



# TOLEDO FIRE & RESCUE DEPARTMENT

## FIRE PREVENTION BUREAU

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### Final Fire Alarm Checklist (Acceptance Test)

1. Verify the installing contractor has a valid City of Toledo business license and permit. Approved plans should be on site. No fire inspection will be conducted until the license and permit is obtained.
  2. Obtain NFPA 72 Record of Completion from the Fire Alarm Contractor. Signatures of installing contractor, equipment programmer and building owner or rep must be on the form. Final fire inspection cannot be performed without this document. **NFPA 72 10.18.1.3**
  3. Consult the approved plans. Verify the following thru function tests.
    - ◆ **Fire alarm initiation devices (pull stations, smoke detectors, heat detectors, water flow) should:**
      - Send an alarm signal to the fire alarm panel and annunciator.
      - Activate notification devices **OBC 907.5**
      - Decibel reading of notification appliances shall be 15db above ambient noise level. **OBC 907.5.2.1.1**
      - Any rated doors held open should close.
      - Any restricted egress doors held closed should open. **OBC 907.3.2**
    - ◆ **Duct detectors should do the following:**
      - Send a supervisory signal to the fire alarm control panel and annunciator. **OBC 907.3.1**
      - Shut down air handling unit and activate dampers (if installed)
      - A remote annunciator with an LED (installed when detector is in the air handling unit on the roof or is at a height or location where the detector status cannot be seen) should light up.
    - ◆ Sprinkler system flow valves should be tested via inspectors test and should cause all the actions other initiation devices do (within the required time frame) and activate the electric bell on the outside of the building above the FDC
    - ◆ Sprinkler system water control valves (when closed) should send a supervisory signal to the fire alarm control panel and annunciator.
  4. All devices should report their appropriate address at the FACP and at the annunciator.
  5. Verify circuit that powers fire alarm panel is indicated on the inside cover of the FACP, that the breaker is marked in red and that it serves no other equipment.
  6. Observe a 24-hour battery standby test. Electrical breaker that provides power to the FACP shall be shut off for 24 hours prior to the fire alarm test. At the end of the 24 hours, an audible alarm shall be allowed to sound for at least 5 minutes. **This should be on the NFPA 72 form**
  7. Verify that all signals were received at the off-site monitoring agency. **OBC 901.6.2**
  8. Verify name and phone number of monitoring agency and the facility account number is on the inside cover of the fire alarm panel.
  9. Non-addressable fire alarm panels shall have zone maps located at each FACP and remote annunciator. Maps shall show:
    - Floor plan and fire alarm zones of the occupancy being protected
    - All detection device type and location
    - The map shall be properly mounted to the wall and measures shall be taken to protect the map from physical damage or vandalism.
  10. Copies of approved plans and all acceptance paperwork are required to be located in a fire alarm document box. **OBC 907.7.3**
- Door/room signs - "Fire Alarm Equipment Room" or "Fire Alarm Panel Inside" (if necessary)