



Somers Fire & Rescue Department  
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## **HOOD AND DUCT INSPECTION CHECKLIST**

- Have approved plans and permit(s) available
- Check heat rating of fusible link as per plans
- Check auto gas shut off is in open position
- Check return air and make up air are running properly
- Check that hood unit/A/C power and lights are on
- Check T pilot light is on
- Check equipment used is that listed on approved plans
- Check removable equipment is in place and marked with permanent lines
- Check pull station is located near an exit
- Check K extinguisher tag and IS within 30 feet of equipment and hung properly
- Check activation valve/manifold and test cartridge are installed properly
- Check that two radios or cell phones are available for test
- Check alarm tech is ready and at panel for address signal (if alarmed)
- Notify dispatch of test (if alarmed)

### **INSPECTION 1:**

- Verbalize test procedure step to inspector
- Check communications and readiness of alarm tech
- Contractor/Rep to pull the station
- Check that hood unit A/C power and lights are off
- Check return air off/make continues to run
- Check pilot light is off/auto gas valve closes properly
- Check alarm strobes work and alarm horns sounds
- Have alarm tech verbalize panel display

**INSPECTION 2:**

- Have alarm tech reset the alarm system and stand by for fusible link test
- Reset the electrical system
- Check return/make up air are of
- Check communications and readiness of alarm tech
- Cut fusible link
- Have alarm tech verbalize panel display
- Have alarm tech reset alarm panel
- Verify with central station that notification was received
- Place system in a ready state
- Notify central station that system is in “service” mode