

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, current CFC 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)
- ┆ REQUEST AN INSPECTION ONLINE AT <https://aca-prod.accela.com/paloalto/> (ONLINE INSPECTION REQUEST MUST BE CONFIRMED BY A CALL FROM INSPECTOR OR IT IS NOT SCHEDULED)

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

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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
- ┆ 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

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OTHER SUPERVISORY SWITCHES AND DEVICE Continued:

- ┆ 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

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 CURRENT CFC 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 75 DBA, WHICHEVER IS GREATER (MEASURED AT PILLOW LEVEL)