



MILPITAS FIRE DEPARTMENT

FIRE PREVENTION DIVISION

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INSPECTION CHECKLIST FIRE ALARM MODIFICATION

File Review

1. REVIEW FILE – Is there an alternative method application approved.
2. REVIEW PLANS, PLAN NOTES AND FD APPROVAL LETTER.

General

3. Obtained a copy of the fire alarm installation certification and a Record of Completion from installer.
4. Approved plans are on site.
5. Fire alarm control unit (FACU) and remote annunciator (RA) are installed consistent with approved plans.
6. A zone and legend map is provided at the RA or an approved location.
7. Fire alarm zones are properly identified on the FACU and RA panels.
8. The fire alarm system power supply is a dedicated 120 AC branch circuit, which is labeled.
9. Type and gauge of wire or cable(s) for each circuit are consistent with the plans.
10. Device location and installation are consistent with the plans.
11. Pull stations are installed at the proper height and location, 42 in. to 48 in. and within the 200 ft. maximum travel distance.
12. A Contractor Sound Pressure Level (dBA) Pretest Room Log is provided and verified with the use of a sound meter during a sound pressure test.

Operational

13. Fire alarm audible notification devices sound throughout the occupancy providing a sound pressure level at least a minimum of 15 dBA above the average ambient noise level or 5 dba above the maximum noise level. For bedrooms with closed door provide at least 75 dBA at the pillow.
14. Fire alarm audible devices are a three-pulse temporal pattern unless they were permitted to match existing audible devices.
15. Fire alarm visual notification device intensity (cd) ratings and settings, mounting height (80 in. to 96in.), and location, are consistent with the plans.
16. Emergency voice/ alarm communications systems is tested and documentation is provided documenting the verbal statement(s) is distinguishable and understandable.
17. In sprinklered buildings, the fire alarm notification devices will activate by operation of the sprinkler flow alarm.
18. HVAC duct detectors are supervised by the fire alarm system, detectors are all tested to verify if it can sample the air stream, fans shutdown upon activation and visual and audible status alarm functions.
19. A central, remote or proprietary monitoring service received various signals during system tests.
20. Verify that the correct and distinctive signals are received (alarm, trouble, and supervisory).
21. Two monitoring circuits are provided, both circuits send correct signals to monitoring company within 90 seconds.
22. Verify proper operation of magnetic door-releasing hardware and/or ventilation shutdown.
23. Sprinkler tamper switch activation transmits a trouble signal at the annunciator panel.

24. Fire department communications system, if provided, is operational.
25. For air sampling and flame detectors, test the device in accordance with the manufacturer instructions.
26. Restoreable heat and smoke detectors, and pull stations are tested.
27. Trouble condition is created for each circuit and the FACU responses appropriately.
28. Remote annunciator displays the correct zone and device information.
29. Battery load test: the system is switched to battery operation 24 hours before the test and in the presence of the inspector the notification devices are activated and operate for 5 minutes or 15 minutes for emergency voice alarms.
30. Check battery charger, measure load voltage, and open circuit voltage.
31. Test ground-fault monitoring circuit, if provided.
32. Under primary and secondary power, perform these tests:
 33. A. power light on and in normal condition, trouble signal when on secondary power.
 34. B. supervisory signals: fire pump power loss or phase reversal, water level/temp.
 35. pressure switches, control valves.
 36. C. silence switch functions.
 37. D. a 2nd alarm initiating zone overrides silence switch.
 38. E. trouble signals and FACU panel lights operate for each circuit tested; disconnect, wires from devices and primary power supply to simulate trouble conditions.
 39. F. on secondary power, measure standby and alarm current demand.

40. G. trouble and alarm reset switches operate.
41. H. emergency voice alarms: the message is clear and distinct.
42. I. initiating devices tested, audible sound pressure levels, and visuals operate.
43. J. panel lamp test switch operates: if provided.
44. K. field zones and device address signals corresponded with panel zones and addresses.
45. L. elevator(s) recall to designated floor and alternate floor.
46. Other systems activate fire alarm: kitchen hood suppression system, clean agent, etc.
47. As-builts are required when system installation is not consistent with the plans.
48. Circuit loop resistance is within specifications and a test may be required if the system wiring has changed from the plans.
49. Heat and spot smoke detectors are not within 4 in. of the sidewall, or if on the sidewall, the detector is 4 in. to 12 in. from the ceiling.
50. Visual devices in a room or adjacent space with more than 2 devices within the field of view the flash are synchronized, Devices in a corridor with more than 2 devices within the field of view and a maximum spacing of 100 ft., are synchronized.
51. Usual devices are wall mounted 80 in. to 96 in. above the floor level unless otherwise permitted by the approved plans and the fire code official.
52. Supplemental (extra) visual devices are permitted to be mounted less than 80 in. above the floor.
53. Ceiling mounted devices are listed for use and spaced and the approved plans.

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