



Fire Alarm Checklist¹

Job Name: _____
 Address: _____ Suite: _____
 City: _____ Zip: _____
 Responsible Party: _____ Phone: _____
 Fire Alarm Company: _____ Phone: _____
 License # and level: _____

GENERAL BUILDING INFORMATION:

Occupancy Type: _____ Occupant Load: _____
 New System Tenant Remodel Replacement
 Fire Sprinklers Y N Voice Evacuation Y N Fire Pump Y N
 Special Locking Arrangements² Y N Other (explain) _____

✓ = Pass, X = Fail, NA = Not applicable

Status

DRAWING SUBMITTAL REQUIREMENTS

- Provide (3) sets of drawings, (1) set of technical data (cut) sheets, voltage drop calculations, battery calculations, and a scope of work letter or description.
- Drawings must be to scale
- Label all rooms
- Provide a legend/key for all fire alarm components and include the quantities; the symbols shall comply with NFPA 170 **7.2.3**
- Indicate the person responsible for the system design on the plans **7.2.2**
- Provide a copy of the low voltage license with name, license#, and signature of the license holder on the plans
- Provide a riser diagram **7.2.1(2)**
- Provide a sequence of operation in an input/output matrix **7.2.1(4)**
- Provide a wire legend (wire type and size), show point to point system wiring, and end of line resistors (EOLR) locations. Signaling line circuits (SLR), notification appliance circuits (NAC) or other circuits are preferred to be shown in different colors
- Provide penetration details for fire barrier/walls or smoke barriers; indicate is wiring is in a plenum space
- Show the location of the fire alarm control panel (FACP) and any remote power supplies with smoke detectors ³
- Show the location of fire alarm documents cabinet for all new fire alarm systems **7.7.2**
- Show the location of the fire alarm annunciator; annunciator must be within 10 feet of the main entrance or approved location by the AHJ

INITIATING DEVICES

- Show the location of manual fire alarm boxes; within 5 feet of exit doors **17.15.9.4**; provide additional manual pull boxes every 200 feet of travel **17.15.9.5**
- Show the location of smoke detectors where required by NFPA 72 and/or NFPA 101. **Non-required smoke detectors should not be installed**
- Show the location of duct detectors. **Duct detectors shall report as supervisory only 17.7.5.5**
- Show the location of other smoke sensing detectors (i.e. beam detectors or air sampling smoke detectors)
- Show the location of smoke detectors for the operation of smoke dampers
- Show the location of heat detectors in elevator shafts and other locations required by code or weather conditions **17.6.1**
- Show the interface with kitchen hood/automatic suppression systems **17.14**
- Show the location of sprinkler flow switches for electronic monitoring **17.13, Cartersville Ordinance Ch.9 Article III Fire Prevention Code**
- Show the location of any other automatic extinguishing systems (i.e. clean agent, CO₂, foam, etc.) **17.14**
- Show the location of all tamper switches for electronic monitoring of all sprinkler control valves including the PIV **17.17.1, Cartersville Ordinance Ch.9 Article III Fire Prevention Code**
- Provide pressure supervisory signal initiating device and off normal signal for pressure increases and decreases in dry pipe sprinkler systems **17.17.2**
- Provide fire pump monitoring per NFPA 20 to include pump running, loss of phase, and phase reversal **23.8.5.9**

NOTIFICATION APPLIANCES	
Provide audible notification to attain 15 dB above average ambient sound level throughout the building or space 18.4.4.1 The sound level must be noted on the drawing ⁴	
Where approved by the AHJ, audible notification sound levels may be reduced or eliminated with visual signaling devices 18.4.4.2	
Provide audible notification at a minimum of 75 dB at the pillow level in sleeping areas 18.4.6.1 ⁴	
Provide audible notification that produces low frequency alarm signals in sleeping and living areas 18.4.6.3	
Show the location of speakers with wattage tap where the building is required to have a Fire Emergency/Alarm Communication System(i.e. assembly occupancies with occupant load over 300 or high rise buildings)	
Provide a note on the drawing stating the intelligibility of the voice evacuation system will meet the requirements of NFPA 72 Chapter 18 24.4.2.2.2	
Show the location of visible appliances and indicate the candela rating	
Show the height of strobes above finished floor mounted on the wall 18.5.5.1	
Indicate the ceiling height for ceiling mounted strobes	
Provide strobe spacing in rooms per Table 18.5.5.5.1(a) and Figure 18.5.5.5.1 or Table 18.5.5.5.1(b) 18.5.5.5.1	
Provide a note on the drawing regarding strobe synchronization where two or more strobes are in the same field of vision 18.5.5.5.2 (3), 18.5.5.6.7	
Locate strobes in corridors not more than 15 feet from the end of the corridors and not more than 100 feet between strobes 18.5.5.6.5 Corridors wider than 20 feet must use the spacing requirements for rooms in accordance with 18.5.6.4	
Provide strobes in sleeping areas where required per Table 18.5.5.8.3, 18.5.5.8.3	
EMERGENCY CONTROL FUNCTION INTERFACES	
Provide initiating devices in areas for elevator recall as required by ANSI/ASME A17.1/CSA B44 <i>Safety Code for Elevators and Escalators</i> 21.3	
Provide lobby smoke detector within 21 feet of the centerline of the elevator bank for elevator recall 21.3.5.1	
Smoke detectors shall not be installed in unsprinklered elevator hoistways unless they are installed to activate the elevator smoke relief equipment 21.3.6	
Show the location of all doors on hold opens with compliant smoke detector location per NFPA 72 17.7.5.6 21.8 Note: Smoke detectors for door release to only report as supervisory signal	
Show the location of electrically locked doors (i.e. magnetic locks or access controlled doors) 21.9	
SUPERVISING STATION ALARM SYSTEMS	
Provide a note on the drawing stating that the fire alarm system will be monitored by a supervising station for electronically monitored sprinkler systems and in buildings or occupancies required to have emergency forces notification. All fire sprinkler systems must be monitored by central station monitoring Cartersville Ordinance Ch.9 Article III Fire Prevention Code	

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

² **Special locking arrangements include access control doors, delayed egress locks, and elevator lobby exit access door assemblies.**

³ **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.**

⁴ **An audible sound level test report may be required to be provided to the inspector.**

Notes: _____

Provide contact information for person responsible for completing the plan review form below:

Reviewer: _____ Phone: _____ Date: _____

