

# FIRE ALARM SYSTEM RECORD OF COMPLETION

72-31

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

	<i>Organization name / phone</i>	<i>Representative name / phone</i>
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: \_\_\_\_\_

FIGURE 4.5.2.1 Record of Completion.

72-32

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 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: \_\_\_\_\_

**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): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FIGURE 4.5.2.1 Record of Completion.

72-34

**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)