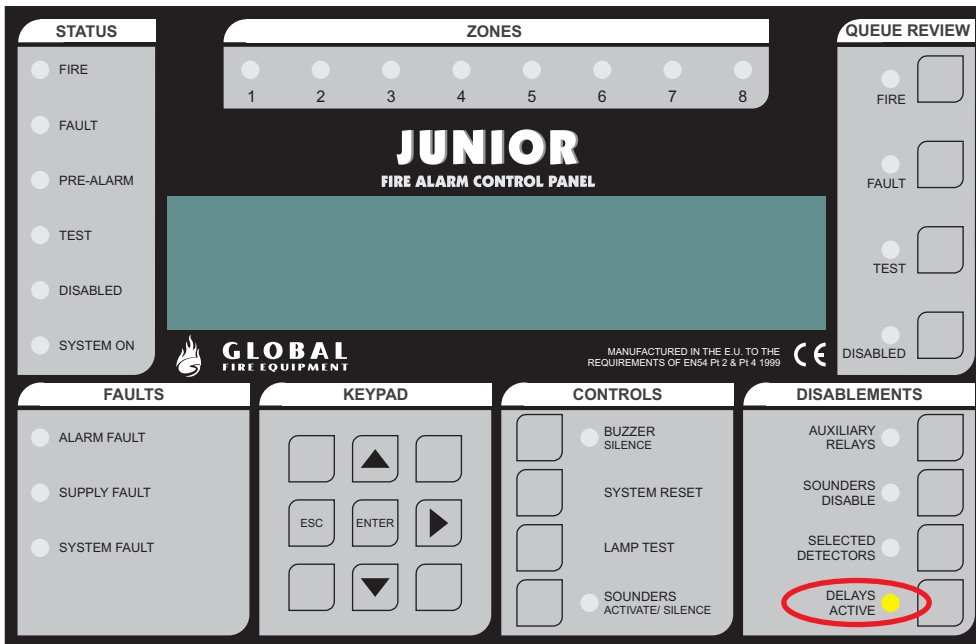
DISABLED

If the QUEUE REVIEW -DISABLED LED is illuminated AMBER....

Press the QUEUE REVIEW -DISABLED button to display the disablements on the LCD. Sometimes not all the disablements can be displayed at once, in this case press the button again to see the next set of disablements.

After 15 seconds the display will return to its quiescent state (usually the company name and current time).

1.6 DELAYS ACTIVE - (Authorised User Access)



During installation, via the programming functions, delays can be set for the sounders and I/O modules.

These delays are only active when the DELAYS ACTIVE LED is illuminated. At all other times the sounders and I/O modules will operate immediately a fire is detected.

After entering User Access code, to enable or disable these delays press the DELAYS ACTIVE button.

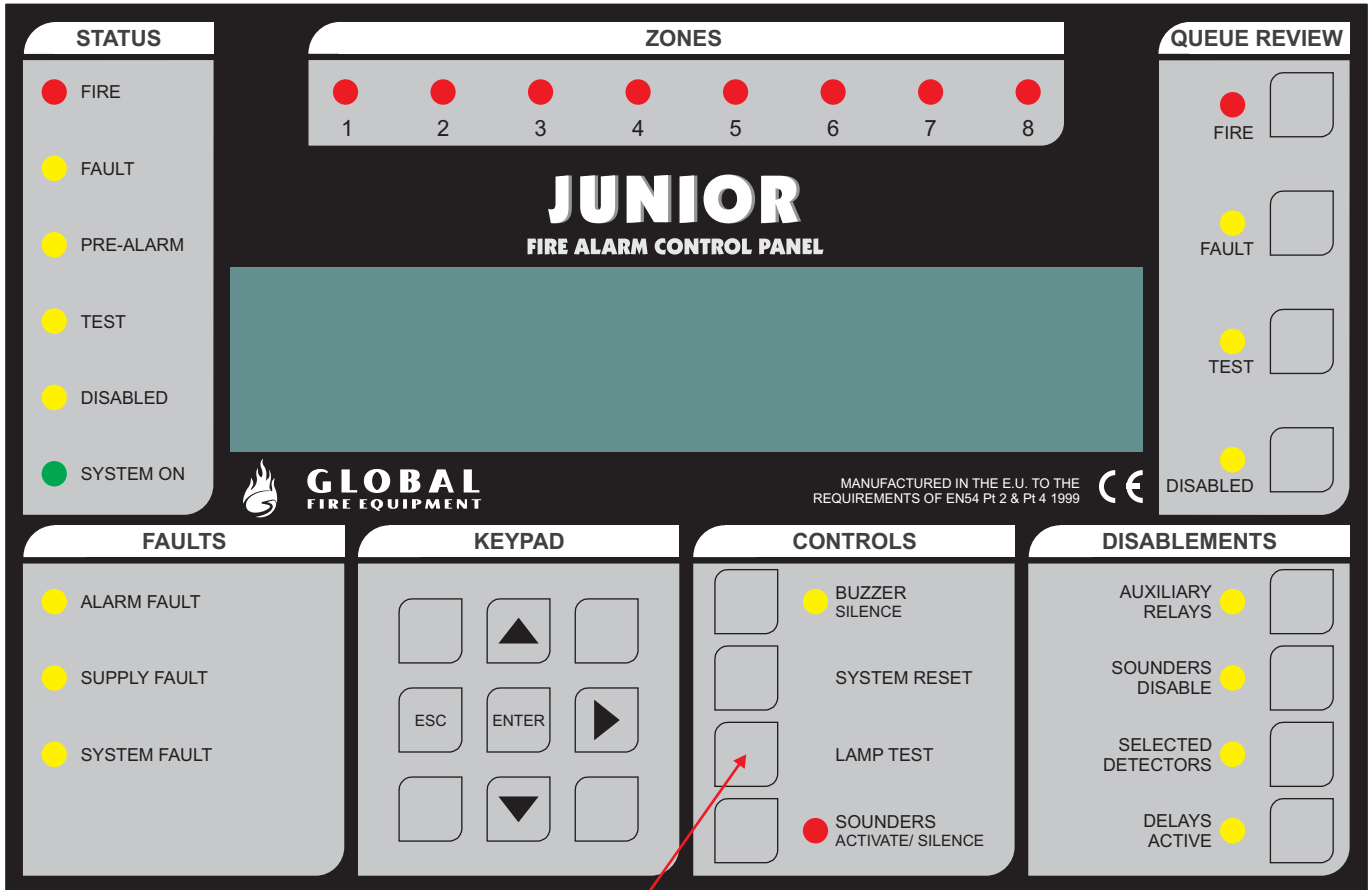
Note that it is also possible, via the programming functions, to set DELAYS ACTIVE to automatically turn off at night.

For details on the programmable features and delays refer to the 'Installation & Commissioning Manual'.

During an alarm condition, if the delays are active (DELAYS ACTIVE LED is lit), pressing the DELAYS ACTIVE button will cancel the delays and every sounder programmed to be activated during a specific fire alarm condition will activate immediately.

1.7 LAMP TEST - (General User Access)

This tests that all LEDs on the fascia are functioning, that the buzzer sounds properly and that the LCD display is fully functional.

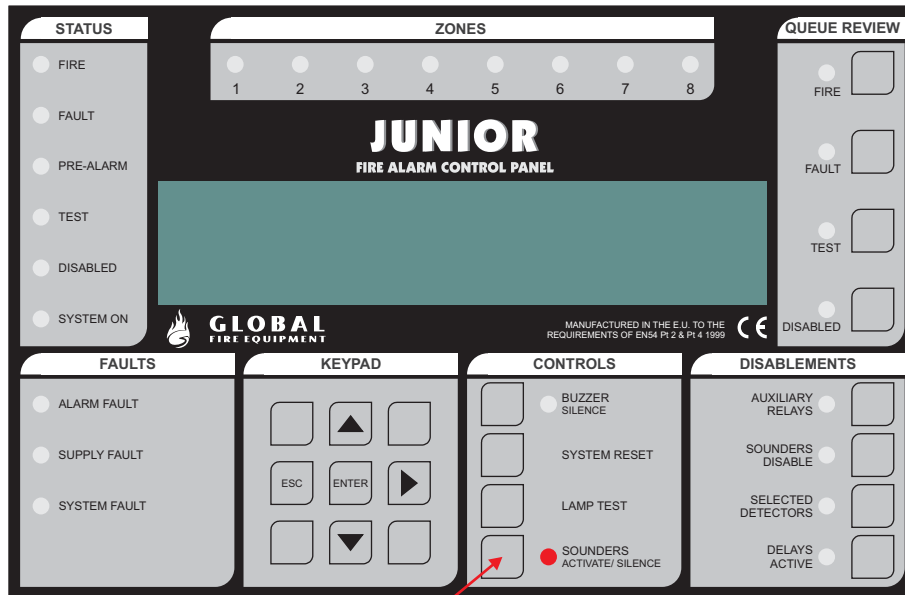


Press and hold the LAMP TEST button.

- All LEDs shown in this diagram should be illuminated
- All pixels on the LCD display should turn black
- All external Zone LEDs should be illuminated

Release the LAMP TEST button to end the test. The LEDs and LCD display will return to their normal condition.

1.8 PERFORM A FIRE DRILL - (Access Level 2 or Authorised User Access)



To start the fire drill press the **SOUNDERS ACTIVATE/SILENCE** button.

To end the fire drill press the **SOUNDERS ACTIVATE/SILENCE** button.

The following will occur:

The following will occur:

- All sounders turn on
- The **SOUNDERS ACTIVATE/SILENCE** LED illuminates RED

- The sounders stop sounding
- The **SOUNDERS ACTIVATE/SILENCE** LED extinguishes.

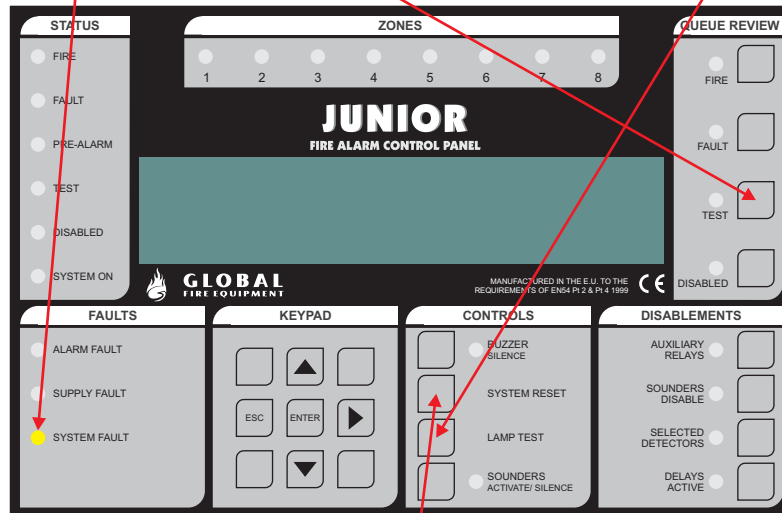
EVACUATE IN ACCORDANCE WITH THE SITE PROCEDURE

1.9 CARETAKER TEST MODE (One-Man Walk-Through Test) - Authorised User Access

Entry and Exit of Caretaker Test Mode

Press the QUEUE REVIEW - TEST button first, then the CONTROLS - LAMP TEST button momentarily.

(The FAULTS - PROC FAULT LED will light momentarily, this is OK).



Test mode can be activated at anytime except when:

- There is a FIRE
- SOUND ALARMS have been activated
- Something is already in TEST MODE (Test Sounders or Test Zones)
- You are in Programming Mode
- You are Installation Mode

When Caretaker Test Mode is entered 'INITIALISING' may be displayed for up to 20 seconds depending on the system size.

Caretaker Test Mode is exited by pressing SYSTEM RESET.

Indication of Caretaker Test Mode

- The TEST LED will be lit
- The buzzer will sound for 0.5 seconds every 5 seconds (same as FAULT indication).
- ALARM SILENCE will not stop this.
- The message " DETECTOR TEST MODE " will be displayed on the LCD
- The Zones in test mode will be displayed on the LCD - " ALL ZONES "

1.9 CARETAKER TEST MODE (continued...)

Logging

- Individual detector tests are not logged (they would fill the log very quickly)
- Entry to Caretaker Test Mode is logged

Devices Under Test

- All detectors and callpoints in all Zones will be put into test mode
- Detectors and callpoints not assigned to Zones will also be put into test mode

Indication When a Device is Tested

When a detector is activated (using smoke spray for example):

- The LED on the detector is activated whilst the detector is above the fire alarm threshold
- The Main Panel Conventional and Loop Sounders will operate for 1 second, if selected to do so. (See Function 7.3)
- The event is reported on the Main Panel and Repeater LCD displays for 15 seconds

Testing More Than One Device

• Detectors and callpoints can only be tested one at a time. The LED must be extinguished on the current device before moving on to test the next device. (Don't use too much smoke spray.)

Disabling

• All disabling for sounders, loop and detectors are ignored during Caretaker Test Mode. However the LED on disabled detectors will not be lit when the detector is tested (all other aspects of the test will be as normal).

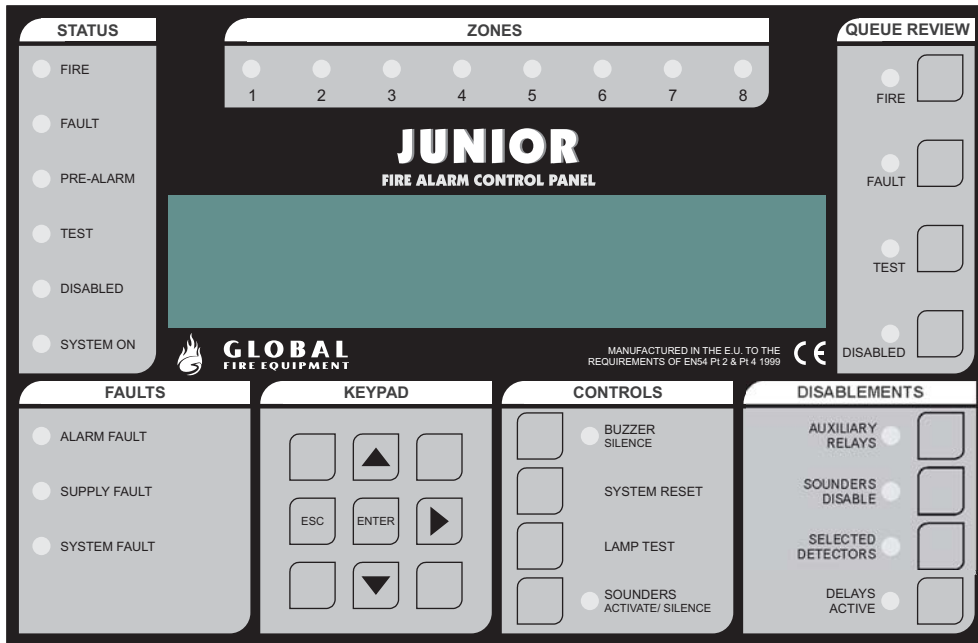
Sensor sensitivity

• This will not be changed on entry to test mode (so at night the sensitivity may be high and during the day low - depending on the system settings).

Other

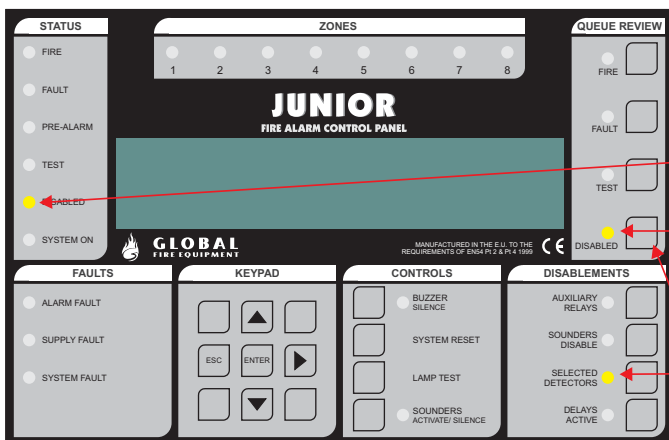
- Whilst in Caretaker Test Mode the SOUND ALARMS button will remain functional
- Caretaker Test Mode can be initiated from a Main Panel or Repeater

1.10 DISABLEMENTS - (Authorised User Access)



1.10.1 SELECTED DETECTORS

Using the programming functions (see the 'Installation & Commissioning Manual') individual detectors can be set for SELECTIVE DISABLEMENT. When the SELECTED DETECTORS button is activated those detectors will be disabled. (This may be required, for example, in a building with smoke detectors inside a room reserved for cigarette smokers. During the day it would be wise to disable these detectors in order to prevent the obvious false alarms it would otherwise generate.)



When activated:

The SELECTED DETECTORS LED will be illuminated

The STATUS - DISABLED LED will be illuminated

The QUEUE REVIEW - DISABLED LED will be illuminated

The disabled detectors can be reviewed using the DISABLED QUEUE REVIEW button

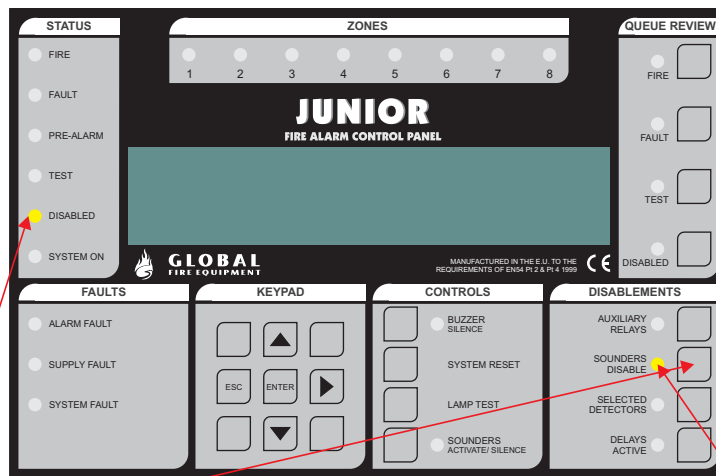
The SELECTED DETECTORS button will only operate if there is at least one detector set to SELECTIVE DISABLEMENT.

Re-pressing the SELECTED DETECTORS button again will re-enable the detectors.

**SELECTED
DETECTORS**

1.10 DISABLEMENTS (continued...)

1.10.2 SOUNDERS DISABLE

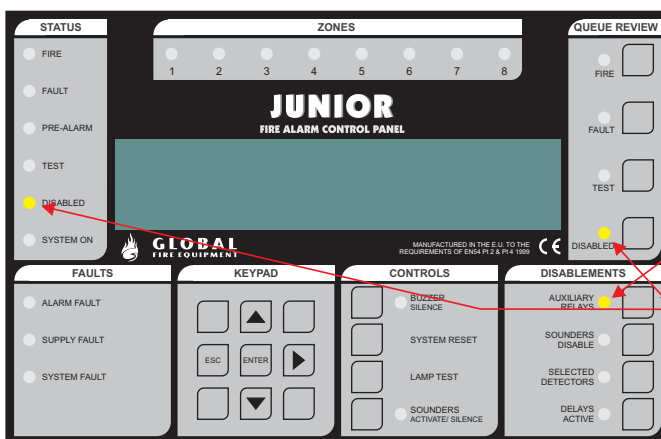


By pressing this button, all sounders on the system will be disabled. Its associated LED will light up. The DISABLED LED will also be lit.

By pressing SOUNDERS DISABLE button once more, the LED will turn off and all sounders will re-enable

1.10.3 AUXILIARY RELAYS

The AUXILIARY RELAYS DISABLEMENT button enables and disables all relay and I/O module outputs. This means that those outputs will remain unchanged if a fire or fault occurs. The outputs that are controlled by this button include the normally energised FAULT relay, the FAULT I/O group, the EVAC relay as well as the I/O modules fitted to the analogue loops and, of course, the auxiliary relays.



To disable the relay and I/O module outputs press the AUXILIARY RELAYS button.

The AUXILIARY RELAYS LED illuminates AMBER.

The STATUS - DISABLED LED illuminates AMBER.

The QUEUE REVIEW-DISABLED LED illuminates AMBER.

Re-press the AUXILIARY RELAYS button to re-enable the relays and I/O modules.

AUXILIARY RELAYS

1.10.4 ENABLE / DISABLE ZONES

In order to Enable/Disable a zone follow the procedure described below:

- 1 - Enter either a valid User or Programming Code.
 - 2 - Select Function 3.1 (Zones Disable/Assign), using the ▲ ▼ arrow keys. Press ENTER when menu 3 is reached.
 - 3 - Using the ▲ ▼ arrow keys once more, select function 3.1 and press ENTER.
 - 4 - Select the zone to be disabled using the ▲ ▼ arrow keys and press ENTER.
 - 5 - The present status of the zone is shown. To change it, press ENTER and change the status using the ▲ ▼ arrow keys from enabled to disabled and vice versa. When selection is complete press OK/Enter. To exit press the ESC key. Each consecutive press of the ESC key will revert back one step.
- If any zones are disabled during this time, the DISABLED LED in the STATUS area of the panel's fascia will be lit. The DISABLED LED in the QUEUE REVIEW area will also be lit. If the latter LED flashes, this gives the indication that more than one disablement has taken place in the system. To scroll through these multiple disablements, press the DISABLED button in the QUEUE REVIEW area.

1.11 IF THE PANEL DISPLAYS A FAULT

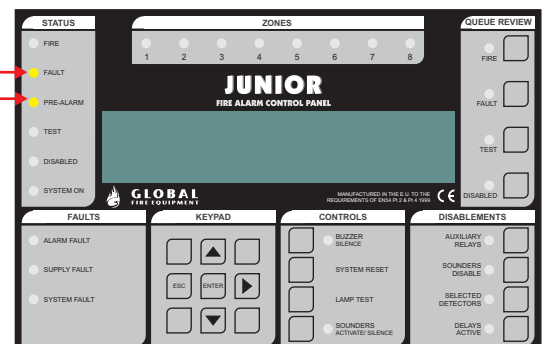
If the system detects a fault, the STATUS - FAULT LED will light up AMBER.

CALL THE MAINTENANCE ENGINEER

1.12 IF THE PANEL DISPLAYS A PRE-ALARM

If any detector detects a pre-alarm condition, the STATUS - PRE-ALARM LED will light up AMBER.

FOLLOW SITE SPECIFIC INSTRUCTIONS



SECTION 2 - MAINTENANCE

2.1 SIM CARD REPLACEMENT

This procedure is required when a software upgrade is supplied on a SIM CARD. The original SIM CARD also holds all the system configuration (settings) so this data must first be uploaded to a PC in order that it can be downloaded into the new SIM CARD once it has been fitted.

In some cases the replacement SIM CARD will have been pre-programmed with the site configuration. In this case it is not necessary to upload the configuration from the original SIM CARD.

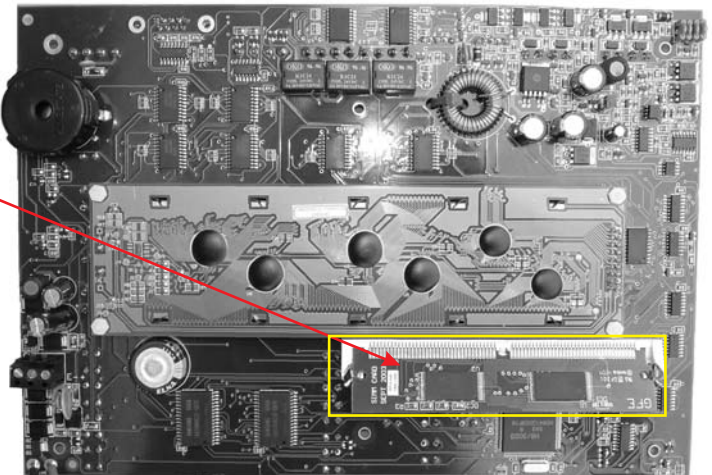
The procedure assumes that the power has been removed from the panel.

WARNING
ENSURE THAT THE POWER IS TURNED OFF



ELECTRO-STATIC SENSITIVE DEVICES (ESD)
TAKE SUITABLE ESD PRECAUTIONS WHEN
REMOVING OR INSTALLING PRINTED
CIRCUIT BOARDS.

JUNiOr SIM CARD



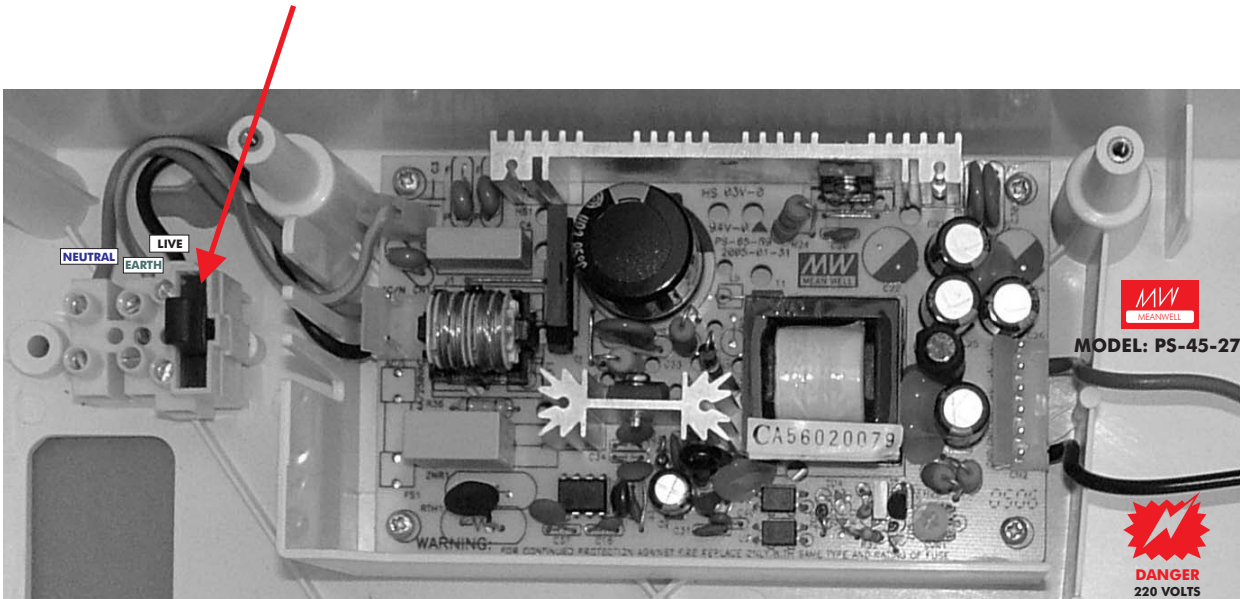
JUNIOR MAIN BOARD

- The SIM CARD is mounted on the back of the main board.
- Release the retaining clips by pulling in the direction of the arrows (←→).
- With the retaining clips held in the released position, push the SIM CARD forward and down until it is almost horizontal with the main panel board.
- Lift the SIM CARD off the connector.
- To install the replacement SIM CARD, locate it on the connector almost horizontally with the main panel board, push it up and back gently until the retaining clips snap into position.
- Download the panel configuration from the PC if SIM is not pre-programmed.

Uploading and downloading requires an RS232 lead and PC software.

See installation Manual Section 8-4-2 for Upload/Download instructions.

2.2 REPLACING THE ELECTRICAL MAINS FUSE



2.3 BATTERY VOLTAGE AND CHARGER CHECKS

On the panel battery connector, measure the battery voltage. This should be 27.5V +/- 0.2V. Switch off the primary supply and check that the battery voltage does not drop significantly. Carry out a test on a detector or manual callpoint with the primary supply disconnected to ensure that the batteries are healthy.

NOTE: BATTERIES MUST BE REPLACED PERIODICALLY IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATION. ALWAYS USE SEALED LEAD ACID BATTERIES.

2.4 USE OF PROGRAMMING FUNCTIONS FOR MAINTENANCE

The following programming functions can be used to check that the panel is operating correctly. Note that to use these functions the installer needs to have granted 'User Access' to the following functions. By default, access is denied.

1 Review Historic Log

All the functions associated with reviewing events and settings.

1-1 Display Historic Log

The panel logs all events in an internal event log. It can store a rolling 2000 entries. When it is full the latest entry is added and the oldest entry discarded.

Help is automatically displayed on entry to the function because it is not possible to display a log entry and help at the same time.

Use ▲▼ to scroll through events in the log.

1-3 Clear Historic Log

Clears the Historic Log.

1-5 Read/Clear Autostart Count

Every time the Panel's power is cycled, the Autostart count is incremented. SYSTEM RESETs from the front panel button do not increment the Autostart count.

7 Monitor Device Counts & Test

7-1 Device Count, Type & Value

Use this function to check that all loop devices are present.

Use ▲ ▼ to select the device address on that loop.

This function is also useful to confirm the address of the various different types of devices connected to the Analogue Loop.

Note that in Installation Mode all information is live i.e. the count of devices will change as the panel learns and device types will be updated if they change. In Active Mode only the device value is live.

7-2 Test Sounders

Use this function to test the audibility of the sounders in a more comfortable manner than pressing SOUND ALARMS.

The Panel Conventional Sounders will sound for 1 second then be silenced for 9 seconds.

7-3 Sounders on Test Activation

This function allows you to choose an audible confirmation that a device has detected a fire when in test mode. The audible confirmation consists of a 1 second period of sounder operation. The settings selected by this function are used by '7-4 Test Zones' and '6-4-1 Activate ASET Mode (SAM)'.

ALL SOUNDERS ON DETECTOR TEST activates the Panel Conventional and Loop Sounders.

Note - using this function AFTER '7-4 Test Zones' and '6-4-1 Activate ASET Mode (SAM)' will NOT change the settings for the zones already in test mode and the loops already in ASET mode.

7-4 Test Zones

Select the Zones you wish to put into test mode.

Exit programming mode, but DO NOT press SYSTEM RESET as this clears all test modes.

In test mode when a detector is activated the LED on the detector will be illuminated and the event will be reported on the Panel (and Repeaters) for 15 seconds. If selected then the sounders will also operate for 1 second. The LED on the detector is not latched and will clear when the alarm level falls below the alarm threshold for the device.

Pressing TEST QUEUE REVIEW will report the zones that are in Test Mode.

7-6 Light LED on device

This function can be used to confirm the physical location of a specific detector.

Select the device and SWITCHED ON and press ENTER. The device will typically take a few seconds to respond.

Note - Reset must be pressed to switch off LEDs.

2.5 GETTING INTO PROGRAMMING MODE

When the Panel is powered up it will be necessary to enter the panel programming mode. Familiarize yourself with this section before proceeding to the next section in the manual and powering up the panel.

Programming mode is accessed via the front panel keypad as pictured below.

To program device and zone text messages, it is essential to use the Loader PC based software.

Logging In

To enter programming mode you need to log in.

The Panel must be powered up and must have initialized itself i.e. NOT be showing the 'INITIALIZING' message.

Press ENTER on the Keypad. You must now input your Installer access code. See page 6 Access Levels. You have unlimited attempts but if code entry is not started within 10 seconds then the panel will revert back to it's default screen. While entering the code you are allowed up to 5 seconds between key presses.

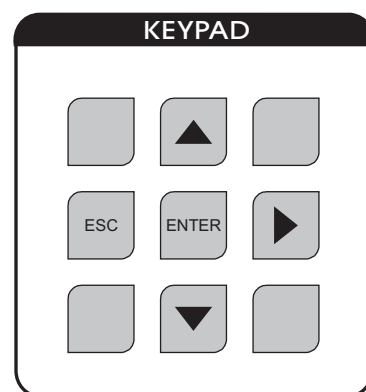
Function Selection

The programming functions are arranged using a menu system.

To select a function or sub-menu use either ▲▼ and ENTER. ESC takes you up a menu level.

The top level menus are:

- 1 Review Historic Log
- 3 Zones - Disable & Assign
- 4 Sounders - Disable & Assign
- 5 Input/Output - Disable & Assign
- 6 Device Set-up
- 7 Monitor Device Counts & Test
- 8 General



Most functions operate in a consistent manner using the standard keys. The item that is being changed is usually highlighted with a flashing cursor.

2.6 LOGBOOK

In accordance with EN54 part 14, it is the user's responsibility to maintain a logbook and to record all events resulting from or affecting the system. The logbook should be kept in a place accessible to authorised persons (preferably near the control panel).

One or more identifiable individuals should be appointed to oversee or carry out all entries in the logbook. The names of these persons (and any changes of responsible person) should be recorded.

All events should be properly recorded (events include real and false fire alarms, faults, pre-alarm warnings, tests, temporary disconnections and service visits). A brief note of any work carried out or outstanding should be made.

Sample pages of the logbook are provided here and can be photocopied to produce a logbook that conforms to EN54-14. The sample below is for the reference data (e.g. the name of the responsible person), whilst the sample on the next page is for entry of event data.

REFERENCE DATA

Name and address:

Responsible person: _____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

The system was installed by: _____

and is maintained under contract by: _____

_____ until: _____

Telephone number: _____

should be contacted if service is required.

2.7 EVENT DATA SHEET

DATE	TIME	EVENT	ACTION REQUIRED	DATE COMPLETED	INITIALS