PORTLAND FIRE & RESCUE

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FIRE ALARM SYSTEM RECORD OF COMPLETION

Name of protected property: _____
Address: _____
Representative of protected property (name /phone): _____
Authority having jurisdiction: _____
Address/telephone number: _____

Organization name/phone *Representative name/phone*

Installer: _____
Supplier: _____
Service organization: _____
Location of record (as-built) drawings: _____
Location of operation and maintenance manuals: _____
Location of test reports: _____
A contract for test and inspection in accordance with NFPA standard(s)
Contract No(s): _____ Effective date: _____ Expiration date: _____

System Software
(a) Operating system (executive) software revision level(s): _____
(b) Site-specific software revision date: _____
(c) Revision completed by: _____
(name) (firm)

1. Type(s) of System or Service

☐ *NFPA 72,*Capter 6 and 8 – Unmonitored Protected Premises
If alarm is transmitted to location(s) off premises, list where received: _____

☐ *NFPA 72,* Chapter 8 – Central Station
Telephone numbers of the organization receiving alarm:
Alarm: _____
Supervisory: _____
Trouble: _____

☐ *NFPA 72,* Chapter 8 – Proprietary
Telephone numbers of the organization receiving alarm:
Alarm: _____
Supervisory: _____
Trouble: _____

If alarms are retransmitted to public fire service communications centers or others, indicate location and telephone

Location: _____ Phone: _____
Location: _____ Phone: _____
Location: _____ Phone: _____

Means of transmission of signals from the protected premises to the central station:

☐ McCulloh ☐ Multiplex ☐ One-way radio ☐ Digital alarm communicator ☐ Two-way radio ☐ Others

Means of transmission of alarms to the public fire service communications center:

(a) _____

(b) _____

System location: _____

☐ *NFPA 72,* Chapter 9 – Auxillary
Indicate type of connection: ☐ Local energy ☐ Shunt ☐ Parallel telephone
Location of telephone number for receipt of signals: _____

2. Record of System Installation

(Fill out after installation is complete and wiring is checked for opens, shorts, ground faults, and improper branching, but prior to conducting operational acceptance tests.)
This system has been installed in accordance with the NFPA standards as shown below, was inspected by _____ on _____, includes the devices shown in 5 and 6, and has been in service since _____ .

☐ *NFPA 72,* Chapters 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ (check all that apply)

☐ NFPA 70, *National Electricail Code,* Article 750

☐ Manufacturer's instructions

☐ Other (specify): _____

Signed: _____ Date: _____

Organization: _____

3. Record of System Operation

Documentation in accordance with Inspection Testing Form, Figure 10.6.2.3, is attached _____
All operational features and functions of this system were tested by _____ Date _____
and found to be operating properly in accordance with the requirements of:

☐ *NFPA 72,* Chapters 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ (check all that apply)

☐ NFPA 70, National Electrical Code, Article 750

☐ Manufacturer's instructions

☐ Other (specify): _____

Signed: _____ Date: _____

Organization: _____

4. Signaling Line Circuits

Quantity and class of signaling line circuits connected to system (*see NFPA 72, Table 6.6.1):*
Quantity: _____ Style: _____ Class: _____

5. Alarm - Initiating Devices and Circuits

Quantity and class of initiating device circuits (*see NFPA 72, Table 6.5):*
Quantity: _____ Style: _____ Class: _____

MANUAL
(a) Manual stations: Non-coded _____ Transmitters _____ Code _____Addressable _____
(b) Combination Manual fire alarm and guard's tour coded stations _____

AUTOMATIC
Coverage: Complete _____ Partial _____
Selective _____ Nonrequired _____

(a) Smoke detectors _____ Ion _____ Photo _____ Addressable _____
(b) Duct detectors _____ Ion _____ Photo _____ Addressable _____
(c) Heat detectors _____ FT _____ RR _____ FT/RR _____ RC _____ Addressable _____
(d) Sprinkler waterflow indicators: Transmitters _____ Noncoded _____ Coded _____ Addressable _____
(e) The alarm verification feature is ☐ disabled ☐ enabled, change from _____ seconds to _____seconds
(f) Other (list):

6. Supervisory Signal-Initiating Device and Circuits

Guard's Tour (indicate quantity of devices)
(a) _____ Coded stations
(b) _____ Noncoded stations
(c) _____ Compulsory guard's tour system comprised of _____ transmitter stations and intermediate stations
Note: Combination devices are recorded under 5(b), Manual, and 6(a), Guard's Tour.

Sprinkler System
(a) ☐ Valve supervisory switches
(b) ☐ Building temperature points
(c) ☐ Site water temperature points
(d) ☐ Site water supply level points

Electric fire pump
(a) ☐ Fire pump power
(b) ☐ Fire pump running
(c) ☐ Phase reversal

Engine-driven fire pump
(a) ☐ Selector in auto position
(b) ☐ Engine or control panel trouble
(c) ☐ Fire pump running

Engine-Driven Generator
(a) ☐ Selector in auto position
(b) ☐ Control panel trouble
(c) ☐ Transfer switches
(d) ☐ Engine running

Other supervisory function(s) (specify):

7. Annunciator(s)

Number: _____ Type: _____ Location: _____

8. Alarm Notification Appliances and Circuits

NFPA 72, Chapter 6 -- Emergency Voice/Alarm Service
Quantity of voice/alarm channels: _____ Single: _____ Multiple: _____
Quantity of speakers installed: _____ Quantity of speaker or zones: _____
Quantity of telephones or telephone jacks included in system: _____
Quantuty and the class of notification appliance cir cuits connected to system (*NFPA 72, Table 6.7)*
Quantity: _____ Style: _____ Class: _____

Types and quanties of notification appliances installed:
(a) Bells _____ With Visible _____
(b) Speakers _____ With Visible _____
(c) Horns _____ With Visible _____
(d) Chimes _____ With Visible _____
(d) Other _____ With Visible _____
(f) Visible appliances without audible: _____

9. System Power Supplies

(a) Fire Alarm Control Panel: Nominal Voltage: _____ Current Rating: _____
Overcurrent protection: Type: _____ Current rating: _____
Location: _____
(b) Secondary (standby):
Storage battery: _____ Amp-hour ratings: _____
Calculated capacity to drive system, in hours: _____
Engine-driven generator dedicated to fire alarm system: _____
Locaton of fuel storage: _____
(c) Emergency system used as backup to primary power supply: _____
Emergency system described in NFPA 70, Article 700: _____

10. Comments

Frequency of routine tests and inspections, if other than in accordance with the referenced NFPA standard(s):

System deviations from the referenced NFPA standard(s) are:

_____
(signed) for installation contractor/supplier (title) (date)

_____
(signed) for alarm service company (title) (date)

_____
(signed) for central station (title) (date)

Upon completion of the system(s) satisfactory test(s) witnessed (if required by the authority having jurisdiction):

_____
(signed) representative of the authority having jurisdiction (title) (date)