READY TO INSPECT — FIELD CHECKLIST

Fire alarm punch checklist

Fire alarm punch is where small misses become callbacks after the crew has demobilized. This checklist walks the finished work the way the owner and the next trade will see it, with the photo that closes each item instead of a note that reopens 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 on a callback, or the GC's superintendent closing life-safety punch items. When: During closeout, after the acceptance walk turns up wrong labels, thin coverage and standing trouble conditions on the panel.

Labeling and coverage

- [ ] Mislabeled devices corrected and re-annunciated
  Each corrected point actuated again and confirmed annunciating with the right room and address at the panel.
  2 photos required
- [ ] Coverage gaps identified and closed
  Spaces short of audible or visual coverage documented and the added appliance observed operating before the item is closed.
  2 photos required
- [ ] Devices rechecked for damage from late trade work
  Detectors, strobes and pulls checked for paint, bumped housings, lifted plates or dust covers put back on, with repairs made by the fire alarm contractor.
  1 photo required
- [ ] Devices and appliances left unobstructed after move-in
  No furniture, casework, signage or displays placed in front of pull stations or blocking strobes; obstructions reported to the GC for relocation.
  1 photo required
- [ ] Punch corrections retested by the installer and logged
  Each device or circuit touched during punch retested by the licensed installer, with the retest noted on the test record rather than assumed from the earlier pass.
  No photo required

Trouble signals and signoff

- [ ] Every trouble signal traced and cleared, not silenced
  Panel returned to a normal state with no standing trouble, each fault traced to its cause and the clearance photographed.
  1 photo required
- [ ] No remaining fire alarm items before life-safety signoff
  All punch items closed with photos and the panel confirmed normal before the system is released to turnover.
  1 photo required

Turnover to the owner

- [ ] Panel keys and access codes turned over to the owner's designee
  Keys for the panel, annunciators and pull stations delivered with the operating-level access codes, and who received them logged.
  No photo required
- [ ] Record drawings show every added or moved device
  Devices added or relocated during punch drawn on the as-built plans with their addresses, so the drawings match the panel programming.
  No photo required