



Somers Fire & Rescue Department  
Captain Joe Scruggs, Fire Inspector  
P.O. Box 197, Somers, WI 53171  
jscruggs@somers.org  
(262) 620-3285

## ALARM SYSTEM INSPECTION CHECKLIST

### INSPECTION:

- Have the approved plans and permit(s) available
- Check that two radios or cell phones are available for test
- Check alarm tech is ready and at panel for address signal
- Place alarm system in test mode
- Notify dispatch of test
- Notify building occupants
- Verify all zones and/or devices on approved plans

### ALARM PANEL:

- Smoke detector at control panel (see exceptions)
- Panel in normal conditions
- Power light on
- No trouble or alarms indicated
- Operate lamp test
- Have contractor/rep perform ground fault test
- Check ground fault indicator light (some models may not have)
- Breaker location labeled on panel
- Operate trouble silence
- Verify battery date
- Check battery rating is at least same as record
- Signage for central alarm company on panel
- Reset procedures on panel

## DEVICE TEST:

*(DEVICES TESTED MUST ADDRESS TO REMOTE PANEL(S) AS WELL, IF APPLICABLE)*

- Check that each smoke detector addresses and sounds alarm
- Check that each smoke detector is labeled as addressed to panel
- Reset panel after each smoke detector is tested
- Check that each heat detector addresses and sounds alarm (if applicable)
- Check that all heat detectors are labeled as addressed to panel
- Reset panel after each heat detector is tested
- Check that each duct detector addresses and sounds alarm (if applicable)
- Check that each duct detector is labeled as addressed to panel
- Reset panel after each duct detector is tested
- Check that each air sampling/ duct detector controlling air handlers addresses and sounds alarm (if applicable)
- Check that each air sampling/ duct detector of air handlers is labeled and addresses to panel
- Check that each air handler shuts down upon detector activation
- Reset panel after each air handler is tested
- Check that each tamper switch addresses and sounds alarm (if applicable)
- Check that each tamper switch is labeled as addressed
- Reset panel after each tamper switch is tested
- Locate inspectors test valve and perform water flow test
- Check that the water flow switch addresses and sounds alarm (90 sec to sound)
- Check that water flow switch is labeled as addressed to panel
- Reset panel after water flow test
- Check that each smoke beam addresses and sounds alarm (if applicable)
- Check that each smoke beam is labeled and addresses to panel
- Reset each smoke beam device after is tested
- Check that each pull station addresses and sounds alarm
- Check that each pull station is labeled as addressed to panel
- Reset panel after each pull station is tested

- Elevator recalls properly
- Elevator shaft smoke detector
- Test fire doors

#### **OTHER SUPERVISORY SWITCHES AND DEVICES:**

- Check plans, locate and test all other supervisory switches and devices
- Non -restorable fixed temp detector
- Rate of rise heat detector
- Rate compensation heat detector
- Restorable line-type heat detector
- Non-restorable line type heat detector
- Flame detectors
- Pressure type water flow device
- High or low pressure supervisory switch
- Room temperature switch
- Water temperature supervisory switch
- Water level supervisory switch
- Gate valve supervisory switch
- Post indicator supervisory switch
- Check each fire phone for proper operation

#### **ALARM COMMUNICATIONS AND DEVICES:**

*(STROBES/HORN /VOICE)*

- Verify that audible sound is 15 DBA above ambient sound
- Verify that audible sound 5 DBA above max sound level
- Send alarm to dispatch/alarm CO
- Verify alarm signal receipt dispatch/alarm CO
- Place system in service

***COMPLETE TEST AND INSPECTION FORM WITH SIGNATURES***