

Fire alarm control panel quarterly maintenance checklist

A quarterly fire alarm control panel round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 72. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The building engineer walking the panel on the quarterly round, reading and photographing what the display shows rather than performing the alarm testing. When: Every quarter, walked with the other life-safety devices so the panel and the riser room are covered on the same visit.

Panel status

- ☐ **Normal, trouble and alarm indicators read**
Panel showing normal, or the exact trouble/alarm/supervisory text on the display read and photographed, not just the color of a light. 2 photos required
- ☐ **Standing trouble conditions identified and recorded**
Any active trouble traced to the zone, point or device it names on the display, photographed and logged rather than silenced and forgotten. 1 photo required

Power and battery

- ☐ **AC power presence confirmed at the panel**
AC-power indicator on and the panel actually on normal power, no 'AC fail' or 'on battery' condition hiding behind an accepted trouble. 1 photo required
- ☐ **Standby battery voltage and service date observed**
Battery voltage read where the panel displays it, battery replacement date on the label still within service life and legible, terminals free of corrosion. 2 photos required

Supervision and log

- ☐ **Zone or point supervision and ground-fault indication checked**
No disabled, bypassed or ground-fault points showing, any zone left in test or disable from prior work confirmed restored to service. 1 photo required
- ☐ **Event and history log reviewed**
Recent event history scrolled for repeating troubles or nuisance alarms on one device, anything recurring photographed for the record. 1 photo required