

Fire Alarm Control Systems, Inc.

Project Completion Information/Checklist

Project: _____ Location: _____

General Contractor/Owner: _____

FACS PM/Technician: _____ Date: _____

This checklist is provided as a reference to verify that all items required for a successful fire alarm inspection have been completed and functionally tested prior to scheduling the AHJ for the Final Fire Alarm Inspection. This covers all trades that may connect to, or interface with the fire alarm system which comprise an entire operational life safety system. Copies can be provided of the AHJ's written requirements in addition to NFPA and IFC code references that we (as a State Licensed Fire Alarm Company) must follow.

Please initial all items that apply and N/A to all that do not apply for your project. Items marked I/O are for Information Only and will apply to all projects.

Fire Alarm System

_____ The fire alarm control panel (FACP) shall be 100% FUNCTIONALLY tested to verify ALL trades and their associated equipment monitored or controlled by the FACP are operating as required. The fire alarm technician MUST sign a written statement (NFPA 72, 10.18.1.3, 2010 ed.) to be given to the AHJ upon request and prior to the inspection stating that the system has been completely tested, and that it is installed and operates in accordance with the approved plans.

_____ There must be permanent AC power to the FACP and all associated notification power supplies to perform the testing. There must be a breaker lock on all breakers supplying the FA panels and power supplies, and the breakers must be clearly marked with RED lettering.

I/O **“Where detection is not required during construction, detectors shall not be installed until after all other construction trades have completed cleanup” (NFPA 72, 17.7.1.11.3, 2010 ed.).** If directed by the owner or contractor to install the smoke detectors during construction and prior to final cleanup, the detectors MUST be tested to verify they are operating in accordance with their listed sensitivity, or they shall be replaced prior to the final commissioning of the system (NFPA 72, 17.7.1.11.2, 2010 ed.). This will be at the expense of the contractor that directed the premature installation. If the owner or contractor does not agree to pay for such verification or replacement, a YELLOW tag will be installed on the panel stating non-compliance with NPFA 72 standards and a notice will be sent to the AHJ within 5 working days. This is a requirement of the Texas Insurance Code 6002 & The Fire Alarm Rules, paragraph 34.623.

_____ If the facility has a voice emergency communication system as part of the fire alarm notification system, the building MUST have all flooring, ceilings, and wall finishes complete to perform an intelligibility test.

Sprinkler System

_____ The sprinkler system must be 100% complete, charged with water (wet pipe) or air (dry pipe or pre-action), ALL water flow switches installed with retard time correctly set to 60 seconds, and ALL supervisory switches in their NORMAL operating position and correctly adjusted. FACS technicians or its designated installer will only connect the monitoring wiring to the contacts provided on the water flow or supervisory switches.

_____ The fire pump (if applicable) MUST have permanent operating power (AC or Diesel engine) so the required signals to the FACP can be tested. FACS technicians or its designated installer will only connect its monitoring wiring to the controller if the contacts within the pump controller are clearly identified.

_____ If the sprinkler contractor wants to provide a signal device (bell or horn) to operate on a water flow, this device must be provided prior to the pre-test to allow for installation by an electrical contractor. Power will not be provided by the FACP. It is recommended that the sprinkler contractor provide a 24 VAC device with a 120 to 24 VAC transformer.

HVAC System

_____ The HVAC systems monitored or controlled by the FACP MUST be operating to verify proper shutdown upon receipt of a signal from its associated duct detector or other means of control. All connections within the starter, VFD or unit itself MUST be done by the contractor providing the equipment. FACS is only providing a contact closure to these units and will not take responsibility to connect any wiring in these units.

_____ If there are any Fire/Smoke Dampers on the project, they must be powered and in their normal operating position. FACS or its designated installer will not adjust any dampers for proper closure.

Elevator

_____ All elevators must be 100% operational to verify the proper recall function as part of the pre-test. FACS is only providing contact closures to the controllers and will not take responsibility to connect any wiring in these controllers. The elevator contractor must also be present to operate the elevators if there are any fire alarm devices in the top of the shaft or in the pit. FACS technicians or their designated installers will not operate the elevators to test these devices.

I/O If the state elevator inspection does not fall on the day of the fire alarm system/elevator recall functional pre-test, or the fire alarm final inspection, FACS will be paid in advance for a service call to return to the property and operate the system for the state elevator inspection test.

Kitchen Hood System

_____ The kitchen hood system MUST be complete. FACS technicians or its designated installer will make the connections to the switch inside the controller if the connections are clearly identified. FACS technicians or their designated installer will not connect to, or control any shunt trip breakers, gas control valves, exhaust or supply fans.

Generator Monitoring System

_____ If an emergency generator is provided on the project and it is required to be monitored by the fire alarm system, the contractor must provide a product data sheet with the number of points that must be monitored prior to the pre-test. FACS technicians will only connect to the contacts provided if clearly marked.

Door Holders

_____ All doors requiring hold open devices must be installed, all door holder hardware installed, and permanent power provided so proper operation can be verified.

Phone Lines/Network

_____ If the FACP is required to be monitored by an off-site remote station, there MUST be 2 dedicated phone lines available and active from the D-mark to the FACP DACT. If the fire alarm system has an IP based communicator, the owner's network MUST be operational, a static IP address must be provided, the facilities network firewall must allow for two-way communications prior to the pre-test, and 1 phone line for backup must be provided.

Owner Monitoring and Testing/Maintenance Contracts

_____ If this is a new installation, the owner may be required by the AHJ to have in place prior to the final fire alarm inspection, a contract for monitoring of the system if applicable, with a licensed firm. The

customer may also be required to have a testing /maintenance contract in place with a licensed firm unless otherwise approved by the AHJ. These services can be provided by FACS, or another licensed fire alarm firm if the owner chooses.

The owner will be responsible for securing a monitoring permit through the San Antonio Police Department if they fall under their jurisdiction.

Security System

_____ If there is a security system that locks the means of egress from a building, the fire alarm system MUST unlock these doors in the event of an active fire alarm. The security system MUST be 100% functional to verify proper interface and operation. FACS is only providing a contact closure to these systems and will not take responsibility to connect any wiring in these units.

Building Condition

_____ The building MUST be clean and all construction materials should be removed from the building prior to the fire alarm final inspection.

General

_____ Some AHJ's require that ALL trades that are monitored or controlled by the fire alarm system be present at the fire alarm final inspection.

I/O Failure to provide verification of the required 100% fire alarm system functional pre-test; a building that is deemed too dirty to inspect by the fire inspector; required trades not being complete at the time of the fire alarm final inspection, may result in the fire alarm system inspection to be cancelled by the fire inspector. If this occurs, the fire inspector may require the inspection to be rescheduled. If the system fails due to any reason listed and out of the control of FACS, there will be additional charges imposed for the reschedule/retest fees, and any additional labor hours for the fire department inspectors and FACS technicians.

General Contractor PM Signature: _____

Electrical Contractor PM Signature: _____

Fire Alarm Control Systems PM Signature: _____