

**Monitored Fire Alarm Systems, Non-High Rise and
Alarm Systems That Only Monitor Automatic Sprinkler Systems**

SEMI ANNUAL/QUARTERLY TEST REPORT FORM

OCCUPANCY NAME: _____

ADDRESS: _____

OWNER / AGENT: _____ PHONE _____

MAILING ADDRESS: _____

The complete system alarm system shall be tested annually by a qualified person per NFPA 72. Some components of the system are required to be tested more often than annually. Those components may be tested by a qualified individual, or if the system owner elects, a competent person can perform the semi-annual and quarterly tests.

Semi-annual--Fire Sprinkler flow Switch, WET SYSTEMS ONLY: For dry system flow test, consult your alarm company for advice.

- 1) Put the alarm system into test by notifying the alarm monitoring company and following the instructions in the operating instructions for the alarm system.
- 2) Confirm that causing a water flow on the inspector's test valve will cause no water damage.
- 3) Cause a water flow by opening the inspector's test valve.
- 4) Verify receipt of alarm condition at the control panel.
- 5) Repeat process for every flow switch on system.

Semi-annual--Fire Sprinkler Control Valve Tamper Switches.

- 1) Put alarm system into test by notifying the alarm monitoring company and following the instructions in the operating instructions for the alarm system.
- 2) Close the sprinkler control valve while another person watches the alarm panel.
- 3) By cell phone or two way radio, confirm that the alarm panel receives a supervisory signal within the first two revolutions of the hand wheel, or one fifth of the travel distance of the valve.
- 4) Repeat process for every tamper switch on the system.

Quarterly--Dry sprinkler system air monitoring switch.

- 1) Have the sprinkler technician that services the system mark the high and low level range on the air pressure gauge that can be expected for your system.
- 2) Read the gauge and confirm that the air pressure is within normal working range.

Restore Alarm System at Completion of Test by:

- 1) Following the instructions in the operating manual.
- 2) Calling the monitoring company and indicating that you are finished testing the system.

PLEASE NOTE:

- All deficiencies shall be corrected immediately.
- A record of the past three year's quarterly tests shall be kept on the premises and surrendered to the Fire Inspector upon request.
- For further information, contact the Fire Marshal's Office at (503) 823-3770.

