



# PORTLAND FIRE & RESCUE



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## Contractor's Pre-Final Alarm Checklist

N/A

- As-builts on site;** two copies, one for FMO, one for system owner
- Record Drawings Updated and meet the following details**
  - Fire alarm device/component locations, exactly where the components have been installed, how the cable and conduit has been routed and the locations of all terminal and junction boxes.
  - Locations of fire alarm primary power connection(s)
  - Locations of monitor/control interfaces to other systems
  - Wiring diagrams for all initiating devices, notification appliances, remote alarm light emitting diodes (LEDs), remote test stations, and end-of-line and power supervisory devices.
  - Indicate the wiring color code wiring sequences, wiring methods and connections of the components.
  - Notification appliance circuit voltage drop calculations
  - Battery calculations
- Riser diagrams on multi story buildings including**
  - General arrangement of the system, in building cross-section
  - Type and number of circuits in each riser
  - Type and number of fire alarm system components/devices on each circuit, on each floor or level
- Control panel wiring diagrams for all control equipment, power supplies, battery chargers, and annunciators**
  - Identification of the control equipment depicted locations
  - All field wiring terminals and terminal identifications
  - All circuits connected to field wiring terminals, and circuit identifications
  - All indicators and manual controls, including the full text of all labels
  - All field connections to supervising station signaling equipment, releasing equipment, and fire safety control interfaces
- dBA Level Pretest form.** Pre-final audible test completed
- Acceptance Test checklist;** completion of the items on the pretest form completed.
- Record Copy of the Site-Specific Software,** for software-based systems only
- Operating, Testing and Maintenance Instructions;** packet of materials including cut sheets on all installed equipment on site ready to hand over to system owner or owner's representative.

OR

Signature acknowledges that the system owner is aware that the alarm contractor must provide documentation to the owner on the operation, testing and maintenance of the fire alarm system

owner's representative signature \_\_\_\_\_

- Record of Completion Filled out**
- Personnel;** person familiar with installation present to perform the test.
- Unlocked and accessible;** all rooms in scope of work are accessible.
- Electrical Permit On Site For Alarm Wiring;** a BDS electrical permit (ET), or show that work is covered by **Master Permit** work logged by licensed electrician employed by facility where system is installed, or **Minor Label Permit** five or less devices, wiring installed in a manner that a cover inspection is not required
- Time and Date of Testing;** owner's representative approval/acknowledgement of test.

TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ OWNER'S REP. SIGNATURE: \_\_\_\_\_

If items above are incomplete, the inspection will be cancelled and another inspection call-in is required.  
A re-inspection fee may be assessed.