HLS/Cons-106
Nov 16, 2011

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Fire Alarm System – Record of Completion

Name of protected property:				
Complete physical address:				
Representative of protected property:	Name:		Telephone number:	

	Organization Name	Telephone Number	Representative Name	Telephone Number
Installer:				
Supplier:				
Service Organization:				

Location of record (as-built) drawings:	
Location of operation and maintenance manuals:	
Location of test reports:	

Contract for Test and Inspection in Accordance with NFPA Standard(s)					
Contract #(s)		Effective date:		Expiration date:	

System Software				
Operating system (executive) software revision levels:				
Site-specific software revision date:				
Revision completed by:	Name		Organization	

1. Type(s) of System or Service *(check all that apply)*

☐ **NFPA 72, Chapter 6 – Local**

If alarm is transmitted to location(s) off premises, list where received:

☐ **NFPA 72, Chapter 8 – Remote Station**

Telephone numbers of the organization receiving alarm:

Alarm	
Supervisory	
Trouble	

If alarms are retransmitted to public fire service communications centers or others, indicate below the location and telephone number of the organization receiving alarm:

☐ N/A	Location:		Telephone number:	

Indicate how alarm is retransmitted:

☐ **NFPA 72, Chapter 8 – Proprietary**

Telephone numbers of the organization receiving alarm:

Alarm	
Supervisory	
Trouble	

If alarms are retransmitted to public fire service communications centers or others, indicate below the location and telephone number of the organization receiving alarm:

☐ N/A	Location:		Telephone number:	

	Indicate how alarm is retransmitted:

☐	**NFPA 72, Chapter 8 – Central Station**	
	Prime contractor:	
	Central station location:	
	Means of transmission of signals from the protected premises to the central station: ☐ Digital Alarm Communicator ☐ McCulloh ☐ Multiplex ☐ One-Way Radio ☐ Two-Way Radio ☐ Other	
	Means of transmission of alarms to the public fire service communications center:	
	System location:	

☐	**NFPA 72, Chapter 9 – Auxiliary**					
	Indicate type of connection:	☐	Local energy	☐	Parallel telephone	☐ Shunt
	Location of telephone number for receipt of signals:					

2. Record of System Installation

Complete this section after installation is complete and wiring is checked for opens, shorts, ground faults, and improper branching, but prior to conducting operational acceptance tests.

This system, installed in accordance with the NFPA standards, as shown below, was inspected by:			
Date inspected:		System includes the devices shown in 5 and 6, and has been in service since (date):	

☐	NFPA 72	*Check all chapters that apply:* ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11
☐	NFPA 70, *National Electrical Code*, Article 760	
☐	Manufacturer's instructions	
☐	Other (*specify*):	

Signature:		Date signed:	
Organization:			

3. Record of System Operation

☐	Documentation in accordance with Inspection Testing Form, Figure 10.6.2.3 of NFPA 72, is attached.

Date on which all operational features and functions of this system were tested:	
Tested by:	

All operational features and functions of this system were found to be operating properly in accordance with the requirements of:

☐	NFPA 72	*Check all chapters that apply:* ☐1 ☐2 ☐3 ☐4 ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11		
☐	NFPA 70, *National Electrical Code*, Article 760		☐	Manufacturer's instructions
☐	Other (*specify*):			

Signature:		Date signed:	
Organization:			

4. Signaling Line Circuits

Quantity and class of signaling line circuits connected to system (see NFPA 72, Table 6.6.1):

Quantity:		Style:		Class:	

5. Alarm-Initiating Devices and Circuits

Quantity and class of initiating device circuits (see NFPA 72, Table 6.5):

Quantity:		Style:		Class:	

A. Manual

Manual stations:	Non-coded:		Transmitters:		Coded:		Addressable:	
Combination manual fire alarm and guard's tour coded stations:								

B. Automatic

Coverage:	Complete:		Partial:	
	Selective:		Non-required:	

Smoke detectors:		Ion:				Photo:				Addressable:	
Duct detectors:		Ion:				Photo:				Addressable:	
Heat detectors:		FT:		RR:		FT/RR:		RC:		Addressable	
Sprinkler waterflow indicators:	Transmitters:			Non-Coded:			Coded:			Addressable:	

The alarm verification feature is:	☐ disabled	☐ enabled	Changed from:		seconds	to		seconds

Other (list):	

6. Supervisory Signal-Initiating Devices and Circuits *(use blanks to indicate quantity of devices)*

A. Guard's Tour

☐	Coded stations (indicate quantity to right):	
☐	Non-coded stations (indicate quantity to right):	
☐	Compulsory guard's tour system: comprised of how many transmitter stations and intermediate stations?:	
*Note: Combination devices are recorded under **5. A. Manual**, and **6. A. Guard's Tour**.*		

B. Sprinkler System *(check if provided)*

☐	Valve supervisory switches
☐	Building temperature points
☐	Site water temperature points
☐	Site water supply level points

C. Electric Fire Pump

☐	Fire pump power
☐	Fire pump running
☐	Phase reversal

D. Engine-Driven Fire Pump

☐	Selector in auto position
☐	Engine or control panel trouble
☐	Fire pump running

E. Engine-Driven Generator

☐	Selector in auto position	
☐	Control panel trouble	
☐	Transfer switches	
☐	Engine running	
☐	Other supervisory functions *(specify)*	

7. Annunciator(s)

Number:		Type:		Location:	

8. Alarm Notification Appliances and Circuits

NFPA 72, Chapter 6—Emergency Voice/Alarm Service

Quantity of voice/alarm channels:		Single:		Multiple:	

Quantity of speakers installed:		Quantity of speaker zones:	
Quantity of telephones or telephone jacks included in system:			

Quantity and the class of notification appliance circuits connected to system (*see NFPA 72, Table 6.7*):

Quantity:		Style:		Class:	

Types and quantities of notification appliances installed:

Bells		With Visible	
Speakers		With Visible	
Horns		With Visible	
Chimes		With Visible	
Other		With Visible	
Visible appliances without audible:			

9. System Power Supplies

Fire Alarm Control Panel:	Normal voltage		Current rating	
Overcurrent protection:	Type		Current rating	
	Location			

Secondary (standby):

Storage battery		Amp-hour rating	
Calculated capacity to drive system, in hours			
Engine-driven generator dedicated to fire alarm system			
Location of fuel storage			

Emergency system used as backup to primary power supply	
Emergency system described in NFPA 70, Article 700	

10. Comments

Frequency of routine tests and inspections, if other than in accordance with the referenced NFPA standard(s):	
System deviations from the referenced NFPA standard(s) are:	

11. Signatures

Signature: *for* Installation Contractor/Supplier Title Date Signed

Signature: *for* Alarm Service Company Title Date Signed

Signature: *for* Central Station Title Date Signed