



## Laguna Beach Fire Department

### FIRE ALARM ACCEPTANCE TESTING CHECKLIST

This checklist is provided by the Laguna Beach Fire Department (LBFD) for use by the licensed C10 fire alarm contractor in preparation for the final fire alarm inspection. This checklist is not to be construed as being all inclusive. The installation must comply with the approved plans and all applicable codes and standards in effect at time of permit issuance.

- 1) The contractor shall conduct a **100% pre-test** of the fire alarm system. Provide a printout of, or online access to, the pre-test showing that all devices have been tested and how each device annunciates at the FACP. Annunciation must clearly indicate device location.
- 2) Provide a completed and signed copy of the fire alarm "**Inspection and Testing**" form to the LBFD inspector, verifying testing and proper function of system. Note that the licensed contractor is required to fill out and sign as the inspector. Reference 2016 NFPA 72, Figures 7.8.2g (& suppl. h – l).
- 3) Provide two copies of the complete and signed fire alarm "**Record of Completion**" form to the LBFD inspector. The LBFD will fill out and sign as the Authority Having Jurisdiction during the final inspection. Reference 2016 NFPA 72, Figure 7.8.2a (& suppl. b – f).
- 4) Provide two sets of As-Built plans showing exactly how the system was installed. One set will be placed in the permanent documentation cabinet located at the Fire Alarm Control Panel (FACP). The other set will be taken by the LBFD for updating of records.
- 5) Provide the alarm monitoring company's 24-hour phone number and the account number on the outside of the FACP. Provide silence and reset instructions on the outside of, or adjacent to, the FACP.
- 6) Provide a durable tag conspicuously affixed to the main FACP on all fire alarm system panels which will display the following information relative to the performance of inspection, testing and maintenance (Reference Laguna Beach Municipal Code Sec. 15.01.070):
  - a) Company name
  - b) Company address
  - c) Company telephone number
  - d) CA contractors license number with type
  - e) Printed name of technician / tester
  - f) Signature of technician / tester
  - g) Date of service – including month, day and year
  - h) Type of service performed
- 7) Label the front exterior of the FACP with the electrical panel location from which the 120 volt power circuit originates. The label must also include the circuit breaker number.
- 8) FACP circuit breaker shall be labeled FACP, painted red, and locked in the ON position.
- 9) Provide aerosol smoke for testing smoke detectors (bring extra cans).

- 10) Provide a minimum of 2 personnel for testing, with a minimum of two 2-way radios.
- 11) The LBFD recommends bringing spare initiation and notification devices (smoke / heat detectors, horn / strobes, etc.), to replace defective ones, if necessary.
- 12) The LBFD recommends bringing a laptop computer with appropriate software to make program changes if necessary.
- 13) Provide a multi-meter or voltmeter for testing the voltage drop at the final notification device on circuits.
- 14) A 24-hour battery test must be started the day before the fire alarm test is scheduled, and coordinated with the LBFD to end at the time of the inspection. The LBFD will conduct the five minute alarm test at the beginning of the inspection. Provide a printout verifying that the FACP has been operating on battery for 24 hours.
- 15) All alarm initiating and supervisory devices will be tested during the inspection for proper function and FACP annunciation. The fire alarm contractor shall provide all necessary lifts, ladders, room / area access, and equipment as needed to conduct this testing.
- 16) All shutdown functions indicated on the Sequence of Operations matrix will need to be verified. Coordinate appropriate sub-contractors to properly test these functions.
- 17) Provide manufacturer specification sheets indicating proper method of testing for smoke and heat detectors.
- 18) The mechanical contractor should be present and prepared to provide access and test of duct mounted smoke detectors. Exterior mounted duct detectors will be removed to verify sampling tubes are installed correctly.
- 19) Smoke detectors (including duct mounted) located more than 10 feet above the floor and above a ceiling, or where the LED is not visible to personnel at floor level, will be required to have remote LED's at a location approved by the LBFD.
- 20) Fire alarm system will be tested for audible and visible synchronization. All visible notification appliances within a field of view shall be synchronized. All audible notification appliances shall be synchronized within the occupancy.
- 21) Notification devices, initiating devices, monitoring devices, power supplies and the FACP will be randomly tested to verify "trouble" signals. Ground faults, open circuits, etc. will be tested at devices chosen by the LBFD inspector.
- 22) All fire alarm junction boxes that do not have a device installed on them must have a permanent method of identifying them as fire alarm. The LBFD recommends using red paint or labeling "FIRE ALARM".
- 23) Two sets of keys for accessing the FACP and the FACP room shall be provided at the time of the final inspection for inclusion in the LBFD required knox box at the entrance(s).