

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

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