FIRE ALARM SYSTEM INSTALLATION
RECORD OF COMPLETION

Name of Protected Property: _____

Address: _____

Representative of Protected Property (name/phone): _____

Authority Having Jurisdiction: _____

Address/Phone Number: _____

	Organization Name/Phone	Representative Name/Phone
Installer	_____	_____
Supplier	_____	_____
Service Organization	_____	_____

Electrical Permit # _____   Date Issued _____   Electrical Final Inspection _____

Location of Record (As-Built) Drawings: _____

Location of Owners 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 transmitted to public fire service communications centers or others, indicate location and telephone numbers of the organization receiving alarm: _____

    _____

    Indicate how alarm is transmitted: _____

   ☐ NFPA 72, Chapter 8 - Proprietary

    Telephone numbers of the organization receiving alarm:

    Alarm: _____

    Supervisory: _____

    Trouble: _____

    If alarms are retransmitted to public fire service communications center or others, indicate location and telephone number of the organization receiving alarm:_____

    Indicate how alarm is retransmitted:_____

   ☐ NFPA 72, Chapter 8 - 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 72, Chapter 9 - Auxiliary

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

    Location and telephone number for receipt of signals: _____

    _____

2. **Record of System Installation**

(Fill out after installation is complete and wiring checked for opens, short, 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 (Indicate 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 _____ on _____, 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 (Indicate 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: _____

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 Non-coded _____   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 _____
(a) Duct Detectors _____   Ion _____   Photo _____   Addressable _____
(a) Heat Detectors _____   FT _____   RR _____   FT/RR _____   RC _____   Addressable _____
(d) Sprinkler Waterflow Indicators: Transmitters _____ Non-coded _____ Coded _____ Addressable _____
(e) The alarm verification feature is disabled _____ or enabled _____, changed from _____ seconds to _____ seconds.
(e) Other (list): _____

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

GUARD'S TOUR
(a) _____ Coded Stations
(b) _____ Non-coded Stations
(c) _____ Compulsory guard's tour system comprised of _____ transmitter stations and intermediate stations
NOTE: Combination devices recorded under 5(b), Manual, and 6(a), Guard's Tour.

SPRINKLER SYSTEM
(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): _____

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) 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)