READY TO INSPECT — FIELD CHECKLIST

Fire alarm final inspection checklist

Fire alarm final inspection is where the punch list is either short or expensive. This checklist walks the finished work the way an owner or AHJ will see it: devices on, systems running, everything labeled. Each item gets the photo that closes it instead of reopening it. Work is commonly verified against NFPA 72, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The fire alarm technician running the acceptance test with the AHJ, while the GC's superintendent observes and documents each device and interface for the record. When: After the system is trimmed out and programmed, at the acceptance test before the AHJ signs off and the building is turned over.

Before the acceptance test

- [ ] Installer's pretest record on file before the AHJ is called
  The licensed installer's own device-by-device pretest documented, failed points repaired and retested, before the acceptance test date is set with the AHJ.
  No photo required

- [ ] Approved sequence of operations on hand for the walk
  The input-to-output matrix from the approved submittal available during the test, so each observed response can be checked against what was designed.
  No photo required

Devices and appliances

- [ ] Each initiating device actuated and observed at the panel
  Every detector, pull and monitored device actuated in turn, the correct address and location seen coming in at the panel, recorded per device.
  3 photos required

- [ ] Notification appliance operation observed
  Horns and strobes operating on alarm, audible and visual coverage watched across each space, synchronization observed where required.
  2 photos required

- [ ] Construction dust covers removed from every smoke detector
  No dust cover or bag left on a detector after the final clean, and detector heads free of paint overspray and drywall dust.
  1 photo required

- [ ] Devices and appliances mounted tight and level on the finish
  Plates, bases and appliance housings snug to the wall or ceiling with no gaps, cracked lenses or painted-over devices, strobe lenses oriented upright.
  1 photo required

- [ ] Audibility readings recorded by space in the test report
  Sound level readings taken by the technician (and intelligibility results where the system has voice) listed per space in the test documentation.
  No photo required

Panel and power

- [ ] Panel annunciation and addressing match the field
  Each point annunciates with the address and description that matches the actual device and room, no duplicate or blank descriptors.
  2 photos required

- [ ] Battery and secondary power observed on test
  System transferred to secondary power during the walk and observed carrying the load, primary restored and the recovery noted.
  1 photo required

- [ ] Fire alarm branch circuit identified and locked at its breaker
  Breaker feeding the panel marked as fire alarm and fitted with its lock-on device, and the panel labeled with where that circuit is fed from.
  1 photo required

Interfaces

- [ ] Elevator, HVAC and door-holder interfaces observed responding
  Elevator recall, HVAC or smoke-control shutdown and door releases watched actually operating on the corresponding alarm, observed and documented rather than certified.
  2 photos required

- [ ] Supervising station receipt confirmed during the acceptance test
  Where the system is monitored off site, the monitoring company confirms it received the alarm, supervisory and trouble signals sent during the walk.
  No photo required

Acceptance records

- [ ] Installer's record of completion signed and on file
  Record of completion filled out by the licensed installer with the system description and test results, filed with the turnover documents.
  No photo required

- [ ] AHJ acceptance result recorded for the system
  Date, inspector name and pass or conditional result logged, with any AHJ comments carried to the punch list rather than left on a field note.
  No photo required