READY TO INSPECT — FIELD CHECKLIST

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.

Room and posted information

- [ ] Working space in front of the panel kept clear
  No storage, carts or furniture in front of the panel or its battery cabinet, and the panel door able to swing fully open for the technician and responders.
  1 photo required
- [ ] Operating instructions and zone or point list posted at the panel
  Instructions for acknowledge, silence and reset posted beside the panel, with a zone map or point list that still matches the building as it stands.
  1 photo required

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
- [ ] Panel clock checked against the actual date and time
  Date and time on the display match the real time, so the event history and the technician's report line up with what happened in the building.
  1 photo required
- [ ] Remote annunciators read against the main panel display
  Each remote annunciator shows the same normal, trouble or supervisory status as the panel, its display lit and legible and any keyswitch in its normal position.
  No 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
- [ ] Panel breaker still marked for fire alarm and locked on
  Breaker feeding the panel still identified as fire alarm with its lock-on device fitted, seen with the panelboard door open and no cover removed.
  1 photo required

- [ ] Remote power supplies checked for AC, battery and trouble
  Where the system has booster or remote power supplies, each one shows AC on, no battery or trouble light, and a legible battery date on its cabinet.
  No photo 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
- [ ] Central station confirms the latest automatic test signal
  Monitoring company asked when it last received the panel's automatic test signal, and whether the account shows open troubles or is still on test.
  No photo required

Close out the round

- [ ] Panel door closed and locked with the key kept on site
  Panel and battery cabinet doors shut and locked after the reading, the key back in the key box or holder the site uses, nothing left propped open.
  1 photo required
- [ ] Open troubles reported to the owner and the fire alarm contractor
  Each trouble, supervisory or disabled point found on the round sent to the owner and the fire alarm contractor with its display text, and the work order logged.
  No photo required