

**OKIE SAFETY CONSULTING**  
**Fire Alarm Final Pre-Inspection Checklist**

This **Pre-Inspection Checklist** is provided to assist you in verifying readiness for the field inspection and acceptance tests. Please contact our office with any questions.

Basic Information	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	A copy of the Fire Alarm Installation Certificate and Record of Completion is properly filled out and available from the installer.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	More than one contractor was responsible for the installation of the fire alarm system and each contractor has filled out the Fire Alarm Installation <a href="#">Certificate and Record of Completion</a> .
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	For addressable systems a list of each device with the corresponding location is provided. The device addressing shall reflect actual room names or numbers that are posted on the final room/area designation(s) and <b>verified by installing contractor</b> prior to scheduling inspection?
<input type="checkbox"/> Yes <input type="checkbox"/> No	The required Knox Box is installed in the location previously approved by the fire department and building keys are available to be locked inside of the box.
Fire Alarm Panel	
<input type="checkbox"/> Yes <input type="checkbox"/> No	The dedicated 120 AC branch circuit for the fire alarm panel is labeled " <b>Fire Alarm Circuit</b> " on the panel schedule of the electrical panel and the actual circuit breaker is colored <b>red</b> per NFPA 72: 10.5.5.2.3 (2013 edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	The dedicated 120 AC branch circuit shall be mechanically protected, (i.e. breaker lock), per NFPA 72: 10.5.5.2.4 (2013 edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	The location of the dedicated 120 AC branch circuit is permanently marked inside the fire alarm control panel per NFPA 72:10.5.5.2.1 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Batteries are permanently marked with the <b>month and year of manufacture</b> per NFPA 72:10.5.9.1.1 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Alarm Control Panel and/or Remote Annunciator is programmed to receive the correct information when device has been activated ( <i>i.e., device location/type and alarm signal type</i> ), and <b>verified by installing contractor</b> prior to scheduling inspection?
Communication	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire Alarm system is monitored by a monitoring station per NFPA 72:10.17 (2013 Ed.)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Primary communication line is tested and monitoring station receives the proper information from the fire alarm system per NFPA 72:26.6.3.2.1.4(A) (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Secondary communication line is tested and monitoring station receives the proper information from the fire alarm system per NFPA 72:26.6.3.2.1.4(A) (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	All required Communication lines and proper monitoring has been <b>verified by installing contractor</b> prior to scheduling inspection?
Notification Devices ( <i>Horns and/or Strobes</i> )	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Fire alarm signaling devices sound throughout the building/fire area.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Visual notification appliances in line of sight of each other are synchronized per NFPA 72:18.5.4.3.2 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No	The <u>total sound pressure</u> between the ambient noise level and the fire alarm notification device shall not exceed 110 dBA per NFPA 72:18.4.1.3 (2013 Edition)?

<input type="checkbox"/> Yes <input type="checkbox"/> No	The <u>sound level</u> is at least 15 dBA above the average ambient sound level per NFPA 72:18.4.3.1 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The <u>sound level</u> for <b>sleeping rooms</b> is at least 15 dBA above average ambient sound level or 75 dBA measured at the pillow, whichever is greater per NFPA 72:18.4.5.1 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Audible</b> appliances provided in <b>areas for sleeping</b> shall produce a low frequency alarm signal per NFPA 72:18.4.5.3 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<u>Combination smoke detectors/visible notification appliances</u> or <u>combination smoke alarm/visible notification appliances</u> in <b>sleeping areas</b> installed per NFPA 72:18.5.4.6 (2013 edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<b>Visible</b> appliances are installed in all general usage area such as rest rooms, meeting rooms, hallways, lobbies and any other areas for common use per <b>ADA 4.28</b> activate with initiation device.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The <u>location</u> of <b>combination audible/visual</b> notification appliances mounted a minimum of 80 inches above finished floor (if ceiling height permits) or below the finished ceilings at distances not less than 6 inches per NFPA 72:18.5.4.2 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	The <u>location</u> of <b>audible</b> and/or <b>visible</b> appliances notification appliances mounted a minimum of 90 inches above finished floor (if ceiling height permits) or below the finished ceilings at distances not less than 6 inches per NFPA 72:18.4.8.1 & 18.5.4.2 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<u>Room Spacing</u> for <b>visible</b> appliances (both wall and ceiling mounted) are in accordance with NFPA 72:18.5.4.3 (2010 edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<u>Spacing in Corridors</u> for <b>visible</b> appliances located in accordance with NFPA 72:18.5.4.4 (2013 edition)?
<b>Initiating Devices (Ch. 17)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	All initiating devices have been tested for proper function and <b>verified by installing contractor</b> prior to scheduling inspection per manufacturer's instructions?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<u>Smoke alarms</u> are located in <b>individual sleeping rooms/guest rooms</b> and <b>outside the sleeping rooms</b> and <i>interconnected</i> to each other and sound all smoke alarms in the living space simultaneously upon activation per NFPA 72:29.5.2 & 29.6 ( <i>These smoke alarms are not tied to the fire alarm system</i> )?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Smoke detectors initiate alarm through the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Heat Detectors initiate alarm through the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Pull Stations initiate alarm through the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Duct detectors shut down HVAC unit and send a supervisory signal to the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Area smoke detectors are installed in lieu of duct detectors and shut down all HVAC units when detectors activate.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Commercial Kitchen Hood Suppression System initiates alarm through the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Clean Agent Suppression System initiates alarm through the fire alarm panel.
<b>Sprinkler Systems</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Sprinkler flow switch initiates alarm within 90 seconds at the fire alarm control panel per NFPA 72:17.12 (2013 Edition)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	All control valves for the sprinkler system are monitored and the movement of the valve initiates a trouble signal at the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Low air pressure for the dry sprinkler system sends a trouble signal to the fire alarm panel.

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	For sprinkler systems with a gravity tank, the water level is monitored and sends a supervisory signal to the fire alarm panel for two separate levels in regards to the fire service level.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	For sprinkler systems with a gravity tank temperature two critical temperatures are monitored and send a supervisory signal to the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	For sprinkler systems with a pressure tank, the high and low pressure of the tank sends a supervisory signal to the fire alarm panel.
<b>Fire Pump</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	When the fire pump is running a supervisory signal is sent to the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	When there is a loss of any phase at the line terminals of the motor contactor of the electric driven fire pump a supervisory signal is sent to the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Phase reversal of the electrical supply to the electric driven fire pump shall send a supervisory signal to the fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	When there are two sources of power supplying the electric driven fire pump, a supervisory alarm is sent to the fire alarm panel when the alternate source of power is supplying power to the fire pump controller.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Pump room temperature is monitored and sends a supervisory signal to the fire alarm panel.
<b>Other Services</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Tamper switch on Knox Box activates trouble signal at fire alarm panel.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Activation of fire alarm or spot smoke detectors releases door hold open devices.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors that are equipped with door unlocking devices unlock with the activation of the fire alarm system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Exit doors equipped with door unlocking devices unlock with the loss of primary power to the fire alarm system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Activation of fire alarm or spot smoke detectors activates fire doors.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Activation of fire alarm or spot smoke detectors activates smoke dampers
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Activation of smoke detectors initiates smoke control/evacuation system.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Activation of the elevator lobby smoke detector activates the elevator recall and initiates an alarm signal at the fire alarm panel. The floor for recall has been previously approved by the fire department.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Activation of heat detectors to shutdown elevator shutdown is tested.
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Wiring between the fire alarm panel and relays for fire safety equipment, (i.e. door hold-open/release, door unlocking, HVAC controls, ect.) shall be monitored for integrity.

**DISCLAIMER:** This list is not all-encompassing due to the extensive list of adopted codes. The inspector shall document ALL Fire and Life Safety violations and require corrections when any are discovered during an inspection.

Owner or General Contractor

\_\_\_\_\_

Project Name or Address

\_\_\_\_\_

(Printed Name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

\_\_\_\_\_

(Company Name)

\_\_\_\_\_

(Email and Phone Contact)

