

**FIRE ALARM SYSTEM
RECORD OF COMPLETION**

Name of protected property: _____
 Address: _____
 Representative of protected property (name/phone): _____
 Authority having jurisdiction: _____
 Address/telephone number: _____

Organization name / phone *Representative name / phone*

Installer _____
 Supplier _____
 Service organization _____
 Location of record (as-built) drawings: _____
 Location of operation and maintenance manuals: _____
 Location of test reports: _____
 A contract for test and inspection in accordance with NFPA standard(s)
 Contract No(s): _____ Effective date: _____ Expiration date: _____

System Software
 (a) Operating system (executive) software revision level(s): _____
 (b) Site-specific software revision date: _____
 (c) Revision completed by: _____
(name) (firm)

1. Type(s) of System or Service

_____ *NFPA 72, Chapter 6 — Local*
 If alarm is transmitted to location(s) off premises, list where received: _____

_____ *NFPA 72, Chapter 8 — Remote Station*
 Telephone numbers of the organization receiving alarm:
 Alarm: _____
 Supervisory: _____
 Trouble: _____
 If alarms are retransmitted to public fire service communications centers or others, indicate location and telephone numbers of the organization receiving alarm: _____

 Indicate how alarm is retransmitted: _____

_____ *NFPA 72, Chapter 8 — Proprietary*
 Telephone numbers of the organization receiving alarm:
 Alarm: _____
 Supervisory: _____
 Trouble: _____
 If alarms are retransmitted to public fire service communications centers or others, indicate location and telephone numbers of the organization receiving alarm: _____

 Indicate how alarm is retransmitted: _____

_____ *NFPA 72, Chapter 8 — Central Station*
 Prime contractor: _____
 Central station location: _____

(NFPA 72, 1 of 4)

FIGURE 4.5.2.1 Record of Completion.

Means of transmission of signals from the protected premises to the central station:

_____ McCulloh _____ Multiplex _____ One-way radio
 _____ Digital alarm communicator _____ Two-way radio _____ Others

Means of transmission of alarms to the public fire service communications center:

(a) _____

(b) _____

System location: _____

_____ NFPA 72, Chapter 9 — Auxillary

Indicate type of connection: _____ Local energy _____ Shunt _____ Parallel telephone

Location of telephone number for receipt of signals: _____

2. Record of System Installation

(Fill out after installation is complete and wiring is checked for opens, shorts, ground faults, and improper branching, but prior to conducting operational acceptance tests.)

This system has been installed in accordance with the NFPA standards as shown below, was inspected by _____ on _____, includes the devices shown in 5 and 6, and has been in service since _____.

_____ NFPA 72, Chapters 1 2 3 4 5 6 7 8 9 10 11 (circle all that apply)

_____ NFPA 70, *National Electrical Code*, Article 760

_____ Manufacturer's instructions

_____ Other (specify): _____

Signed: _____ Date: _____

Organization: _____

3. Record of System Operation

Documentation in accordance with Inspection Testing Form, Figure 10.6.2.3, is attached _____.

All operational features and functions of this system were tested by _____ date _____ and found to be operating properly in accordance with the requirements of:

_____ NFPA 72, Chapters 1 2 3 4 5 6 7 8 9 10 11 (circle all that apply)

_____ NFPA 70, *National Electrical Code*, Article 760

_____ Manufacturer's instructions

_____ Other (specify): _____

Signed: _____ Date: _____

Organization: _____

4. Signaling Line Circuits

Quantity and class of signaling line circuits connected to system (*see NFPA 72, Table 6.6.1*):

Quantity: _____ Style: _____ Class: _____

(NFPA 72, 2 of 4)

FIGURE 4.5.2.1 *Continued*

5. Alarm-Initiating Devices and Circuits

Quantity and class of initiating device circuits (see NFPA 72, Table 6.5):

Quantity: _____ Style: _____ Class: _____

MANUAL

(a) Manual stations Noncoded _____ Transmitters _____ Coded _____ Addressable _____

(b) Combination manual fire alarm and guard's tour coded stations _____

AUTOMATIC

Coverage: Complete _____ Partial _____

Selective _____ Nonrequired _____

(a) Smoke detectors _____ Ion _____ Photo _____ Addressable _____

(b) Duct detectors _____ Ion _____ Photo _____ Addressable _____

(c) Heat detectors _____ FT _____ RR _____ FT/RR _____ RC _____ Addressable _____

(d) Sprinkler waterflow indicators: Transmitters _____ Noncoded _____ Coded _____ Addressable _____

(e) The alarm verification feature is disabled _____ or enabled _____, changed from _____ seconds to _____ seconds.

(f) Other (list): _____

6. Supervisory Signal-Initiating Devices and Circuits (use blanks to indicate quantity of devices)

GUARD'S TOUR

(a) _____ Coded stations

(b) _____ Noncoded stations

(c) _____ Compulsory guard's tour system comprised of _____ transmitter stations and intermediate stations

Note: Combination devices are recorded under 5(b), Manual, and 6(a), Guard's Tour.

SPRINKLER SYSTEM

Check if provided

(a) _____ Valve supervisory switches

(b) _____ Building temperature points

(c) _____ Site water temperature points

(d) _____ Site water supply level points

Electric fire pump:

(e) _____ Fire pump power

(f) _____ Fire pump running

(g) _____ Phase reversal

Engine-driven fire pump:

(h) _____ Selector in auto position

(i) _____ Engine or control panel trouble

(j) _____ Fire pump running

ENGINE-DRIVEN GENERATOR:

(a) _____ Selector in auto position

(b) _____ Control panel trouble

(c) _____ Transfer switches

(d) _____ Engine running

Other supervisory function(s) (specify): _____

(NFPA 72, 3 of 4)

FIGURE 4.5.2.1 Continued

7. Annunciator(s)
 Number: _____ Type: _____ Location: _____

8. Alarm Notification Appliances and Circuits
NFPA 72, Chapter 6 — Emergency Voice/Alarm Service
 Quantity of voice/alarm channels: _____ Single: _____ Multiple: _____
 Quantity of speakers installed: _____ Quantity of speaker zones: _____
 Quantity of telephones or telephone jacks included in system: _____

Quantity and the class of notification appliance circuits connected to system (*see NFPA 72, Table 6.7*):
 Quantity: _____ Style: _____ Class: _____

Types and quantities of notification appliances installed:

(a) Bells _____ With Visible _____
 (b) Speakers _____ With Visible _____
 (c) Horns _____ With Visible _____
 (d) Chimes _____ With Visible _____
 (e) Other: _____ With Visible _____
 (f) Visible appliances without audible: _____

9. System Power Supplies

(a) Fire Alarm Control Panel: Nominal voltage: _____ Current rating: _____
 Overcurrent protection: Type: _____ Current rating: _____
 Location: _____

(b) Secondary (standby):
 Storage battery: _____ Amp-hour rating: _____
 Calculated capacity to drive system, in hours: _____
 Engine-driven generator dedicated to fire alarm system: _____
 Location of fuel storage: _____

(c) Emergency system used as backup to primary power supply: _____
 Emergency system described in NFPA 70, Article 700: _____

10. Comments
 Frequency of routine tests and inspections, if other than in accordance with the referenced NFPA standard(s):

 System deviations from the referenced NFPA standard(s) are: _____

 (signed) for installation contractor/supplier (title) (date)

 (signed) for alarm service company (title) (date)

 (signed) for central station (title) (date)

Upon completion of the system(s) satisfactory test(s) witnessed (if required by the authority having jurisdiction):

 (signed) representative of the authority having jurisdiction (title) (date)

(*NFPA 72, 4 of 4*)

FIGURE 4.5.2.1 *Continued*