


FIRE ALARM CHECKLIST – NFPA 72, 2019 EDITION

Fire Marshal's Office 	CONTRACTOR MUST COMPLETE THIS FORM AND THE CHECKLIST
Plan Review	<p>Project Name: _____</p> <p>Address: _____ Bldg: _____ Suite: _____</p> <p>City: _____ Zip: _____</p> <p>Fire Alarm Company: _____ License #: _____</p> <p>Expiration Date: _____ Building Permit #: _____</p>
<p>GENERAL BUILDING INFORMATION:</p> <p>Occupancy Classification: _____ Square Feet: _____ Occupant Load: _____</p> <p>New System <input type="checkbox"/> Tenant Improvement <input type="checkbox"/> Replacement <input type="checkbox"/></p> <p>Fire Sprinkler System: Y <input type="checkbox"/> N <input type="checkbox"/> Voice Evacuation: Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>Special Locking Arrangements: Y <input type="checkbox"/> N <input type="checkbox"/> Fire Pump Present: Y <input type="checkbox"/> N <input type="checkbox"/></p>	
Provide the Sheet Number or enter NA = Not applicable/Existing	
SHEET #	
PROVIDE A SYMBOL WITH THE CORRESPONDING CHECKLIST ITEM # ON THE DRAWING	
1) Upload the checklist, drawings, equipment technical datasheets, voltage drop calculations, battery calculations, and scope of work letter to IDT	
2) Drawings must be to scale with a graphic scale (1/8" = 1' 0" scale is preferred)	
3) Label all rooms, according to their proposed use	
4) Provide legend/key for all fire alarm components and include the quantities; the fire alarm symbols must comply with the 2018 edition of NFPA 170	
5) Indicate the person responsible for the system design on the drawing and provide a low voltage certification with name & license # and include an original signature of the license holder on the drawings	
6) Provide a NICET or ESA NTS CFAT II certification # and original signature of the NICET license holder on the drawings Note: Plans must be stamped.	
7) Provide a riser diagram	
8) Provide a sequence of operations in an alarm input/output matrix	
9) Provide a wiring legend (specify wire type and size), show point to point system wiring, EOLR	
10) Provide penetration details for fire/smoke barrier/walls; indicate if wiring is in a plenum space	
11) Show the location of FACP and remote power supplies with smoke detectors, when multiple FACP are located on-site, a key plan must be maintained at each FACP and the sprinkler riser room where multiple FACP's on the premises are connected to a single flow switch	
12) Fire alarm systems components are allowed to share control equipment or operate as standalone subsystems but must be arranged to function as a single system. The method of interconnection is to be by, electrical contacts listed for the load, data communication over SLCs, or other listed methods, and monitored as required by Section 12.6	
13) Provide surge protection for all circuits entering/exiting a building	

14) Show the documentation cabinet for new fire alarm systems	
15) Show the location of the Knox Box and the fire alarm annunciator; the annunciator must be within an approved area of the main fire department entrance	
INITIATING DEVICES	
16) Show the location of manual fire alarm boxes where required by IFC; provide additional manual fire alarm boxes within 200 ft of travel to the nearest manual fire alarm box	
17) Show the location of smoke detectors where required by NFPA 72 and/or IFC	
18) Show the location of air duct detectors, such detectors shall report as supervisory	
19) Show the location of other smoke sensing detectors (i.e. beam detectors or air sampling smoke detectors)	
20) Show the location of smoke detectors for the operation of smoke dampers	
21) Show the location of heat detectors in elevator shafts with sprinklers and where required by code or due to weather conditions	

22) Show the interface with the kitchen hood/suppression system	
23) Show the location of sprinkler flow switches required to be monitored	
24) Show the location of other automatic extinguishing systems (i.e. clean agent system or foam system)	
25) Show the location of all tamper switches for electronic monitoring of all sprinkler control valves including the PIV	
26) Provide pressure supervisory signal-initiating device and off-normal signal for pressure increases and decreases for dry-pipe sprinkler system	
27) Provide monitoring of fire pump per NFPA 20; include pump running, loss of phase, and phase reversal. Diesel pumps shall be monitored	
NOTIFICATION APPLIANCES – AUDIBLE	
28) Provide audible notification to attain 10 dB above the average ambient sound level throughout the building or space Note: The required sound level must be noted on the drawing and documentation must be provided	
29) Provide audible notification at a minimum of 75 dB measure at the pillow level in sleeping areas Note: Low-Frequency audible appliances must be provided in every sleeping area to attain the required sound level ³	
30) Show the location of speakers with wattage tap where the building is required to have a Fire Emergency Voice/Alarm Communication System (i.e. assembly occupancies with 300 or more occupants or high-rise buildings)	
31) Provide a note on the drawing to state the intelligibility of the voice evacuation system	
NOTIFICATION APPLIANCES – VISUAL	
32) Show the location of visible appliances (strobes) and indicate the candela rating	
33) Show the height of strobes mounted on the wall	

34) Indicate the ceiling height for ceiling-mounted strobes	
35) Provide strobe spacing in rooms per	
36) Provide a note on the drawing regarding strobe synchronization where two or more strobes are in the same field of vision	
37) Locate strobes in corridors not more than 15ft from the end of the corridors and not more than 100ft between strobes Note: Corridors exceeding 20ft in width must use the spacing requirements	
38) Provide strobes in sleeping areas where required	
39) Provide visual notification in offices great than 300ft ² or with 2+ workstations (ADA)	
EMERGENCY CONTROL FUNCTION INTERFACES	
40) Provide initiating devices in areas for elevator recall as required	
41) Provide lobby smoke detector within 21ft of the centerline of the elevator bank for elevator recall	
42) Provide smoke detectors in sprinkled hoist ways Note: Smoke detectors shall not be installed in non-sprinklered elevator hoist ways unless they are installed to activate the elevator smoke relief equipment	
43) Show the location of all doors on hold opens with compliant smoke detector location per Note: Smoke detectors for door release to report as a supervisory signal	
44) Show the location of electrically locked doors	
SUPERVISING STATION ALARM SYSTEMS	
45) Provide a note on the drawing stating how the fire alarm system will be monitored by a supervising station	

¹ The above is not an all-inclusive list, all applicable codes for fire alarm systems must be met

² An audible sound level test report is required to be provided to the Life Safety Inspector

³ Special locking arrangements include access control doors, delayed egress locks, and elevator lobby exit access door assemblies –

SEPARATE SUBMITTAL REQUIRED FOR SPECIAL LOCKING ARRANGEMENTS

Notes:

Fire Plan Reviewer: _____

Title: _____

Date: _____