FIRE DEPARTMENT

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Fire Alarm Acceptance Testing Checklist

The fire alarm contractor shall provide or complete the following for the final acceptance test:

1. Provide a printout of pre-test showing all devices have been tested and how each device annunciates at FACP (I.E. zone nomenclature)
2. Provide aerosol smoke for testing smoke detectors (extra cans)
3. Provide a minimum of two 2-way radios (extra batteries)
4. Provide a minimum of 2 personnel
5. Provide As-Built plans showing exactly how system was installed (1 set of as-builts shall be maintained at the FACP)
6. Provide NFPA 72 Record of Completion (not req'd for flow/tamper systems). See NFPA figure A.10.18.2.1.1, 2010 edition, for a sample form.
7. Provide spare initiation and notification devices (smoke/heat detectors, pull stations, horn/strobes).
8. Provide a Laptop with appropriate software to make program changes if necessary
9. Provide a volt meter to test voltage drop
10. 24 hour battery test should be started the day before the fire alarm test is scheduled and coordinated to end at the time of the acceptance test. Provide a printout verifying that the panel has been operating on battery for 24 hours. Coordinate this with the area inspector.
11. Provide the alarm monitoring company's 24 hr number on the control panel.
12. Provide silence and reset instructions on the front of the panel.
13. Provide a manual pull station reset key for the Knox box.
14. The mechanical contractor should be present and prepared to test duct mounted smoke detectors.
15. Exterior mounted duct detectors will be removed to verify sampling tubes are installed correctly.
16. Duct detectors mounted more than 10 feet AFF or out of sight may be required to have a remote LED.
17. Be prepared to disconnect several random initiating devices and EOL's to verify trouble signals are received and the correct fire alarm cables are installed (plenum, riser, or general usage).
18. Provide manufacturer cut sheets indicating the proper method of testing for smoke and heat detectors.
19. It is recommended that all fire alarm J-boxes are painted red or labeled FIRE ALARM.
20. Fire alarm panel shall indicate what circuit breaker supplies power and the location of the panel where that circuit is located.
21. Fire alarm control panel circuit breaker shall be labeled "FACP", painted red, and locked in the ON position.