PORTLAND FIRE & RESCUE

CITY OF PORTLAND, OREGON · EST 1851

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Fire Alarm System Pre-Test and Acceptance Test Checklist
(2016 PFC and 2013 NFPA 72)

Date of Inspection: _____   Permit Number: _____

Business/Bldg Name: _____   Address of Project: _____

Contractor: _____   Contractor's Phone: _____

The numbers following checklist comments represent **NFPA code sections** unless otherwise specified.

P = Pass   F = Fail   NA = Not Applicable

P	F	NA	General
☐	☐	☐	Received fire alarm installation certification and a Record of Completion from installer, 4.5.2.
☐	☐	☐	Approved plan on site.
☐	☐	☐	Fire alarm panel and components match approved plans.
☐	☐	☐	FACP/Annunciator panel location same as plans and a zone/legend map is provided at the remote annunciator.
☐	☐	☐	Zones are properly identified on the panel(s).
☐	☐	☐	System has dedicated 120 AC branch circuit and labeling.
☐	☐	☐	Type and gauge of wire or cable(s) match plans.
☐	☐	☐	Device location and wiring are the same as plans and as required by code.
☐	☐	☐	Pull stations are proper height and location, 42" to 54", 200' maximum travel distance.
☐	☐	☐	A Contractor dB pretest list is provided for spot checking.
P	F	NA	Operational
☐	☐	☐	Fire alarm warning devices are audible throughout the occupancy at least a minimum of 15 dBA's above ambient noise level or 5 dBA's above maximum noise level. 75 dBA throughout Groups R and I-1 occupancies.
☐	☐	☐	Fire alarm audibles are a three-pulse temporal pattern.
☐	☐	☐	Fire alarm accessibility devices (strobes) are proper cd, height, and location, 80" to 96". Adjustable strobes are set on cd as noted on the plans.
☐	☐	☐	Fire alarm warning devices will activate by operation of the sprinkler flow alarm.
☐	☐	☐	HVAC duct detectors are supervised by the fire alarm system; fans shutdown, visual and audible status alarm functions, and each detector are tested to verify if it can sample the air stream, Table 10.4.2.2.
☐	☐	☐	24 hour monitoring service agency received signals.
☐	☐	☐	Verify that the correct signal is received: alarm, trouble, and supervisory alarms are to be distinctive signals, 4.4.3.3.
☐	☐	☐	Verify proper operation of magnetic door-releasing hardware and/or ventilation shutdown.
☐	☐	☐	Sprinkler tamper switch causes trouble light and buzzer indication at the annunciator panel only (tamper and flow alarm different type signals).
☐	☐	☐	Fire alarm emergency phone jacks, if provided, are operational.
☐	☐	☐	For air sampling and flame detectors, test device per the manufacturer instructions.
☐	☐	☐	Resettable heat and smoke detectors, and pull stations are tested (5-10% sample of total).
☐	☐	☐	Trouble condition is caused on each circuit.
☐	☐	☐	Remote annunciator receives the correct information.
☐	☐	☐	Battery stress test: system switched to battery operation for the test;

P	F	NA	Operational
☐	☐	☐	Check battery charger, measure load voltage, and open circuit voltage
☐	☐	☐	Test ground-fault monitoring circuit, if provided.
☐	☐	☐	Under primary and secondary power, these tests are performed:
☐	☐	☐	A. power light on and in normal condition, trouble signal when on secondary power
☐	☐	☐	B. supervisory signals: fire pumps, water level/temp, pressure switches, control valves
☐	☐	☐	C. silence switches
☐	☐	☐	D. a 2nd initiating zone overrides silence switch
☐	☐	☐	E. trouble signals and panel light operate for each circuit tested, disconnect wires from devices and primary power supply
☐	☐	☐	F. on secondary power: measure standby and alarm current demand
☐	☐	☐	G. trouble and alarm reset switches operate
☐	☐	☐	H. emergency voice alarms: the message is clear and distinct
☐	☐	☐	I. initiating devices tested: audibles, and visuals operate
☐	☐	☐	J. panel lamp test switch operates, if provided
☐	☐	☐	K. field zone/address signals corresponded with panel zones/address
☐	☐	☐	L. elevator(s) recall to designated floor and alternate floor per Elevator Code
☐	☐	☐	Other systems activate fire alarm: kitchen hood suppression system, clean agent, HVAC duct detectors (>2,000cfm), etc.
☐	☐	☐	As-builts are required when system installation is not the same as the plans.
☐	☐	☐	Loop resistance is within specs, test may be required if system wiring changed from plans.
☐	☐	☐	Time from activating an initiating device to activation of a safety function or notification shall not exceed 10 seconds.
☐	☐	☐	Visual devices are: wall mounted 80″ to 96″ above the floor, in a room or adjacent space with more than 2 devices within the field of view, the flash is synchronized, 4-4.4.1.1. In a corridor with more than 2 devices within the field of view and a minimum spacing of 55′, they are synchronized, 4-4.4.2.3.
☐	☐	☐	Supplemental (extra) visual devices are permitted to be mounted less than 80″ above the floor.

*Note: additional testing criteria is found in NFPA 72: 10.

Additional Comments:

Inspection Date	Approve	Disapprove	FD Inspector
_____	☐	☐	_____
_____	☐	☐	_____
_____	☐	☐	_____