

ST. JOHNS COUNTY FIRE RESCUE

CHECKLIST FOR FIRE ALARM ANNUALS

All code references noted are for NFPA 72, 2002 edition, unless otherwise noted.

- 1) Pass _____ Fail _____ N/A _____
Documents are made available prior to system testing, including:
 - **Record of Completion**, (72: 4.5.2.1B)
 - **Inspection and Testing Form**, (72: 10.6.2.3)
 - **Drawings of the fire alarm system** (showing locations of each device and the number assigned to each device in the system, and which shall be kept with the system record log). (72: 4.5.2.3)
 - **Manufacturer's Proper Testing & Maintenance Requirements**
 - **Operational Manuals**. (72: 4.5.2.3)
 - (69A-40.005 & 007) (FS 633.701,7)

- 2) Pass _____ Fail _____ N/A _____
Fire Alarm system equipment shall be **maintained** in accordance with the manufacturer's instructions. (72: 10.5.1)

- 3) Pass _____ Fail _____ N/A _____
Fire Alarm system agent conducting the testing is qualified as documented by an identification card issued by either the "certified unlimited electrical contractor" or "licensed fire alarm contractor". (72: 4.3.3) (72: 1-5.1.4) (FS 489.518, section 4)

- 4) Pass _____ Fail _____ N/A _____
Fire alarm panels are located in an area where temperatures stay between 32° F and 120° F and humidity less than 85%. (72: 4.4.4.1)

- 5) Pass _____ Fail _____ N/A _____
An automatic **smoke detector is provided** at the location of the fire alarm panel. (72: 4.4.5)

- 6) Pass _____ Fail _____ N/A _____
If the fire alarm system is required to be monitored or elected to be monitored, the **monitoring company is notified of the testing** and when the testing is ended. (72: 10.2.3.1.2)

- 7) Pass _____ Fail _____ N/A _____
Where required, **2 telephone lines** with different numbers are installed to transmit the fire alarm signal at the protected premises to the central station. (72: 8.5.3.2.1.4)

- 8) Pass _____ Fail _____ N/A _____
Fire alarm systems serving **more than 2 or more zones shall identify** the zone of origin of the alarm initiation by annunciation or coded signal. (*NFPA 13.7.1.4.14.2B*)
- 9) Pass _____ Fail _____ N/A _____
Fire alarm systems serving **more than two or more zones** shall identify the zone of origin of the alarm initiation by annunciation or coded signal. (*72: 4.4.6.1.2*)
- 10) Pass _____ Fail _____ N/A _____
The fire alarm system components shall be installed in accordance with the manufacturer's installation instructions. (*72: 4.3.1*)
Fire detection devices shall be listed for use with the fire alarm control unit(panel)(*72: 4.4.2*)
- 11) Pass _____ Fail _____ N/A _____
Fire alarm systems are on a dedicated branch circuit **labeled FIRE ALARM** with a red marking at the **electric control panel**. The location of the circuit disconnect is permanently identified at the fire alarm panel. (*72: 1-5.2.5.2*)
- 12) Pass _____ Fail _____ N/A _____
Smoke Detectors shall not be installed in unsprinklered elevator hoistways unless they are installed to activate the **elevator hoistway** smoke relief equipment (*72: 6.15.3.6*)
- 13) Pass _____ Fail _____ N/A _____
All **exits connected to the fire alarm** unlock both upon receipt of alarm and on loss of electrical power. (*72: 6.15.7.1*) (*72: 6.15.7.2*) (*72: 6.15.7.3*)
- 14) Pass _____ Fail _____ N/A _____
All **duct smoke detectors have remote alarm indicators** in a readily accessible location, clearly labeled to indicate their function and the air-handling unit they are associated with, OR the detector is individually identified at the fire alarm control panel (addressable systems). (*72: 5.14.5.9*)*Duct det's. Shall be located on supply side.*
- 15) Pass _____ Fail _____ N/A _____
It shall be unlawful to install, service, test, repair, inspect, or improve a fire system without attaching a **completed tag** or use a tag not meeting the specifications of the State Fire Marshal. **A current tag is present when the inspection is performed.**(*FSS 633.701#6*)

16) Pass _____ Fail _____ N/A _____

The occupants of the protected site with the fire alarm shall be **notified of the importance of not resetting the fire alarm system** without the presence of the Fire Alarm Technician or the Fire Department. (FS 633.701#4) Speak to General Contractor or Owner to verify.

Device Locations

17) Pass _____ Fail _____ N/A _____

Manual Fire Alarm Boxes: Not less than 3 ½ ft & not more than 4 ½ ft above floor level. Located within 5 ft of the exit doorway opening at each exit on each floor. Travel distance no more than 200 ft to the nearest box. (72: 5.12.4) (72: 5.12.6) (72: 5.12.8)

18) Pass _____ Fail _____ N/A _____

Audible Notification Appliances: Location shall have tops above floor not less than 90 inches & below ceilings not less than 6 inches. (72: 7.4.6.1) (72: 7.4.6.2)

19) Pass _____ Fail _____ N/A _____

Visible Notification Appliances: Located not less than 80 inches & not greater than 96 inches from the floor. (72: 7.5.4)

20) Pass _____ Fail _____ N/A _____

Combination visual and audible devices shall be mounted between 80 and 96 inches above the floor. (NFPA 72: 7.5.4) (96: 4-3.5.2)

21) Pass _____ Fail _____ N/A _____

HVAC Detectors: In spaces served by air handling systems, detectors shall not be located where airflow prevents operation of the detectors (72: 5.7.4.1)

22) Pass _____ Fail _____ N/A _____

Spot-type Heat Sensing Fire Detectors: Located on the ceiling not less than 4 inches from the side wall or on the side walls between 4 inches and 12 inches from the ceiling. (72: 5.6.3.1)

23) Pass _____ Fail _____ N/A _____

Smoke Detectors: Not located where airflow prevents operation of the detectors, and not less than three feet from air supply or return opening. (A.5.7.4.1)