

Georgia Tech Fire Safety Office - Fire Alarm Testing Worksheet

Building Name _____ Bldg. # _____ Date: _____

GTFSO Representative: _____

Fire Alarm Representative: _____

Before the Test

- Prior to fire alarm test, email [NFPA 72 Record of Completion Form](#) showing pretest has been completed to the Georgia Tech Fire Marshal at: fire@gatech.edu
- Submit Central Station Report with As-built Drawings to Fire Safety Office prior to final inspection
- Do **not** have the system placed on test.

Tasks

- Record carrier phone service. _____
- List the verified phone numbers:
 - Primary _____
 - Secondary _____
- Verify monitoring company is UL listed and contact # is on outside front cover of panel.
 - Company _____
 - Contact # _____ (404-761-0694)
- Prime contractor contact phone number labeled on the outside front cover of FACP
 - Contractor _____
 - Contact # _____
- Verify that disconnection of both telco lines send a trouble signal to FACP or dialer within 4 minutes. (*Audible and visual signal required at FACP.*)
 - Primary _____
 - Secondary _____
- Reconnect batteries and then turn off 120vac. (*Batteries should measure approximately 13v and have a difference of no more than 0.4v.*)
 - Battery reading in volts: _____
 - Battery reading in volts: _____
- Assure a trouble signal for a/c loss is received at FACP within 200 sec.
 - Time: _____
- While on battery power initiate alarm. (*Batteries should remain at 12v each, but slowly dropping.*)
- All booster panels supplying any other areas or floors shall also be operated under battery power.
- Verify the NAC circuit EOL voltage drop is no less than 3v. _____
 - (*This will verify the batteries are not overloaded.*)
- Reconnect a/c power and have a ground fault initiated on any appliance circuit. (*FACP to receive trouble in 200 sec.*)
- Test any NAC panels for ground fault verification.

Fire Alarm Acceptance Testing is performed to ensure that the fire alarm has been installed in accordance with accepted fire alarm plans and is functioning properly.

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Quality Control

- All wiring has markers where landed in the FACP and terminal cabinets on multi-story buildings.
- Verify wire type and gauge was followed. (Compare wire in FACP and EOL to approved plans).
- Verify all components are in conditioned spaces.
- Phone numbers. (Must be separate carriers if long distance or wats).
- Verify proper phone jacks are installed (RJ 31x) and not installed inside FACP.
- Label for a/c feed to be on outside front cover of FACP:
- Panel: _____ circuit breaker #: _____.
- Verify proper phone number is labeled on each jack.
- Verify FACP and all appliances are listed for the intended use (UL).
- FACP, remote annunciator, and NAC expanders maximum height of 6 feet aff (NEC 110-26) and readily accessible.
- Assure a/c feed has approved breaker lock out.
- Assure a/c circuit breaker is labeled in red.
- Verify smoke detector protection within 15 feet of FACP and any remote power supplies.
- FACP is in normal condition.
- All panel indicator lamps are functioning properly. (audible and visual for troubles and supervisory functions).
- Remote annunciators, if provided to be within 15 feet of fire department access and interfaced with FACP. Maximum height 60" a.f.f. required for new installations.
- Batteries to be labeled with manufacture date. _____
- EOL on all circuits to be labeled at all devices (initiating and notification).
- Label all devices with address, or circuit number. (*verify with alarm plans*)
- Verify wire type and gauge was followed. (Compare wire in FACP and EOL to approved plans).
- There shall be no splices in the system other than terminal blocks and junction boxes. (*Wire nuts and butt splices are not permitted.*)

Documentation

- At the FACP have approved plans and as-built drawings and documents.
- NFPA 72 Record of Completion
- Fire alarm certification letter (*Installer must have a GA license*)
- Fire alarm certification for interconnection to auxiliary systems

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