



Somers Fire & Rescue Department
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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