READY TO INSPECT — FIELD CHECKLIST

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.

Notice and test plan

- [ ] Monitoring company, owner and occupants told before the test
  Monitoring company told the account goes on test and for how long, owner and occupants warned the alarm will sound, and the owner's impairment procedure followed.
  No photo required

- [ ] Last report's deficiencies reviewed with the technician
  Last year's inspection report open at the panel, each listed deficiency checked as corrected or carried forward, and the building interfaces that will respond agreed.
  No photo required

Panel behavior during the test

- [ ] Lamp test and panel control keys exercised
  Every panel LED, display segment and the local sounder lit on the lamp test, with acknowledge, silence and reset keys responding as the technician works through them.
  1 photo required

- [ ] 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

- [ ] Battery date codes and cases checked with the cabinet open
  Technician opens the battery cabinet, each battery's manufacturer date code read and photographed, cases free of swelling or leaks, terminals clean and connections tight.
  1 photo required

- [ ] Battery load test reading recorded by the manufacturer's method
  Load test run the way the battery or panel manufacturer specifies, the tester reading photographed and compared with its limit and with last year's result.
  1 photo required

- [ ] Charger voltage read against the panel manufacturer's range
  Charging voltage measured by the technician at the battery terminals with AC on, inside the panel manufacturer's stated range, so a charger overcharging or starving the batteries is caught.
  1 photo required

- [ ] 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

- [ ] Each communicator path failed in turn and its trouble seen
  Where the panel reports over more than one path, the technician drops each in turn, the panel shows the path trouble and the central station still receives on the other.
  No 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
- [ ] Monitoring company and owner told the system is back in service
  Account taken off test with the central station confirming signals are live again, the owner told, the impairment closed and any fire watch released.
  No photo required
- [ ] Inspection and testing report on file with deficiencies listed
  Technician's signed inspection and testing report filed with the site record, every failed device or deficiency listed for the owner, a copy sent where the AHJ asks.
  No photo required
- [ ] Record of completion kept on file for the system
  The system's record of completion, updated for any changes made since it was issued, kept with the inspection reports where the technician and the AHJ can find it.
  No photo required