



Lift alarm connection record

Record provider-confirmed information. Keep unknown items visible and assign a follow-up. Do not record passwords or security codes.

Fill the shaded boxes on screen or print and write by hand. Save your completed copy. Use extra copies for more entries and a separate sheet for longer notes.

Building / lift reference

Guide: <https://liftownersguide.co.uk/guides/lift-alarms-and-emergency-communications/>

01 / Checklist item

Item (one copy per lift) — Building address and lift reference

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

02 / Checklist item

Item (one copy per lift) — Alarm equipment model / provider-confirmed details

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

03 / Checklist item

Item (one copy per lift) — Connection type: traditional landline / digital / mobile / unknown

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date



04 / Checklist item

Item (one copy per lift) — Line or service reference (no passwords)

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

05 / Checklist item

Item (one copy per lift) — SIM provider / underlying network / confirmed voice technology

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

06 / Checklist item

Item (one copy per lift) — Equipment owner and maintenance provider

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

07 / Checklist item

Item (one copy per lift) — Connection account owner / payer / renewal date

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date



08 / Checklist item

Item (one copy per lift) — Alarm receiving service / coverage hours / escalation route

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

09 / Checklist item

Item (one copy per lift) — Response provider / out-of-hours route / access contact

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

10 / Checklist item

Item (one copy per lift) — Building and lift identification held by receiving service

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

11 / Checklist item

Item (one copy per lift) — Backup power coverage / supported duration / limitations

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date



12 / Checklist item

Item (one copy per lift) — Battery maintenance owner / next agreed check

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

13 / Checklist item

Item (one copy per lift) — Latest verification date / result / record location

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

14 / Checklist item

Item (one copy per lift) — Open faults / restrictions / action owner

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

15 / Checklist item

Item (one copy per lift) — Actual service change date confirmed by provider

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date



16 / Checklist item

Item (one copy per lift) — Compatibility evidence / proposed action

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date

17 / Checklist item

Item (one copy per lift) — Next agreed check / responsible person

Confirmed details / unknown

Unknown - to confirm

Evidence / confirmed by / date

Open question / action owner

Follow-up date