

Fire alarm control panel annual maintenance checklist

The annual fire alarm control panel 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 72. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The facilities lead attending the annual test alongside the fire alarm technician, recording what the panel shows while the technician performs the code-required device testing and the results go on the technician's report. When: Once a year, scheduled with the alarm technician and coordinated so the monitoring station is placed on test before any device is activated.

Panel behavior during the test

- ☐ **Alarm annunciation observed at the panel as devices are activated**
Each device the technician activates seen annunciating the correct point and zone text at the panel, mismatches noted against the device schedule. 2 photos required
- ☐ **Trouble and supervisory response observed**
Technician-induced trouble and supervisory conditions seen reaching the panel and clearing on restore, no point staying latched or failing to report. 1 photo required

Power and monitoring

- ☐ **Standby power and battery condition observed after the technician's check**
Battery condition per the technician's check recorded, new replacement date written back on the panel label, AC restored and normal power confirmed at the panel. 2 photos required
- ☐ **Off-site signal receipt confirmed**
Alarm, trouble and supervisory signals seen received back from the monitoring station before the system is taken off test and reset. 1 photo required

Documentation

- ☐ **System returned to normal and the test recorded on the building side**
Panel confirmed back to a clean normal condition with no residual disables, the date and technician's findings logged with a photo on the site record. 1 photo required