READY TO INSPECT — FIELD CHECKLIST

# Clean agent fire suppression annual maintenance checklist

The annual clean agent system service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 2001. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The licensed suppression contractor performs the annual service and room integrity (fan) test; facilities staff walk it, observe and record. When: On the contractor's annual cycle, the pass that weighs or pressure-checks containers and re-proves the room will actually hold agent after a year of changes.

## Before the service

- [ ] Monitoring company and owner notified before sequence testing
  Monitoring company told alarm and release signals are expected, the owner told the test window and which room is affected, both calls logged.
  No photo required
- [ ] Impairment opened under the owner's procedure for the room
  Owner's impairment procedure followed while the release is isolated, with a fire watch or other protection for the room where the procedure calls for one.
  No photo required
- [ ] Occupants warned and the room cleared before any sequence test
  People in and next to the room told horns and strobes will sound, the room emptied and checked clear before the contractor starts any sequence.
  No photo required
- [ ] Release actuators isolated by the contractor before testing
  Contractor removes or isolates every container actuator per the manufacturer's procedure so no test can discharge agent. Observed and photographed, never done by the site.
  1 photo required

## Service observed

- [ ] Container weigh or pressure check witnessed
  Contractor's weighing or pressure verification watched, readings recorded against the tag, any container below limit noted for exchange.
  2 photos required
- [ ] Container labels and cylinder test dates read
  Agent type, fill weight and the last cylinder test date read on each container, any due for retest on the manufacturer's schedule noted for the contractor.
  1 photo required
- [ ] Enclosure changes given to the contractor before the fan test
  Quarterly penetration notes and any room alterations since the last integrity test handed to the contractor ahead of it, so the test covers the room as it stands now.
  No photo required
- [ ] Room integrity test result recorded
  Contractor's integrity (fan) test observed, the reported hold-time result written into the site record, remediation captured if it failed.
  No photo required

## Sequence and record

- [ ] Detectors tested and each one reporting at the panel
  Contractor tests every detector and each reports at the panel; where the release is cross-zoned, each zone proven to report on its own. Dirty or failed heads listed.
  No photo required

- [ ] Release, abort and interlock sequence walked through
  Contractor's functional check of detection to release, abort behavior and HVAC/damper interlock observed, outcomes recorded not certified by the site.
  1 photo required
- [ ] Manual release station operated to the isolated actuator
  Contractor operates the manual release, the panel starts release as the design sets out with the actuators still isolated, station reset and its cover refitted.
  No photo required
- [ ] Pre-discharge alarms heard and seen across the whole room
  During the sequence, horns audible and strobes visible in every part of the room and at each entry, any dead spot or failed device listed.
  No photo required
- [ ] Service tag current and deficiencies logged
  Updated tag with the visit date on the panel or container bank, any integrity or supply issue the contractor raised logged with the follow-up.
  1 photo required

## Return to service

- [ ] Panel reset to normal before actuators are reconnected
  Contractor clears every alarm and resets the panel first, then refits each actuator per the manufacturer's procedure, panel photographed showing normal.
  1 photo required
- [ ] Room reopened and the monitoring company told it is live
  Impairment closed with the owner, occupants let back into the room, and the monitoring company told release and alarm signals are live again, all logged.
  No photo required