

PALO ALTO FIRE DEPARTMENT

CONTRACTORS HOOD AND DUCT 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. The Fire Palo Fire Department realizes that this Hood and Duct inspection check list may be simulated prior to the actual inspection. This list should serve more as a guide of what to expect during the actual test procedure. . **Leave the box unchecked if the line item does not apply to your project.**

PRE-INSPECTION:

- DOWNLOAD INSPECTION REQUEST FORM FROM www.cityofpaloalto.org/fireinspection
- SCAN AND EMAIL TO fireinspectionsservices@cityofpaloalto.org
- OR FAX TO 650-327-6951
- HAVE APPROVED PLANS AND PERMIT(S) AVAILABLE
- VERIFY NOZZLE COUNT, SIZE AND THAT BALLOONS ARE ATTACHED TO EACH NOZZLE
- CHECK HEAT RATING OF FUSIBLE LINK AS PER PLANS
- CHECK AUTO GAS SHUT OFF IS IN OPEN POSITION
- CHECK RETURN AIR AND MAKE UP AIR ARE RUNNING PROPERLY
- CHECK THAT HOOD UNIT A/C POWER AND LIGHTS ARE ON
- CHECK T PILOT LIGHT IS ON
- CHECK EQUIPMENT USED IS THAT LISTED ON APPROVED PLANS
- CHECK REMOVABLE EQUIPMENT IS IN PLACE AND MARKED WITH PERMANENT LINES
- CHECK PULL STATION IS LOCATED NEAR AN EXIT
- CHECK K EXTINGUISHER TAG AND IS WITHIN 30 FT OF EQUIPMENT AND HUNG PROPERLY
- CHECK ACTIVATION VALVE/ MANIFOLD AND TEST CARTRIDGE ARE INSTALLED PROPERLY
- CHECK THAT 2 RADIOS OR CELL PHONES ARE AVAILABLE FOR TEST

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PRE-INSPECTION CONT:

- CHECK ALARM TECH IS READY AND AT PANEL FOR ADDRESS SIGNAL (IF ALARMED)
- NOTIFY CENTRAL STATION OF TEST (IF ALARMED)

INSPECTION 1:

- VERBALIZE TEST PROCEDURE STEP TO INSPECTOR
- CHECK COMMUNICATIONS AND READINESS OF ALARM TECH
- CONTRACTOR/REP TO PULL THE STATION
- CHECK ALL BALLOONS FILL PROPERLY
- CHECK THAT HOOD UNIT A/C POWER AND LIGHTS ARE OFF
- CHECK RETURN AIR OFF/ MAKE CONTINUES TO RUN
- CHECK PILOT LIGHT IS OFF/ AUTO GAS VALVE CLOSES PROPERLY
- CHECK ALARM STROBES WORK AND ALARM HORNS SOUNDS
- HAVE ALARM TECH VERBALIZE PANEL DISPLAY

INSPECTION 2:

- HAVE ALARM TECH RESET THE ALARM SYSTEM AND STAND BY FOR FUSIBLE LINK TEST
- RESET THE ELECTRICAL SYSTEM
- CHECK RETURN/ MAKE UP AIR ARE ON
- CHECK COMMUNICATIONS AND READINESS OF ALARM TECH
- CUT FUSIBLE LINK
- HAVE ALARM TECH VERBALIZE PANEL DISPLAY
- HAVE ALARM TECH RESET ALARM PANEL
- VERIFY WITH CENTRAL STATION AND THAT NOTIFICATION WAS RECEIVED
- PLACE SYSTEM IN A READY STATE
- NOTIFY CENTRAL STATION THAT SYSTEM IS IN "SERVICE "MODE