



**June 20, 2011**  
**FIRE ALARM INSPECTION UNIT**  
**INFORMATION BULLETIN**  
**No. 06-01-11**

To: Members of Fire Alarm Industry  
From: Alex Spektor, Director, FAIU  
Effective Date: June 20, 2011  
Subject: **Fire Alarm Acceptance Test - Checklist**

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**PRIOR TO SCHEDULING AN ACCEPTANCE TEST, THE FOLLOWING ITEMS SHOULD BE REVIEWED TO ENSURE THAT THE SYSTEM IS OPERATIONAL AND READY FOR INSPECTION.**

- 1. **Construction Documentation:** FD approved plans, Plan Examination (Form TM-1), Electrician's Sign-off (Form A-433), Manufacturer's cut sheets, MEA Listing or Certificate of Acceptance for all equipment used.
- 2. **Construction Site:** The construction site is substantially clean of debris and arrangements have been made to protect devices after the test is completed if necessary.
- 3. **System Readiness:** The installation of the various components is free of defective workmanship. The fire alarm system has been 100% checked and pre-tested, and functions are in complete compliance with the FD approved plans and sequence of operations, specifications and manufacturer's recommendations.
- 4. **Central Office Connection:** The fire alarm is permanently connected to a listed Central Station and the required zoned signals have been verified.
- 5. **Qualified Testing Personnel :** All appropriate installers must be present including electrical contractor, fire alarm technician(s), sprinkler (fire pump) installer if test involves sprinkler alarms or fire pump; HVAC contractor if test involves duct smoke detectors, fire or smoke dampers.
- 6. **Communication Means:** Two (2) portable radios are provided.
- 7. **Testing Equipment and Tools:** digital voltmeter; DBA meter; flashlight; voice intelligibility meter if intelligibility testing is required; detector testing equipment specified by manufacturer; equipment to provide access to all devices (stepladder, lift, extension rods, etc.).
- 8. **Contracts:** System Monitoring and Maintenance contracts are available on the job site.
- 9. **Special Arrangements.**
  - 9.1. All persons and facilities receiving alarm, supervisory, or trouble signals and all building occupants have been notified of the testing.
  - 9.2. The system test was coordinated to prevent interruption of the critical building systems or equipment.

Note: Upon inspector's request all testing might be done on battery power.

If you need further clarification, please contact Barry Brown, Deputy Chief Inspector at 718-999-2469 or the Scheduling Supervisor at 718-999-2467.

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Director, FAIU