

PALO ALTO FIRE DEPARTMENT

CONTRACTORS ALARM SYSTEM INSPECTION CHECK LIST

This check list is only to be used as a guide. Refer to all NFPA, CFC 2007 codes and Local regulations prior to inspection. **Leave the box unchecked if the line item does not apply to this project.**

PRE- INSPECTION:

- PRE TEST PRINT OUT SUBMITTED BY CONTRACTOR/REP TO PAFD PRIOR TO INSPECTION
- VERIFY A/C IS OFF 24 HRS PRIOR TO TEST (SEE PRE TEST PRINT OUT)
- DOWNLOAD AN INSPECTION REQUEST FORM AT www.cityofpaloalto.org/fireinspection
- SCAN AND EMAIL TO fireinspection@cityofpaloalto.org
- OR FAX 650-327-6951

INSPECTION:

- HAVE THE APPROVED PLANS AND PERMIT(S) AVAILABLE
- CHECK THAT 2 RADIOS OR CELL PHONES ARE AVAILABLE FOR TEST
- CHECK ALARM TECH IS READY AND AT PANEL FOR ADDRESS SIGNAL
- PLACE ALARM SYSTEM IN TEST MODE
- NOTIFY CENTRAL STATION OF TEST
- NOTIFY BUILDING OCCUPANTS
- VERIFY ALL ZONES AND/OR DEVICES ON APPROVED PLANS

ALARM PANEL:

- SMOKE DETECTOR AT CONTROL PANEL (SEE PAGE 4- EXCEPTIONS)
- PANEL IN NORMAL CONDITIONS
- POWER LIGHT ON
- NO TROUBLE OR ALARMS INDICATED
- OPERATE LAMP TEST
- HAVE CONTRACTOR/REP PERFORM GROUND FAULT TEST
- CHECK GROUND FAULT INDICATOR LIGHT (SOME MODELS MAY NOT HAVE)
- BREAKER LOCATION LABELED ON PANEL
- OPERATE TROUBLE SILENCE
- VERIFY BATTERY DATE

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ALARM PANEL CONT:

- CHECK BATTERY RATING IS AT LEAST SAME AS RECORD
- SIGNAGE FOR CENTRAL ALARM COMPANY ON PANEL
- RESET PROCEDURES ON PANEL

DEVICE TEST: (DEVICES TESTED MUST ADDRESS TO REMOTE PANEL PANELS AS WELL IF APPLICABLE)

- CHECK THAT EACH SMOKE DETECTOR ADDRESSES AND SOUNDS ALARM
- CHECK THAT EACH SMOKE DETECTOR IS LABELED AS ADDRESSED TO PANEL
- RESET PANEL AFTER EACH SMOKE DETECTOR IS TESTED
- CHECK THAT EACH HEAT DETECTOR ADDRESSES AND SOUNDS ALARM (IF APPLICABLE)
- CHECK THAT ALL HEAT DETECTORS ARE LABELED AS ADDRESSED TO PANEL
- RESET PANEL AFTER EACH HEAT DETECTOR IS TESTED
- CHECK THAT EACH DUCT DETECTOR ADDRESSES AND SOUNDS ALARM (IF APPLICABLE)
- CHECK THAT EACH DUCT DETECTOR IS LABELED AS ADDRESSED TO PANEL
- RESET PANEL AFTER EACH DUCT DETECTOR IS TESTED
- CHECK THAT EACH AIR SAMPLING/ DUCT DETECTOR CONTROLLING AIR HANDLERS ADDRESSES AND SOUNDS ALARM (IF APPLICABLE)
- CHECK THAT EACH AIR SAMPLING/ DUCT DETECTOR OF AIR HANDLERS IS LABELED AND ADDRESSES TO PANEL
- CHECK THAT EACH AIR HANDLER SHUTS DOWN UPON DETECTOR ACTIVATION
- RESET PANEL AFTER EACH AIR HANDLER IS TESTED
- CHECK THAT EACH TAMPER SWITCH ADDRESSES AND SOUNDS ALARM (IF APPLICABLE)
- CHECK THAT EACH TAMPER SWITCH IS LABELED AS ADDRESSED
- RESET PANEL AFTER EACH TAMPER SWITCH IS TESTED
- LOCATE INSPECTORS TEST VALVE AND PERFORM WATER FLOW TEST
- CHECK THAT THE WATER FLOW SWITCH ADDRESSES AND SOUNDS ALARM (90 SEC TO SOUND)
- CHECK THAT WATER FLOW SWITCH IS LABELED AS ADDRESSED TO PANEL

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DEVICE TEST CONT:

- RESET PANEL AFTER WATER FLOW TEST
- CHECK THAT EACH SMOKE BEAM ADDRESSES AND SOUNDS ALARM (IF APPLICABLE)
- CHECK THAT EACH SMOKE BEAM IS LABELED AND ADDRESSES TO PANEL
- RESET EACH SMOKE BEAM DEVICE AFTER IS TESTED
- CHECK THAT EACH PULL STATION ADDRESSES AND SOUNDS ALARM
- CHECK THAT EACH PULL STATION IS LABELED AS ADDRESSED TO PANEL
- RESET PANEL AFTER EACH PULL STATION IS TESTED
- ELEVATOR RECALLS PROPERLY
- ELEVATOR SHAFT SMOKE DETECTOR
- TEST FIRE DOORS

OTHER SUPERVISORY SWITCHES AND DEVICES:

- CHECK PLANS, LOCATE AND TEST ALL OTHER SUPERVISORY SWITCHES AND DEVICES
- NON -RESTORABLE FIXED TEMP DETECTOR
- RATE OF RISE HEAT DETECTOR
- RATE COMPENSATION HEAT DETECTOR
- RESTORABLE LINE-TYPE HEAT DETECTOR
- NON-RESTORABLE LINE TYPE HEAT DETECTOR
- FLAME DETECTORS
- PRESSURE TYPE WATER FLOW DEVICE
- HIGH OR LOW PRESSURE SUPERVISORY SWITCH
- ROOM TEMPERATURE SWITCH
- WATER TEMPERATURE SUPERVISORY SWITCH
- WATER LEVEL SUPERVISORY SWITCH
- GATE VALVE SUPERVISORY SWITCH
- POST INDICATOR SUPERVISORY SWITCH
- CHECK EACH FIRE PHONE FOR PROPER OPERATION

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ALARM COMMUNICATIONS AND DEVICES: (STROBES/HORN /VOICE)

- VERIFY THAT AUDIBLE SOUND IS 15 DBA ABOVE AMBIENT SOUND (SEE *NOTES)
- VERIFY THAT AUDIBLE SOUND 5 DBA ABOVE MAX SOUND LEVEL (SEE *NOTES)
- SEND ALARM TO CENTRAL
- VERIFY ALARM SIGNAL RECEIPT CENTRAL
- PLACE SYSTEM IN SERVICE

EXCEPTIONS LIST IS ONLY TO BE USED AS A GUIDE. REFER TO ALL NFPA AND CFC 2007 CODES AND LOCAL REGULATIONS PRIOR TO INSPECTION.

EXCEPTIONS:

SMOKE PROTECTING THE ALARM PANEL EXCEPTION:

- IF NOT A CONSTANTLY ATTENDED AREA
- USE A HEAT DETECTOR IF AMBIENT CONDITIONS DO NOT ALLOW USE OF A SMOKE DETECTOR

***NOTES:**

AUDIBLE SOUND:

- VERIFY THAT SOUND LEVEL IN ALL OCCUPIED SPACES IS ABOVE 15 DBA ABOVE AVERAGE AMBIENT SOUND OR 5 DBA ABOVE MAXIMUM SOUND LEVEL LASTING MORE THAN 60 SECONDS
- FOR SLEEPING ROOMS, 15 DBA OVER AVERAGE AMBIENT, 5 DBA OVER MAXIMUM LASTING MORE THAN 60 SECONDS OR 70 DBA, WHICHEVER IS GREATER