

FIRE ALARM SYSTEM RECORD OF COMPLETION

Name of protected property: _____

Address: _____

Representative of protected property (name/phone): _____

Authority having jurisdiction: _____

Address/telephone number: _____

1. Type(s) of System or Service

_____ NFPA 72, Chapter 3 — Local
 If alarm is transmitted to location(s) off premises, list where received: _____

_____ NFPA 72, Chapter 3 — 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: _____

_____ NFPA 72, Chapter 6 — Auxillary
 Indicate type of connection:
 _____ Local energy _____ Shunt _____ Parallel telephone
 Location of telephone number for receipt of signals: _____

_____ NFPA 72, Chapter 5 — Remote Station
 Alarm: _____
 Supervisory: _____

_____ NFPA 72, Chapter 5 — Proprietary
 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 5 — Central Station
 Prime contractor: _____
 Central station location: _____
 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 Record of Completion 1 of 4)

Figure 1-6.2.1 Record of completion.

	Organization name/phone	Representative name/phone
Installer	_____	_____
Supplier	_____	_____
Service organization	_____	_____
Location of record (as-built) drawings: _____		
Location of owners manuals: _____		
Location of test reports: _____		
A contract, dated _____, for test and inspection in accordance with NFPA standard(s) No(s). _____, dated _____, is in effect.		

2. Record of System Installation

(Fill out after installation is complete and wiring 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 below, and has been in service since _____.

NFPA 72, Chapters 1 2 3 4 5 6 7 (circle all that apply)

NFPA 70, *National Electrical Code*, Article 760

Manufacturer's instructions

Other (specify): _____

Signed: _____ Date: _____

Organization: _____

3. Record of System Operation

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

NFPA 72, Chapters 1 2 3 4 5 6 7 (circle all that apply)

NFPA 70, *National Electrical Code*, Article 760

Manufacturer's instructions

Other (specify): _____

Signed: _____ Date: _____

Organization: _____

4. Alarm-Initiating Devices and Circuits

Quantity and class of initiating device circuits (see NFPA 72, Table 3-5) Quantity: _____ Style: _____ Class: _____

MANUAL

(a) _____ Manual stations _____ Noncoded, activating _____ Transmitters _____ Coded

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

AUTOMATIC

Coverage: Complete: _____ Partial: _____

(a) _____ Smoke detectors _____ Ion _____ Photo

(b) _____ Duct detectors _____ Ion _____ Photo

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

(NFPA Record of Completion 2 of 4)

Figure 1-6.2.1 Continued.

(continues)

- (d) _____ Sprinkler waterflow switches: _____ Transmitters _____ Noncoded, activating _____ Coded
- (e) _____ Other (list): _____

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

GUARD'S TOUR

- (a) _____ Coded stations
- (b) _____ Noncoded stations, activating _____ transmitters
- (c) _____ Compulsory guard tour system comprised of _____ transmitter stations and _____ intermediate stations

Note: Combination devices are recorded under 4(b) and 5(a).

SPRINKLER SYSTEM

- (a) _____ Coded valve supervisory signaling attachments
Value supervisory switches, activating _____ transmitters
- (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:

- (k) _____ Selector in auto position
- (l) _____ Control panel trouble
- (m) _____ Transfer switches
- (n) _____ Engine running

Other supervisory function(s) (specify): _____

6. Alarm Notification Appliances and Circuits

Quantity and class (see NFPA 72, Table 3-7) of notification appliance circuits connected to the system:

Types and quantities of notification appliances installed: Quantity: _____ Style: _____ Class: _____

- (a) _____ Bells _____ Inch
- (b) _____ Speakers
- (c) _____ Horns
- (d) _____ Chimes
- (e) _____ Other: _____

(NFPA Record of Completion 3 of 4)

Figure 1-6.2.1 Continued.

