



Acceptance Test Checklist

(This is only a guide, and does not replace the Record of Completion)

Property Name: _____ Date: _____

Address: _____ Co. performing test _____

AHJ witnessing test _____

Y N I. NOTIFICATION OF TESTING

Y N

- Fire Department Dispatch
- Building Occupants
- Monitoring Facility if monitored off-premises (after verification of acceptable call back)

- 7. Restore normal power.
- Power indicator on.
- Audible and visual trouble indicators off.

Y N II. CONTROL UNIT TEST

Y N

- 1. Location of Record (As-Built) Drawings.

- Zone indicators labeled properly?
- Smoke detector protecting the control unit? (If not in a constantly attended area) (Use heat detector if ambient conditions do not allow use of smoke detector)
- 2. Panel in normal condition.
- Power indicator on.
- No trouble or alarm indicators on.
- 3. Operate the lamp test switch.
- All indicators on.
- 4. Check for ground fault indication – contractor to connect a jumper from an initiating or signaling line circuit to ground [conduit, system cabinet, etc.].
- Ground fault indicator on (if applicable).
- 5. Contractor trips main breaker to disconnect AC power.
- Location of breaker is indicated at control unit.
- Power indicator off.
- Audible and Visual trouble indicators on.
- 6. Operate trouble silence switch.
- Audible trouble sounder silences.
- Visual trouble indicator stays on.

- 8. Battery verification.
- Batteries dated.
- Batteries same rating (or larger) as battery calculations in Record of Completion.
- Battery location recorded at control (if located remote from control).
- 9. Contractor disconnects battery lead.
- Audible and Visual trouble indicators on.
- Reconnect batteries.
- 10. Contractor initiates an alarm from any device in the system.
- Alarm sounds .
- Proper identification of actuated device.
- 11. Operate alarm silence switch.
- Alarms silence.
- Zone light or display stays on.
- 12. Contractor initiates another alarm from a device on a different initiating device circuit.
- Alarms resound.
- 13. Reset devices and operate system reset switch.
- System resets.
- Trouble indicators activate until alarm silence switch is returned to normal.

III. FIELD DEVICE TESTS

- A. Inspector should witness field testing of devices by contractor.
- B. Person at control is to notify inspector of alarm indication.
- C. All devices must be tested for alarm or supervisory function and indication verified at the control unit and all remote annunciators.
- D. 10% of devices must be tested for supervision and trouble indication verified at the control unit and all remote annunciators.

CIRCUIT SUPERVISION TESTS

Y N CLASS "A" WIRING-

- 1. Remove an initiating device (pull station, smoke detector, etc.) and disconnect both incoming wires (there should be 4 wires connected to the device).
 Audible and visual trouble indicators on.
- 2. Actuate the device.
 Alarms sound.
 Zoning identification verified.
- 3. Reset station and system.
- 4. Replace those two wires and disconnect the two outgoing wires.
- 5. Actuate the device.
 Alarms sound.
- 6. Reconnect wires, re-install the device and reset system.
- 7. Repeat wiring supervision test for 10% of all initiating devices in system.

CLASS "B" WIRING -

- 1. Remove an initiating device (pull station, smoke detector, etc.) and open the circuit by disconnecting one wire (there should be 4 wires connected to the device – except if end of line device, then 2 wires and end of line resistor).
Note: Removing the smoke detector from it's base will open the circuit.
 Audible and visual trouble indicators on.
- 2. Reconnect the wire and reinstall the device or place smoke detector back in it's base.
- 3. Repeat wiring supervision test for 10% of all initiating devices in system.

DEVICE TESTS

Y N Manual Fire Alarm Boxes (Pull Stations)

- 1. Actuate a pull station.
 Alarms sound.
 Zoning identification verified.
- 2. Repeat for each manual pull station in the system.

Smoke Detectors

- 1. Actuate a smoke detector using smoke or aerosol acceptable to the manufacturer. Do not test with magnets.
 Alarms sound.
 Zoning identification verified.
- 2. Reset system.
 System returns to normal standby condition.
- 3. Repeat smoke test for each smoke detector in system.

Air Sampling Smoke Detectors

- 1. Follow the manufacturers recommended test methods.

Non-Restorable Fixed Temperature Heat Detector

- 1. Remove the device from it's mounting plate and short across the alarm contacts.
 Alarms sound.
 Zoning identification verified.
- 2. Replace device.
- 3. Repeat for each non-restorable heat detector in system.

Restorable Fixed Temperature Heat Detector

- 1. Heat test using a hair dryer or approved heat detector tester.
 Alarms sound.
 Zoning identification verified.

Y **N**

2. Acceptance/Re-acceptance Tests – Repeat tests for each restorable heat detector in system.
3. Periodic Tests – Test 20% of restorable fixed temperature heat detectors. Be sure to log which detectors have been tested.

Rate of Rise Heat Detector

1. Heat test using a hair dryer or approved heat detector tester.

Alarms sound.

Zoning identification verified.

2. Repeat for each rate-of-rise heat detector in system.

Rate Compensation Heat Detector

1. Heat test using a hair dryer or approved heat detector tester.

Alarms sound.

Zoning identification verified.

2. Repeat for each rate compensation heat detector in system.

Restorable Line-Type Heat Detector

1. Heat test using a hair dryer or approved heat detector tester.

Alarms sound.

Zoning identification verified.

2. Repeat for each restorable heat detector in system.

Non-Restorable Line-Type Heat Detector

1. Short across the conductors at the end of the heat detector cable.

Alarms sound.

Zoning identification verified.

2. Repeat for each non-restorable line-type heat detector in system.

Y **N** Flame Detectors

1. Follow the manufacturers recommended test methods.

Waterflow Switches

1. Open the Inspector's Test Valve and flow water.

Alarms sound within 90 seconds. (Time should be no shorter than 30 seconds to avoid possible nuisance alarms due to pressure variations, surges, etc.)

2. Repeat for each waterflow switch in system.

Pressure-type Waterflow Device (Alarm)

1. Operate the alarm test bypass connection.

Alarms sound.

2. Repeat for each pressure-type waterflow switch in system.

High or Low Pressure Switch (Supervisory)

1. Operate the switch.

Supervisory signal is received when pressure increases or decreases by 10 PSI.

Restoration of signal is received when pressure is back within 10 PSI of required pressure.

2. Repeat for each supervisory pressure switch in system.

Room Temperature Switch (Supervisory)

1. Operate the switch.

Supervisory signal is received when temperature is decreased to 40⁰ F.

Restoration of signal is received when temperature is returned to above 40⁰ F.

2. Repeat for each room temperature switch in system.

Y N Water Temperature Switch (Supervisory)

1. Operate the switch.

Supervisory signal is received when temperature is decreased to 40° F.

Restoration of signal is received when temperature is returned to above 40° F.

2. Repeat for each water temperature switch in the system.

Water Level Switch (Supervisory)

1. Operate the switch.

Pressure Tank – supervisory signal is received when water level increases or decreases 3 inches from the required level.

Non-pressure Tank – supervisory signal is received when water levels falls 12 inches from the required level.

Restoration of signals are received when water levels are returned to normal levels.

Gate Valve Supervisory Switch

1. Turn valve toward closed position.

Supervisory signal within two revolutions.

2. Turn valve to full open position.

Supervisory signal restores.

3. Repeat for all gate valve supervisory switches in system.

Post Indicator Valve Supervisory Switch

1. Turn valve toward closed position.

Supervisory signal within two revolutions.

2. Turn valve to full open position.

Supervisory signal restores.

3. Repeat for all post indicator valve supervisory switches in system.

Y N Other Supervisory Switches Type of Device _____

1. Operate device as appropriate for the type of device.

Supervisory signal received.

2. Return device to normal position.

Supervisory signal restores.

3. Repeat for all other supervisory switches in system.

Audible Notification Appliances - General Alarm

1. Place system in alarm condition.

2. Using a Sound Level Meter, verify sound level in all occupied spaces is 15 dBA above average ambient sound level or 5 dBA above maximum sound level lasting more than 60 seconds. (For sleeping rooms, 15 dBA over average ambient, 5 dBA over maximum lasting more than 60 seconds or 75 dBA, whichever is greater.)

Emergency Voice/Alarm Communications Systems

1. Verify alarm signal in selected areas (fire floor, floor above, floor below, etc.)

2. Manually place system in general alarm.

3. Verify alarms sound throughout building.

4. Verify each speaker zone for proper operation and identification.

5. Verify evacuation tone signals are 15 dBA above average ambient sound level or 5 dBA above maximum sound level lasting at least 60 seconds.

6. Verify clarity (intelligibility) of prerecorded voice message.

7. Verify clarity (intelligibility) of live voice signal.

Visible Notification Appliances

1. Place system in alarm.

2. Verify proper location and candela rating of each strobe light in system.

Y N Two-way Telephone Communications

1. Using a fire phone portable handset or fire warden station, verify proper operation from each fire phone location.
2. Verify communications is still understandable with 5 phone jacks plugged in 5 handsets off hook.

Off-Premises Monitoring

Since Digital Alarm Communicator Transmitters (DACTs) are the most popular type of off-premises signaling, the following tests are concerned with this type of signaling. If other methods are used, follow the manufacturer's and NFPA 72 Chapter 7 recommended test methods.

1. Disconnect one telephone line. DACT should report a trouble condition within 4 minutes.
2. Reconnect first telephone line. System should return to normal condition.
3. Disconnect second telephone line. DACT should report a trouble condition within 4 minutes.
4. Turn DACT primary power breaker off.
- Verify trouble condition.
5. Reconnect DACT primary power.
6. Disconnect DACT secondary power.
- Verify trouble condition.
7. Reconnect DACT secondary power.
9. Call monitoring facility to verify receipt of signals and have them place system back in service.