

## **Fire Alarm Final Acceptance Inspections**

- A representative of the fire alarm permit holder's company, familiar with the job must be on-site and available to walk the inspector. All necessary tools, personnel and equipment are present and available.
- Prior to final acceptance, all devices must have been checked and tested according to the manufacturer's instructions – the permit holder will have conducted a 100% pre-test of the system, and has programmed the system per ERFPD and the sequence of operations requirements. A memo stating the system has been 100% pre tested must be available at the time of the inspection.
- Calls for final inspections must be made at least twenty-four (24) hours in advance.
- An approved set of plans and cut sheets **MUST** be available during the inspection. All as-builts or red-lines must be available for the inspection. Should the job be a Scope of Work, an approved copy of the letter and appropriate cut sheets must be available. On all jobs, a copy of the signed permit must be present at ALL times.
- Final acceptance testing is conducted concurrently with other life safety systems if present. It is the permit holder's responsibility to coordinate with other trades as necessary for final inspections.
- The construction site must be substantially clean and free of debris, minimal construction activity is present, and arrangements have been made to protect devices after the test have been made if necessary.
- There shall be no smoke detectors installed prior to final cleaning of the project. All detectors installed prior to final clean must be removed, cleaned and calibrated in accordance with manufacturer's instructions. Documentation of such must be submitted.
- All phone lines or other approved communications equipment must be installed and a copy of a monitoring contract must be made available for review.
- The call list has been submitted to the monitoring company and all signal types have been tested and verified prior to the acceptance test. The Fire Department must be listed as first notified for water flow and alarm signals.
- The alarm 'sequence of operations' must be verified as correct by the permit holder.
- A Knox Box has been installed in an approved location and all necessary keys are on-site and have been physically tested.
- Any required paperwork issues have been resolved.

- The permit holder has completed and signed all required completion paperwork. For new systems and major remodels and NFPA of Completion is required. For Scope of Work projects, a signed, company letterhead stating that the work is complete and in accordance with that called out in the permit and has been done to code.