

System Test/Modification Requests

When any system modification is needed a request must be done online a minimum of ***24 hours in advance***. Fire alarm testing required 3 days notice in order to have signage posted.

1. The alarm account number must be verified at the panel prior to requesting any modifications.
2. Go online to the GTFSSO website and make the request.
3. Each day counts as 1 request (4/20 and 4/21) would be 2 separate requests even though it is the same building.
4. Make sure the reason for the request is in detail.
5. Signs: you only need signs if you will be activating the system and the notification devices are going to go off. If you are doing repairs and no activation of the notification appliances will occur no signs are needed.
6. Signs: **Must be posted at least 24 hours prior to testing.**
7. Confirmation will be given via email, a phone call may occur if more information is required.

If any questions or concerns contact Deputy Fire Marshal Jerry Marrison @ fire2@gatech.edu