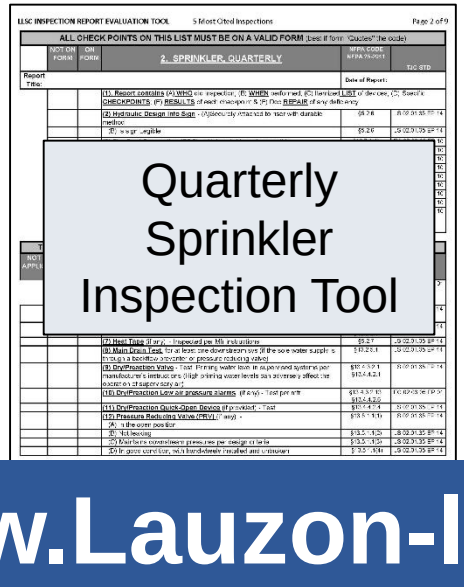
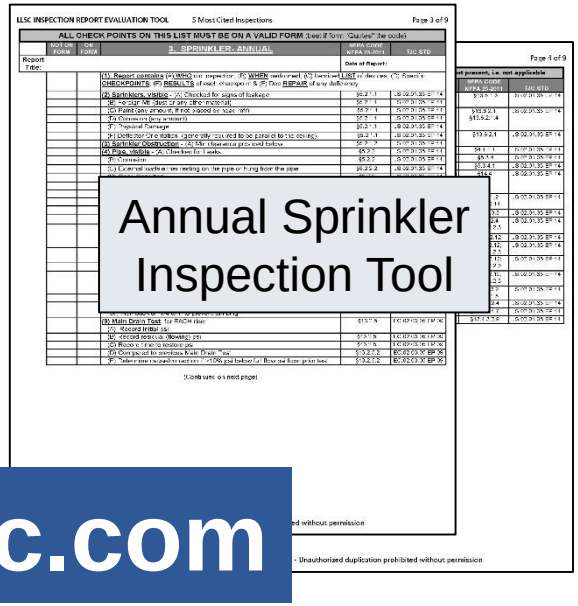
You Need to DOWNLOAD & PRINT

for FREE

Fire Door Inspection Tool

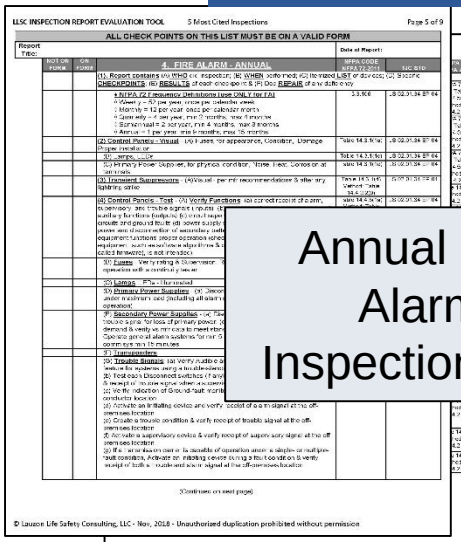


Quarterly Sprinkler Inspection Tool

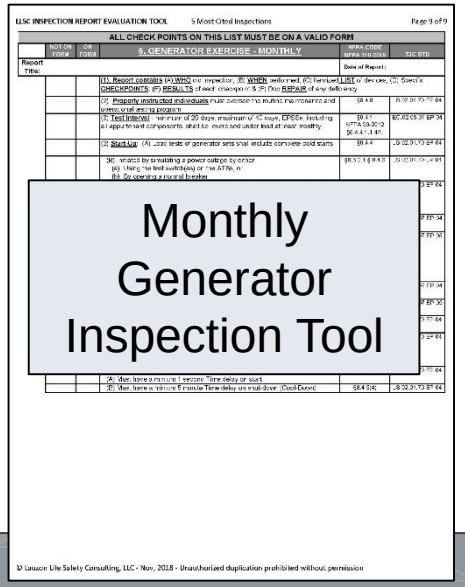


Annual Sprinkler Inspection Tool

www.Lauzon-lsc.com



Annual Fire Alarm Inspection Tool



Monthly Generator Inspection Tool

IMPORTANT !

Prior to the webinar, go to

www.Lauzon-lsc.com

& download

& print

A free copy of the

"Inspection Report Tool Box"

These forms will be used during this webinar.
If you don't have the printed checklist, you'll have to view the fine print on the screen

WHEA LUNCH & LEARN
Dec, 2018

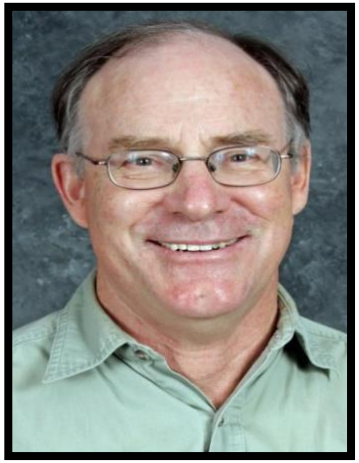
TOOLS for REVIEW of

Inspection Documentation

Lauzon
Life Safety
Consulting

Heather Lauzon Werner

Bill Lauzon



TOOLS for REVIEW of

Inspection Documentation

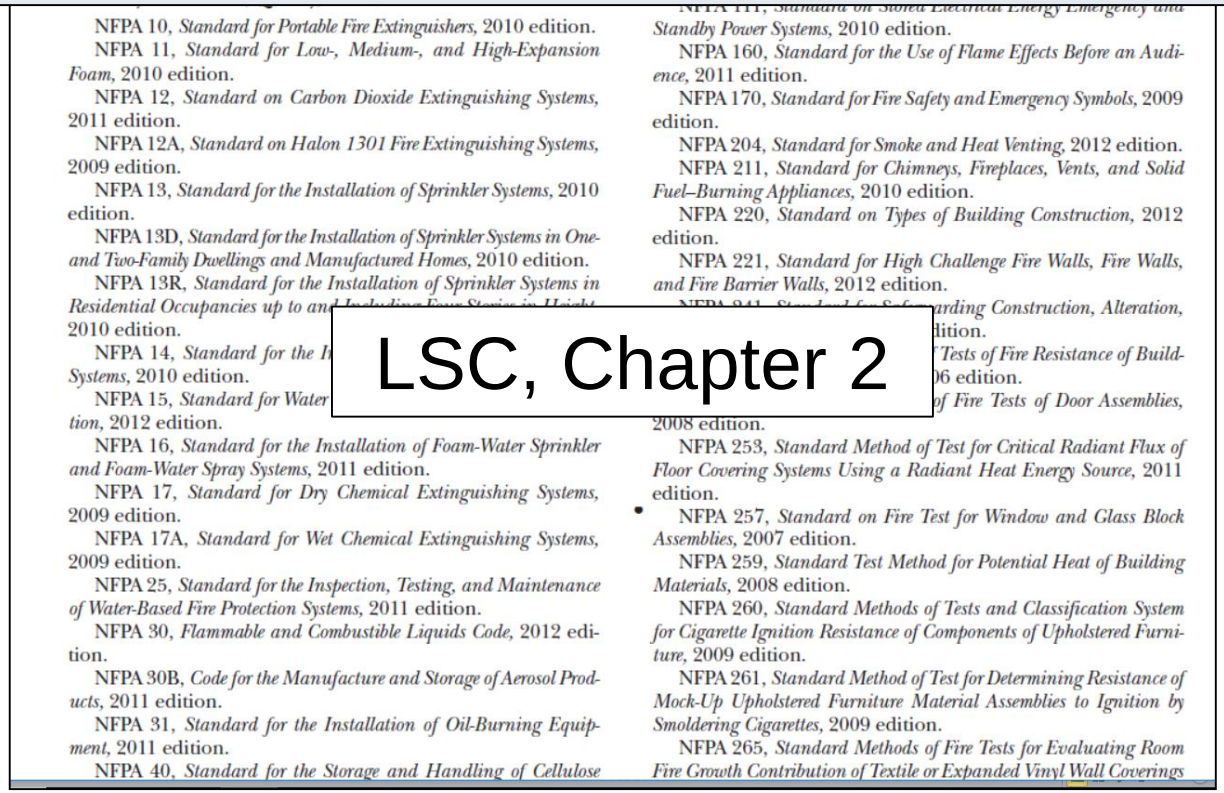
1. REALITIES of Document Review
2. Creating a Checklist
3. The Report Tool Box
4. Evaluate The Big 5 Doc Forms

Inspection Realities

#1 Surveyors Review Very **Few** Inspection Reports

Inspection Docs

There are Many Codes



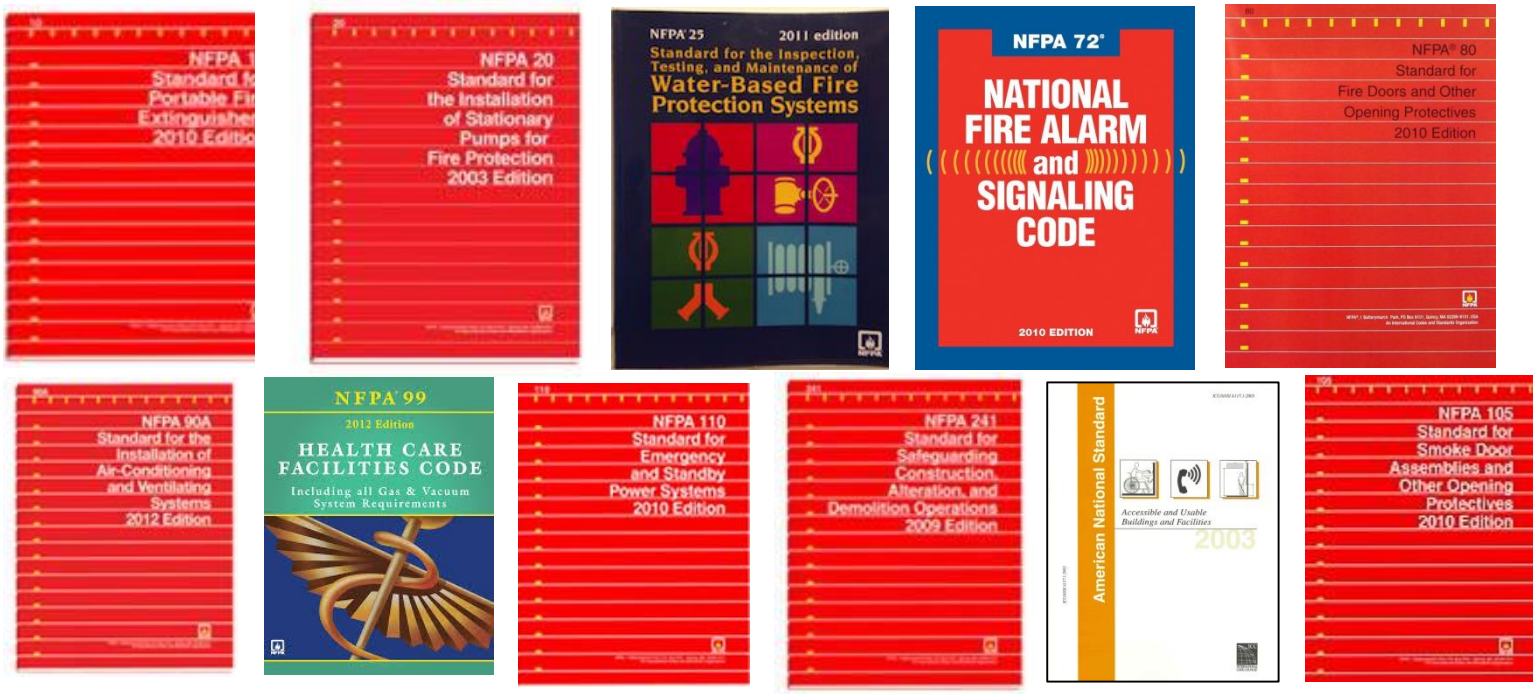
NFPA 10, *Standard for Portable Fire Extinguishers*, 2010 edition.
NFPA 11, *Standard for Low-, Medium-, and High-Expansion Foam*, 2010 edition.
NFPA 12, *Standard on Carbon Dioxide Extinguishing Systems*, 2011 edition.
NFPA 12A, *Standard on Halon 1301 Fire Extinguishing Systems*, 2009 edition.
NFPA 13, *Standard for the Installation of Sprinkler Systems*, 2010 edition.
NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes*, 2010 edition.
NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and*
2010 edition.
NFPA 14, *Standard for the I*
Systems, 2010 edition.
NFPA 15, *Standard for Water*
tion, 2012 edition.
NFPA 16, *Standard for the Installation of Foam-Water Sprinkler and Foam-Water Spray Systems*, 2011 edition.
NFPA 17, *Standard for Dry Chemical Extinguishing Systems*, 2009 edition.
NFPA 17A, *Standard for Wet Chemical Extinguishing Systems*, 2009 edition.
NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*, 2011 edition.
NFPA 30, *Flammable and Combustible Liquids Code*, 2012 edition.
NFPA 30B, *Code for the Manufacture and Storage of Aerosol Products*, 2011 edition.
NFPA 31, *Standard for the Installation of Oil-Burning Equipment*, 2011 edition.
NFPA 40, *Standard for the Storage and Handling of Cellulose*

Standby Power Systems, 2010 edition.
NFPA 160, *Standard for the Use of Flame Effects Before an Audience*, 2011 edition.
NFPA 170, *Standard for Fire Safety and Emergency Symbols*, 2009 edition.
NFPA 204, *Standard for Smoke and Heat Venting*, 2012 edition.
NFPA 211, *Standard for Chimneys, Fireplaces, Vents, and Solid Fuel–Burning Appliances*, 2010 edition.
NFPA 220, *Standard on Types of Building Construction*, 2012 edition.
NFPA 221, *Standard for High Challenge Fire Walls, Fire Walls, and Fire Barrier Walls*, 2012 edition.
arding Construction, Alteration,
lition.
Tests of Fire Resistance of Build-
06 edition.
of Fire Tests of Door Assemblies,
2008 edition.
NFPA 253, *Standard Method of Test for Critical Radiant Flux of Floor Covering Systems Using a Radiant Heat Energy Source*, 2011 edition.
NFPA 257, *Standard on Fire Test for Window and Glass Block Assemblies*, 2007 edition.
NFPA 259, *Standard Test Method for Potential Heat of Building Materials*, 2008 edition.
NFPA 260, *Standard Methods of Tests and Classification System for Cigarette Ignition Resistance of Components of Upholstered Furniture*, 2009 edition.
NFPA 261, *Standard Method of Test for Determining Resistance of Mock-Up Upholstered Furniture Material Assemblies to Ignition by Smoldering Cigarettes*, 2009 edition.
NFPA 265, *Standard Methods of Fire Tests for Evaluating Room Fire Growth Contribution of Textile or Expanded Vinyl Wall Coverings*

LSC, Chapter 2

(MOST have Inspection Requirements)

There are Many Codes



(MOST have Inspection Requirements)

Here's How Many Inspections Are Required!

Required Reports

(They are ALL required by NFPA Codes)

EMERGENCY
C-Fire Safety Plan
Q-Fire Drills
A-Surigical Fire Drill
A-Hyperbaric Fire Drills
C=Report of Fires

5

POLICIES
C-Sprinkler Outage
C-Fire Alarm Outage
C-Fire Watch
C-Space Heater
C-Smoking
A-Surgical Procedures

6

JOINT COMMISSION
C-Interim Life Safety Measures
C-Construction Program
C-Fire Mnagement Plan
C-Life Safety Management Plan
C-Statement of Conditions
C-Utility Management Plan
C-Haz Materials Management Plan
C-Information Collection
C-Safety & Security Management Plan

9

Required Reports

(They are ALL required by NFPA Codes)

BUILDING

A-Fire Doors
S-Fire Dept Inspection
D-Flame Spread Doc
M-Elevator Recall
A-Constr Means of Egress
3-Elevator Use Certificate
3-Pressure Vessel Certificate

7

MECHANICAL

4-Dampers
6-Dampers
S-Smoke Control
A-Smoke Control
Q-Lab Hoods
A-Lab Hoods
W-Eye Wash
A-Bulk Tank

8

FIRE ALARM

W-Alarm Transmission
M-Fire Alarm
Q-Fire Alarm
S-Fire Alarm
A-Fire Alarm
2-Smoke Detector
10-Carbon Monoxide

7

Required Reports

(They are ALL required by NFPA Codes)

ELECTRICAL

W-Generator
M-Generator
A-Generator
A-Load Bank
3-Load Bank
A-Diesel Fuel
A-Natural Gas
A-Transfer Switch
S-Emergency Breakers
A-Emergency Breakers
2-Emergency Breakers

ELECTRICAL

M-Exit Signs
M-Battery Lights
A-Battery Lights
M-Battery Bank Sys
Q-Battery Bank Sys
A-Battery Bank Sys
M-Isolated Power
A-Isolated Power
S-Wet Locations
A-Outlets
A-Plug Strips
A-Lab Cords

23

Required Reports

(They are ALL required by NFPA Codes)

SUPPRESSION
M-Sprinkler
Q-Sprinkler
S-Sprinkler
A-Sprinkler
3-Sprinkler
5-Sprinkler
W-Standpipe
Q-Standpipe
A-Standpipe
3-Standpipe
5-Standpipe

SUPPRESSION
W-Fire Pump
M-Fire Pump
A-Fire Pump
A-Hyrdrants
5-Hyrdrants
D-Water Storage Tank
W-Water Storage Tank
M-Water Storage Tank
Q-Water Storage Tank
S-Water Storage Tank
A-Water Storage Tank
3-Water Storage Tank
5-Water Storage Tank

SUPPRESSION
M-Fire Extinguisher
A-Fire Extinguisher
H-Fire Extinguisher
S-Hood Cleaning
S-Hood Extinguisher
A-Kitchen Equipment
S-Clean Agent
A-Clean Agent
5-Clean Agent
M-Dry Chemical Agent
S-Dry Chemical Agent
A-Dry Chemical Agent
H-Dry Chemical Agent

37

How Many?

(All Total)

Surveyors COULD ask to see

over 100!

Inspection Docs

How Many Inspection Reports do Inspectors Usually Ask to See?

About **10!**

Inspection Docs

That's less than!

10%

of What they COULD Ask For!

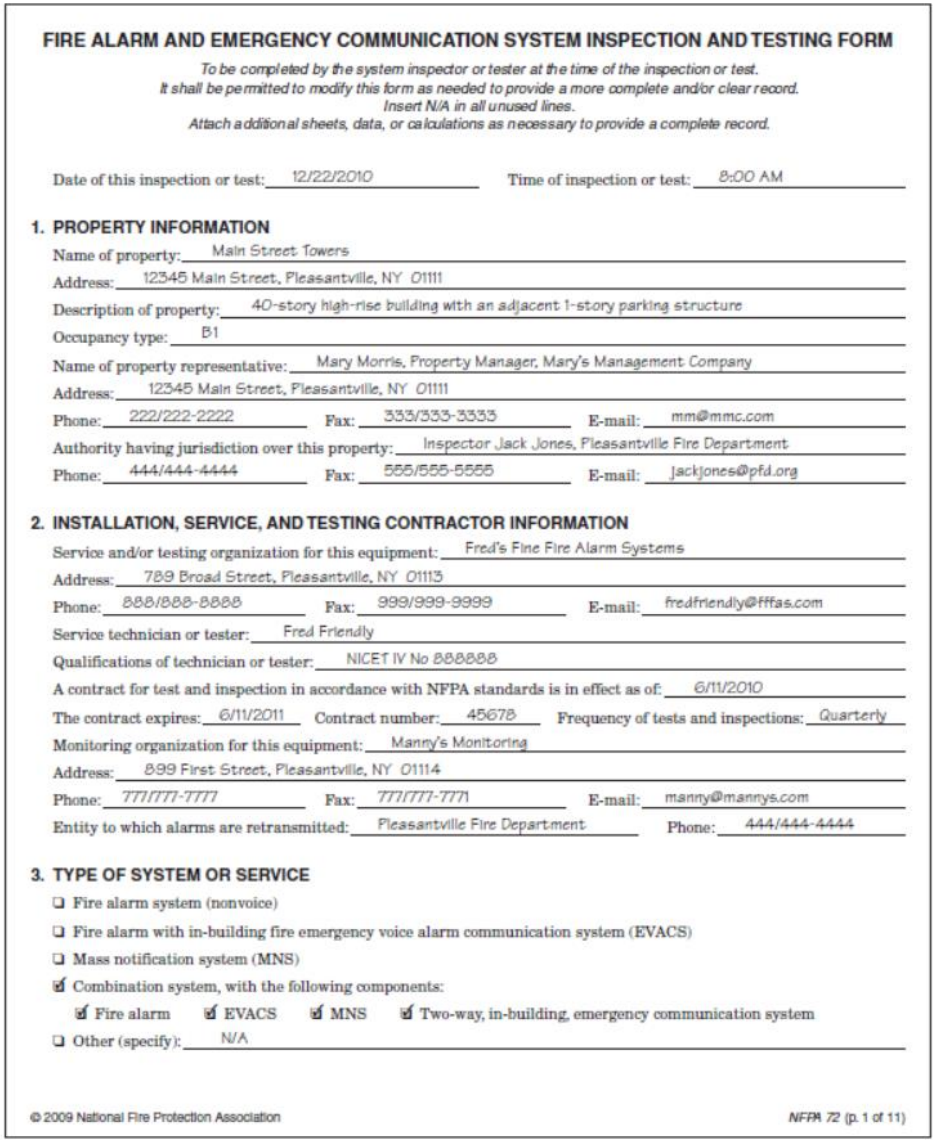
Inspection Realities

#2 Surveyors Review **1%** of Inspection Requirements

How do You Figure That ?

#2 Surveyors Review **1%** of Inspection Requirements

Inspection Realities



FIRE ALARM AND EMERGENCY COMMUNICATION SYSTEM INSPECTION AND TESTING FORM

To be completed by the system inspector or tester at the time of the inspection or test.
It shall be permitted to modify this form as needed to provide a more complete and/or clear record.
Insert N/A in all unused lines.
Attach additional sheets, data, or calculations as necessary to provide a complete record.

Date of this inspection or test: 12/22/2010 Time of inspection or test: 8:00 AM

1. PROPERTY INFORMATION

Name of property: Main Street Towers
Address: 12345 Main Street, Pleasantville, NY 01111
Description of property: 40-story high-rise building with an adjacent 1-story parking structure
Occupancy type: B1
Name of property representative: Mary Morris, Property Manager, Mary's Management Company
Address: 12345 Main Street, Pleasantville, NY 01111
Phone: 222/222-2222 Fax: 333/333-3333 E-mail: mm@mmc.com
Authority having jurisdiction over this property: Inspector Jack Jones, Pleasantville Fire Department
Phone: 444/444-4444 Fax: 555/555-5555 E-mail: jackjones@pfd.org

2. INSTALLATION, SERVICE, AND TESTING CONTRACTOR INFORMATION

Service and/or testing organization for this equipment: Fred's Fine Fire Alarm Systems
Address: 789 Broad Street, Pleasantville, NY 01113
Phone: 888/888-8888 Fax: 999/999-9999 E-mail: fredfriendly@fffas.com
Service technician or tester: Fred Friendly
Qualifications of technician or tester: NICET IV No 888888
A contract for test and inspection in accordance with NFPA standards is in effect as of: 6/11/2010
The contract expires: 6/11/2011 Contract number: 45678 Frequency of tests and inspections: Quarterly
Monitoring organization for this equipment: Manny's Monitoring
Address: 899 First Street, Pleasantville, NY 01114
Phone: 777/777-7777 Fax: 777/777-7771 E-mail: manny@mannys.com
Entity to which alarms are retransmitted: Pleasantville Fire Department Phone: 444/444-4444

3. TYPE OF SYSTEM OR SERVICE

- ❑ Fire alarm system (nonvoice)
- ❑ Fire alarm with in-building fire emergency voice alarm communication system (EVACS)
- ❑ Mass notification system (MNS)
- ☑ Combination system, with the following components:
  - ☑ Fire alarm ☑ EVACS ☑ MNS ☑ Two-way, in-building, emergency communication system
- ❑ Other (specify): N/A

© 2009 National Fire Protection Association NFPA 72 (p. 1 of 11)

FACTORS:

A. There is a LIMITED TIME Available for a Surveyor to Review Documents

B. Surveyors Do NOT use a Checklist of Required Inspection Points

C. Document Review is BORING

Inspection Realities

THIS MEANS:

1. Surveyors Only Visually SCAN the Document

2. Surveyors Look for the 1-4 Things they are Familiar With

3. Typically they Scan Less Than 10% of the Document Items

4. SYSTEM POWER *(continued)*

4.3.4 Batteries

Location: Inside each panel Type: Gel cell Nominal voltage: 24 VDC Amp/hour rating: 14

Calculated capacity of batteries to drive the system:

In standby mode (hours): _____ In alarm mode (minutes): See attached calculations

☑ Batteries are marked with date of manufacture.

5. ANNUNCIATORS ❑ This system does not have annunciators.

5.1 Location and Description of Annunciators

Annunciator 1: Fire control room

Annunciator 2: Front lobby at east entrance doors

Annunciator 3: Engineering office on P1 level

6. NOTIFICATIONS MADE PRIOR TO TESTING

Monitoring organization	Contact:	Manny Monitor	Time:	8:10 AM
Building management	Contact:	Mary Morris	Time:	8:00 AM
Building occupants	Contact:	By PA Announcement	Time:	8:15 AM
Authority having jurisdiction	Contact:	Pleasantville Fire Dept	Time:	8:15 AM
Other, if required	Contact:	N/A	Time:	N/A

7. TESTING RESULTS

7.1 Control Unit and Related Equipment

Description	Visual Inspection	Functional Test	Comments
Control unit	☑	☑	
Lamps/LEDs/LCDs	☑	☑	
Fuses	☑	☑	
Trouble signals	☑	☑	
Disconnect switches	☑	❑	Did not test
Ground-fault monitoring	☑	☑	
Supervision	☑	☑	
Local annunciator	☑	☑	
Remote annunciators	☑	☑	
Power extender panels	☑	☑	
Isolation modules	☑	☑	
Other (specify)	❑	❑	

Inspection Realities

7. TESTING RESULTS *(continued)*

7.11 Auxiliary Functions

Description	Visual Inspection	Functional Test	Comments
Door-releasing devices	☑	☑	
Fan shutdown	☑	☑	
Smoke management/ Smoke control	☐	☐	N/A
Smoke damper operation	☑	☑	
Smoke shutter release	☐	☐	N/A
Door unlocking	☑	☑	
Elevator recall	☑	☑	
Elevator shunt trip	☑	☑	
MNS override of FA signals	☑	☑	
Other (specify)	☐	☐	

7.12 Alarm Initiating Device

☑ Device test results sheet attached listing all devices tested and the results of the testing

7.13 Supervisory Alarm Initiating Device

☑ Device test results sheet attached listing all devices tested and the results of the testing

7.14 Alarm Notification Appliances

☑ Appliance test results sheet attached listing all appliances tested and the results of the testing

7.15 Supervisory Station Monitoring

Description	Yes	No	Time	Comments
Alarm signal	☑	☐	4:30 PM	
Alarm restoration	☑	☐	4:40 PM	
Trouble signal	☑	☐	4:30 PM	
Trouble restoration	☑	☐	4:40 PM	
Supervisory signal	☑	☐	4:30 PM	
Supervisory restoration	☑	☐	4:40 PM	

RESULTS:

4. Do the Math:

10% of Docs x
10% of Doc Items
= 1%

Inspection Realities

#3 A **“Clean”** Inspection Does NOT Mean Compliance

Inspection Realities

This Time: No Inspection Deficiencies ☺

- Maybe You Are Perfect
- Maybe Surveyor is Not Perfect

Remember:

- Only 1% of Things are Checked
- Different Surveyors Key on Different Things

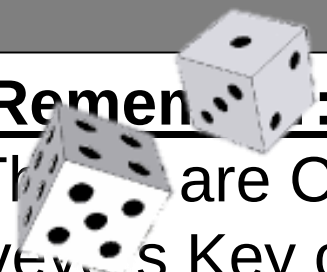
Inspection Realities

This Time: No Inspection Deficiencies! ☺

- Maybe You Are Perfect
- Maybe Surveyor is Not Perfect

Remember:

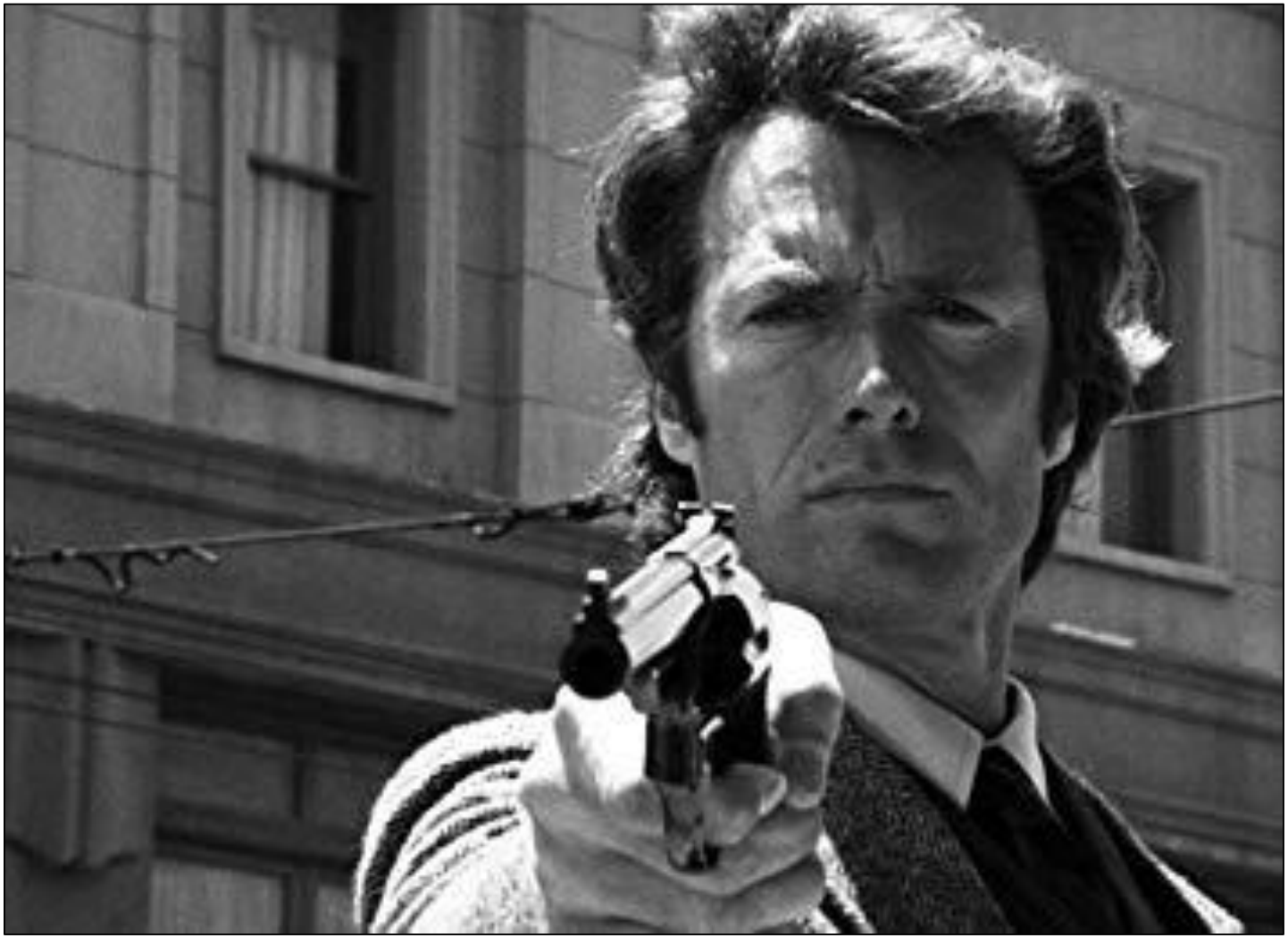
- Only 1% of Th[illegible] are Checked
- Different Surveyors Key on Different Things



Next Time: Inspection Deficiencies? ☹

It all boils down to . . .

Do You Feel Lucky?



Inspection Realities

#4

<u>Vendors</u> Don’t
Always do it Right

Inspection Realities

4. Vendors Don't Always do it Right

- Most of their Clients are NOT Health Care

- Most of their Clients are NOT Surveyed, so NO ONE is reviewing their work

- Most do not Know What Edition of the Code you Need to Follow

Inspection Realities

4. Vendors Don't Always do it Right

- Most Vendor's Forms do NOT Follow Detailed Code Requirements

- Vendors Know the Technicalities of the System, but not all the Details of Code Inspections

- Many Surveyors Blindly Accept Vendor Forms

4. Vendors Don't Always do it Right

- The Bigger the Vendor the More Resistance to Change
- The Customer is Always Right
- You Pay the Vendor to Protect You; Hire Another if They Don't Produce

Inspection Realities

#5 **Beware of Advice**

Inspection Realities

5. Beware of Advice

- CMS is the BOSS on federal compliance

1. State surveyors can't speak for CMS
(they only give personal opinions)

2. State surveyors don't get CMS interprations

2. CMS is usually poor/late at clarifications
Refer to S&C Letters, Fed Register

- Must follow the MOST Restrictive Rules

5. Beware of Advice

The Joint Commission

TJC processes are sometimes:

1. Incomplete (Don't always apply the Code)
2. Sometimes Contrary to CMS or the Code

Recent ASHE Article

COMPLIANCE+OPERATIONS

Tracking and documenting physical environment compliance

How to prepare for accreditation surveys well ahead of time

November 7, 2018 | Joshua Brackett, PE

Image by Shutterstock

A facility professional new to a hospital has just been told by the CEO that the facility has been in its "Joint Commission window" of 18 months from the previous survey for the past year.

Although familiar with The Joint Commission survey process, the facility manager has no

ASHE HFM Magazine

Nov-Dec 2018

Be especially cautious of Following

Joint Commission

Rules

Inspection Realities

5. Beware of Advice

- Example: Inspecti

These date time frames can be found at the
Commission's Comprehensive Accreditation

- Every six years = 72 months from the last event, +/- 45 day
- Every five years = 60 months from the last event, +/- 45 da
- Every 36 months/three years = 36 months from the last even
- Annually/every 12 months/once per year/every year = one yea
  +/- 30 days.
- Every six months/semiannually = six months from the last event, +/
- Quarterly = three months from last event, +/- 10 days.
- Monthly = 12 times per year, once per calendar month.
- Every week = once per calendar week.

These Accreditation Time Frames are not on any codes (Fire Alarm tolerances come the close

DO NOT Follow for ANY inspection. (Follow the code!)

TOOLS for REVIEW of

Inspection Documentation

1. REALITIES of Document Review
2. **Creating an Inspection Checklist**
3. The Report Tool Box
4. Evaluate The Big 5 Doc Forms

Checklist Creation

Checklist Method

Evaluate your FORMS against <u>what the codes require</u>

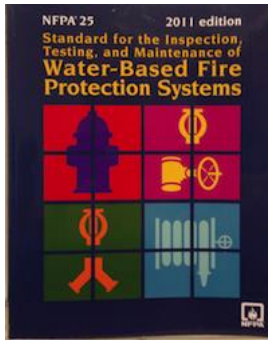
How do I Extract the Details of Required Inspections & Tests?

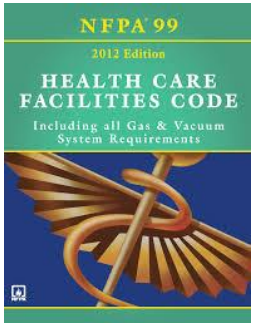
4 STEPS:

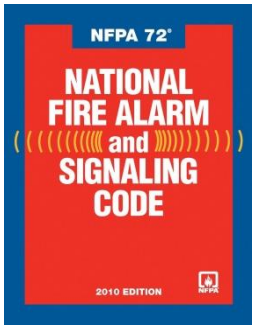
1. Determine WHAT CODE is applicable
2. Get a COPY of the code
   - Printed – Easier to view, More time consuming
   - Electronic – May be on-line; Not always handy
3. SEARCH for key "frequency" words
   - Printed – May Miss some inspections
   - Electronic –Usually faster & more precise
4. Make Up a Inspection Doc Checklist

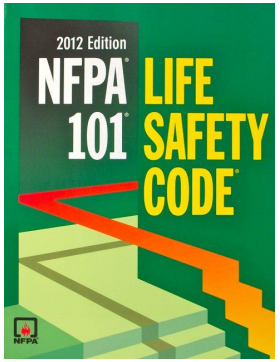
Step 1: Determine WHAT CODE is applicable

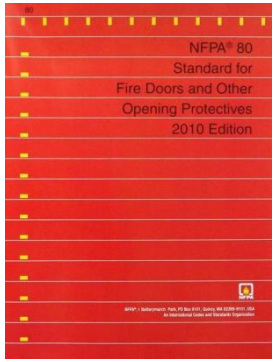
- Must Have Access to Many Codes
- Must Know Where Inspection Requirements are Located

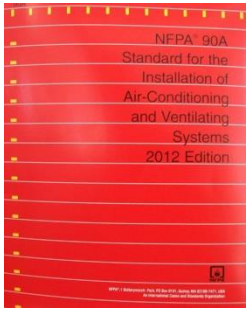


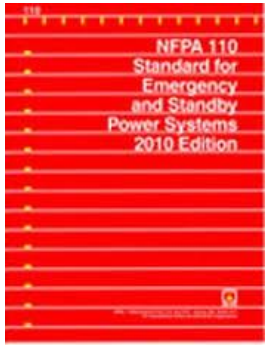










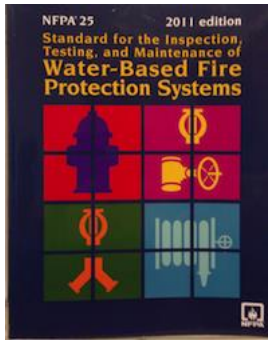


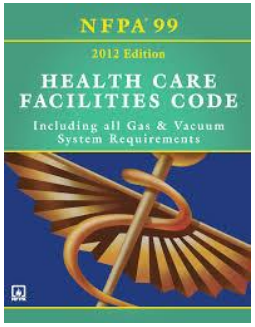
Also see CMS S&C Letters (web browse: CMS)

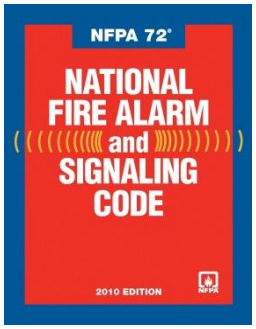
Let's use an example

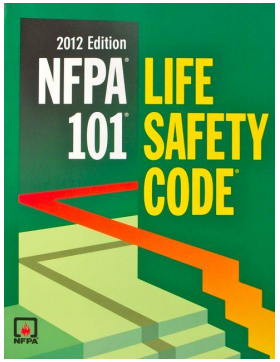
Checklist Creation

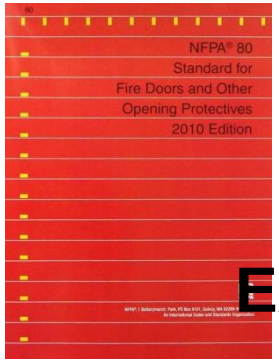
Step 1: Determine WHAT CODE is applicable

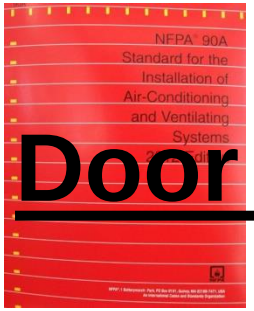










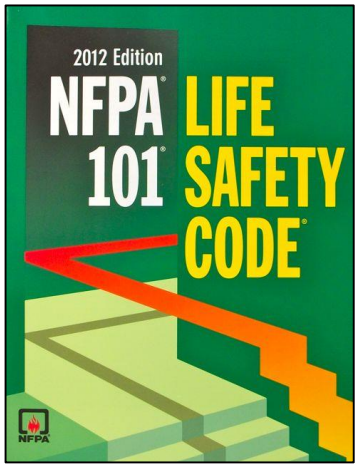


EXAMPLE: Door Inspections

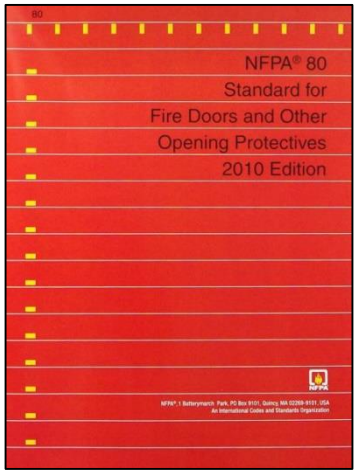
EXAMPLE: Door Inspections

Checklist Creation

Step 2: Get a COPY of the code



- Most facilities have the 2012 LSC
- Recommend getting pdf version from NFPA (handbook is better)



- NFPA 80 (small std)
- Recommend getting pdf version from NFPA (handbook is better)

Look in Table of Contents or Index for "Inspection" & "Test"

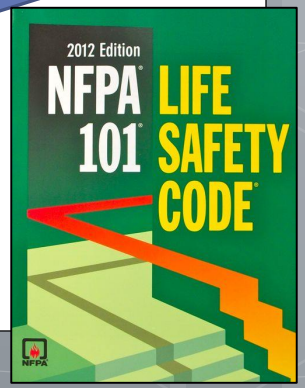
Checklist Creation

Door Inspections in LSC

Start at Chapter 7

Research Fire Door Inspections

Continue in Chapter 8

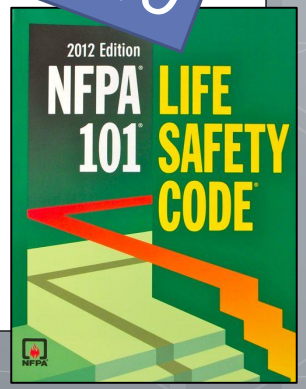


Checklist Creation

EXAMPLE: Door Inspections

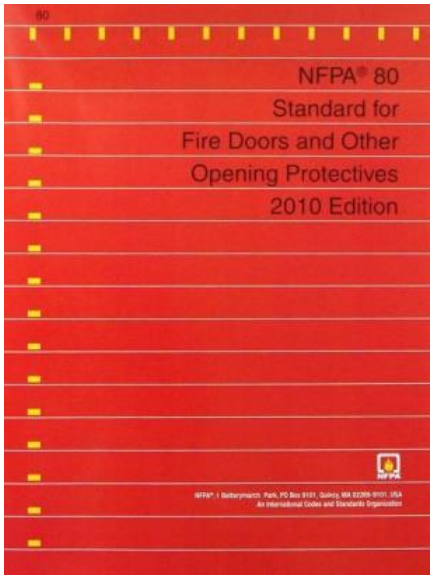
Research Fire Door Inspections

Finally in Chapter 18/19

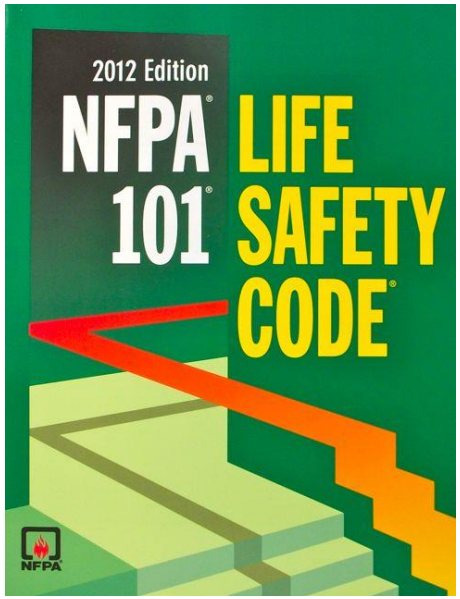


Step 3: SEARCH for key words

Do a methodical search of each NFPA referenced code looking for keywords of :

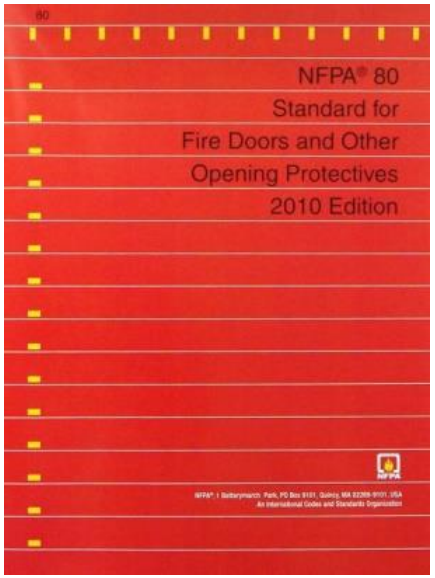


- Day or Daily
- Week
- Month
- Quarter
- Annual
- Year

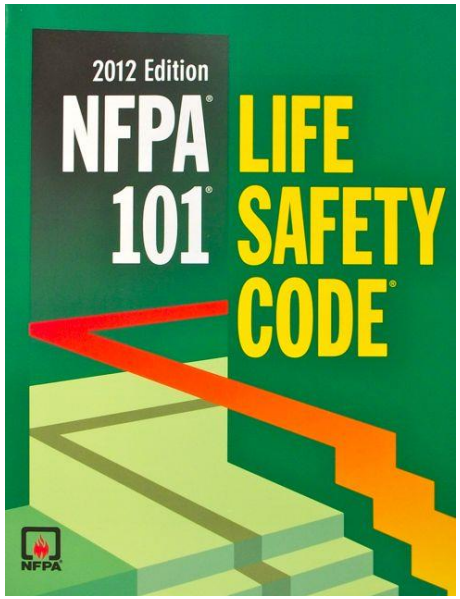


Step 3: SEARCH for key words

Do a methodical search of each NFPA referenced code looking for keywords of inspection FREQUENCY :



- Day or Daily
- Week
- Month
- Quarter
- Annual
- Year



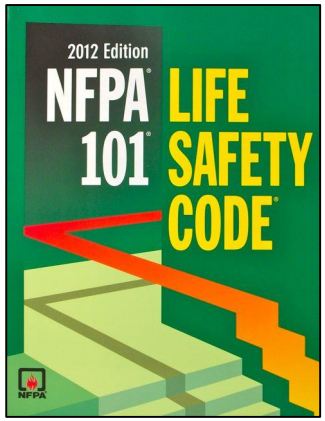
Can scan visually … BUT
It's easy to miss inspections

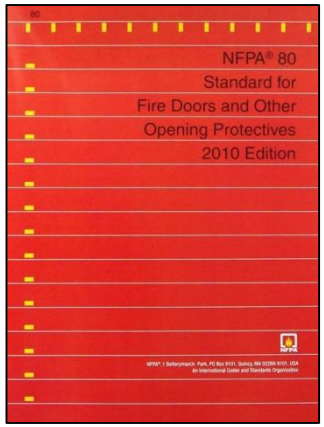
EXAMPLE: Door Inspections

Checklist Creation

Step 3: SEARCH for key words

I prefer to use seachable pdf versions of the codes





Use ‘Control F’ (“Find”)

Search for: “inspect” & “test”

Search for frequency: “day”, “daily”, “week”, “month”, “quarter”, “semi”, “annual”, “year”

Checklist Creation

EXAMPLE: Door Inspections

7.2.1.15 Inspection of Door Openings.

7.2.1.15.1* Where required by Chapters 11 through 43, the following door assemblies shall be inspected and tested not less than annually in accordance with 7.2.1.15.2 through 7.2.1.15.8.

(1) Door leaves equipped with panic hardware or fire exit hardware in accordance with 7.2.1.7
(2) Door assemblies in exit enclosures
(3) Electrically controlled egress doors
(4) Door assemblies with special locking arrangements subject to 7.2.1.6

7.2.1.15.2 Fire-rated door assemblies shall be inspected and tested in accordance with NFPA 80, *Standard for Fire Doors and Other Opening Protectives*. Smoke door assemblies shall be inspected and tested in accordance with NFPA 105, *Standard for Smoke Door Assemblies and Other Opening Protectives*.

7.2.1.15.3 The inspection and testing interval for fire-rated and nonrated door assemblies shall be permitted to exceed 12 months under a written performance-based program in accordance with 5.2.2 of NFPA 80, *Standard for Fire Doors and Other Opening Protectives*.

7.2.1.15.4 A written record of the inspections and testing shall be signed and kept for inspection by the authority having jurisdiction.

7.2.1.15.5 Functional testing of door assemblies shall be performed by individuals who can demonstrate knowledge and understanding of the operating components of the type of door being subjected to testing.

7.2.1.15.6 Door assemblies shall be visually inspected from both sides of the opening to assess the overall condition of the assembly.

Chapter 7 Results

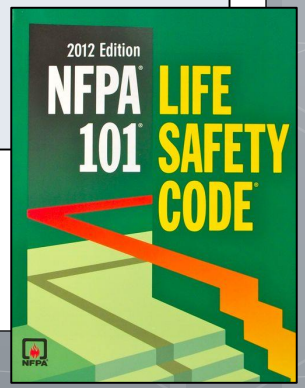
"Where Required"

Applies Only in:

- Chapters 12/13-Assembly
- Chapters 15/15-Education
- Chapters 16/17-Day Care
- Chapters 32/33-Res B&C

CMS S&C Letter 17-38

- Confirms Applies ONLY in these Occupancies IF 2-hr separated from Healthcare



Checklist Creation

EXAMPLE: Door Inspections

8.2.2 General.

8.2.2.1 Where required by other chapters of this *Code*, every building shall be divided into compartments to limit the spread of fire and restrict the movement of smoke.

8.2.2.2 Fire compartments shall be formed with fire barriers that comply with Section 8.3.

8.2.2.3 Fire compartments shall be formed by fire bar complying with 8.3.1.2.

8.2.2.4 Where door assemblies are required elsewhere in this *Code* to be smoke leakage–rated in accordance with 8.2.2.4, door assemblies shall comply with all of the following:

(1) They shall be tested in accordance with ANSI/UL 1784, *Standard for Air Leakage Tests for Door Assemblies.*
(2) The maximum air leakage rate of the door assembly shall be 3.0 $ft^3/min/ft^2$ (0.9 $m^3/min/m^2$) of door opening at 0.10 in. water column (25 N/m^2) for both the ambient and elevated temperature tests.
(3) Door assemblies shall be installed in accordance with NFPA 105, *Standard for Smoke Door Assemblies and Other Opening Protectives.*
(4) Door assemblies shall be inspected in accordance with 7.2.1.15.

Chapter 8 Results

"Smoke Leakage"

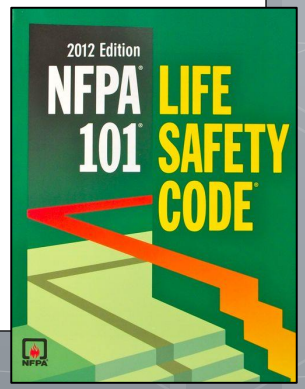
"Where Required"

Applies Only if Smoke Leakage-Rating is required:

Smoke Leakage Rating is Required Only in:

- Areas of Refuge in Accessible MofE
- Accessible Occupant Evac Shafts
- Not Smoke Barrier & Corridor Doors

A.8.4.3.4 Gasketing of doors should not be necessary, as the clearances in NFPA 80, *Standard for Fire Doors and Other Opening Protectives*, effectively achieve resistance to the passage of smoke if the door is relatively tight-fitting.



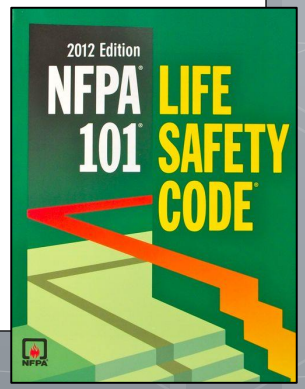
Checklist Creation

EXAMPLE: Door Inspections

Chapter 18/19 Results

NO Door Inspections

NO added Door Inspections in Healthcare



EXAMPLE: Door Inspections

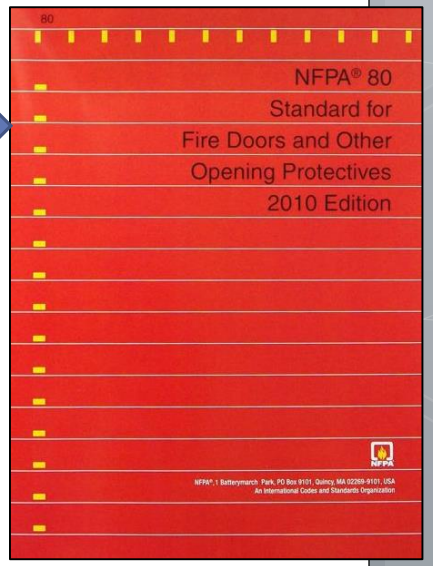
Checklist Creation

CMS S&C Letter 17-38
CMS Expectations on Door Inspections

In health care occupancies, annual inspection and testing in accordance with the 2010 NFPA 80 is required for all fire door assemblies. Non-rated doors, including corridor doors to patient care rooms and smoke barrier doors, are not subject to the annual inspection and testing requirements of either NFPA 80 or NFPA 105. But, non-rated doors should be routinely inspected as part of the facility maintenance program as all required life safety features and systems must be maintained in proper working order. LSC deficiencies associated with the annual inspection and testing of fire doors should be cited under K211 – *Means of Egress - General*.

KEY POINTS:

- Annual Fire Door inspection per NFPA 80-2010
- Non-Rated Doors do NOT need to be annually inspected; but must be maintained
- Cite under K211 (later revised to K761)

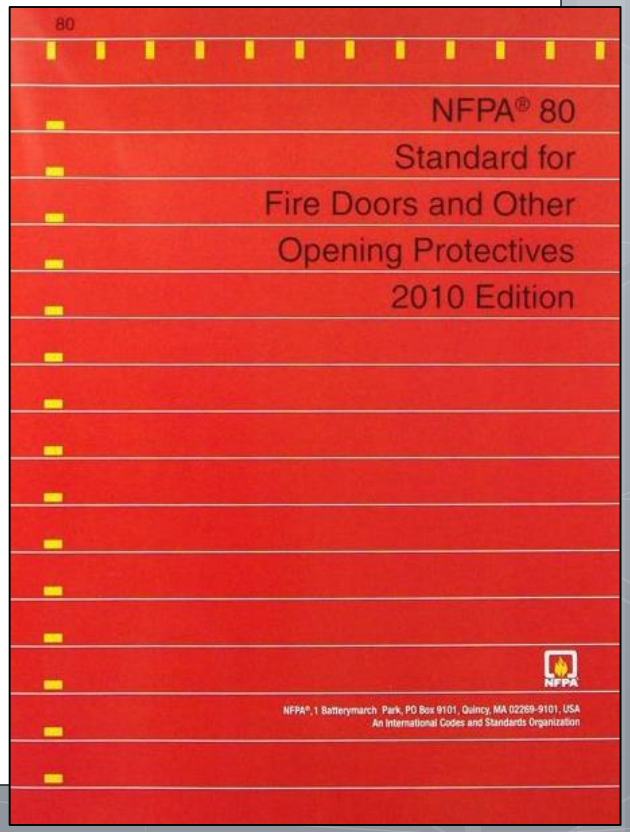


Checklist Creation

EXAMPLE: Door Inspections

Look in Section 5.2

Research Fire Door Inspections



Checklist Creation

EXAMPLE: Door Inspections

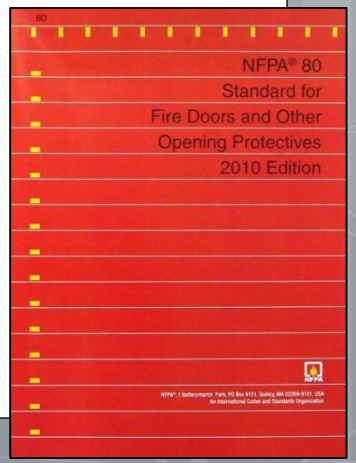
5.2* Inspections.

▲ 5.2.1* Fire door assemblies shall be inspected and tested not less than annually, and a written record of the inspection shall be signed and kept for inspection by the AHJ.

▲ 5.2.3 Functional Testing.

5.2.3.1 Functional testing of fire door and window assemblies shall be performed by individuals with knowledge and understanding of the operating components of the type of door being subject to testing.

5.2.3.2 Before testing, a visual inspection shall be performed to identify any damaged or missing parts that can create a hazard during testing or affect operation or resetting.



Checklist Creation

EXAMPLE: Door Inspections

5.2.4 Swinging Doors with Builders Hardware or Fire Door Hardware.

5.2.4.1 Fire door assemblies shall be visually inspected from both sides to assess the overall condition of door assembly.

▲ **5.2.4.2** As a minimum, the following items shall be verified:

▲ (1) No open holes or breaks exist in surfaces of either the door or frame.

▲ (2) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.

▲ (3) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.

▲ (4) No parts are missing or broken.

▲ (5) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.

(6) The self-closing device is operational; that is, the active door completely closes when operated from the full open position.

(7) If a coordinator is installed, the inactive leaf closes before the active leaf.

(8) Latching hardware operates and secures the door when it is in the closed position.

▲ (9) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.

(10) No field modifications to the door assembly have been performed that void the label.

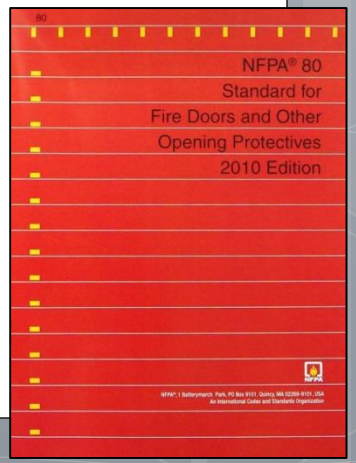
▲ (11) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.

KEY CHECKPOINTS

1. Is the door in working order & good condition (1)-(4); (6)-(9); (11)

2. Clearances per code (5)

3. No field modifications (10)



EXAMPLE: Door Inspections

Checklist Creation

Step 4: Make Up a Document CHECKLIST

I prefer to cut & place discoveries in a spreadsheet

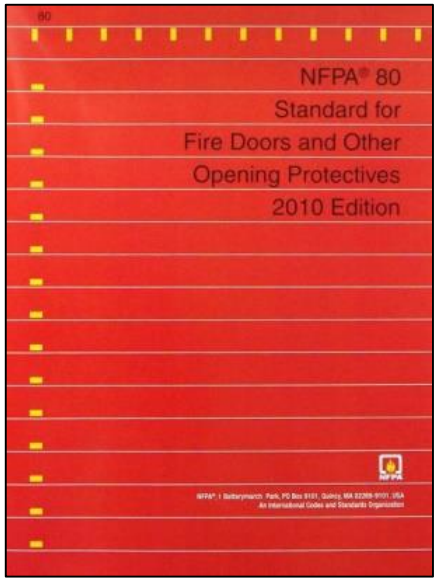
- Requirement
- Code Reference

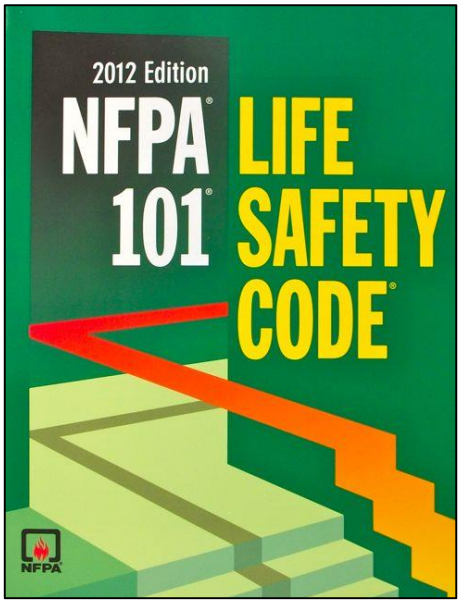
1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1
(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.6
(4) Visual inspection (A) performed (prior to testing) from both sides to assess overall condition of door assembly	§5.2.3.1 5.2.4.1
(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)
(C) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.	§5.2.4.2(3)
(D) No parts are missing or broken.	§5.2.4.2(4)
(E) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.	§5.2.4.2(5)
(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)
(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)
(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)
(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9

You'll Quickly Learn there are

2

Inspection Situations



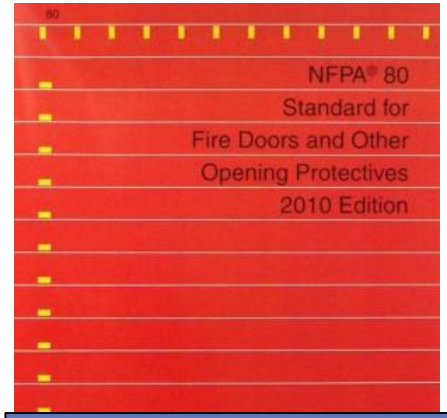


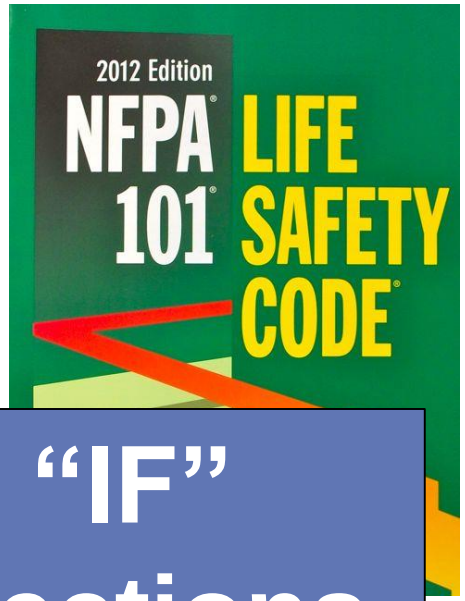
Checklist Creation

You'll Quickly Learn there are

2

Inspection Situations





1. "Basic" Inspections

2. "IF" Inspections

Research the Applicable Codes

1. “Basic” Inspections

Do these Inspections for ALL items

Research the Applicable Codes

2. "IF" Inspections

Inspections you do ONLY "IF" you have a certain component

You'll see these later when we review specific checklists

Checklist Creation

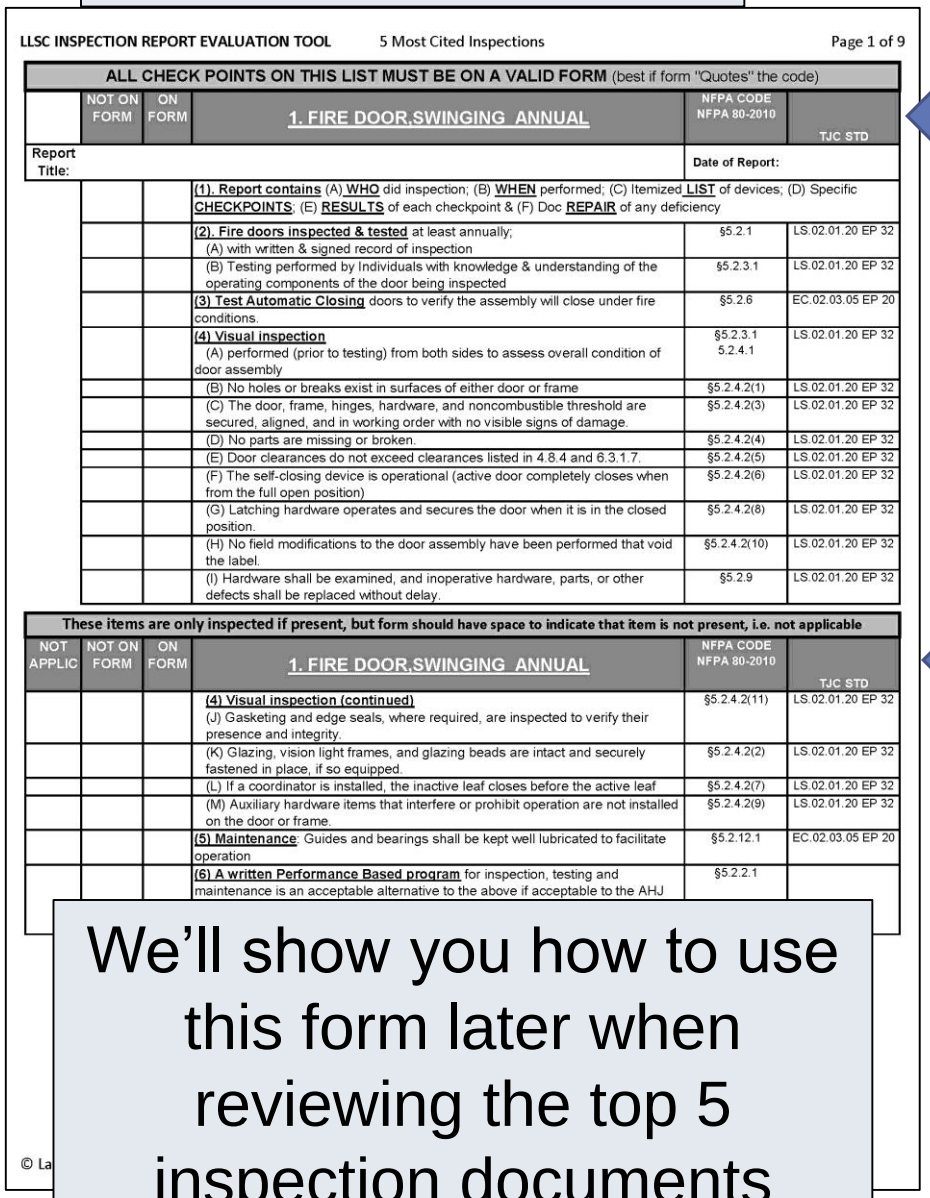
The process of creating checklists can be very complicated & time consuming

LLSC has gone through these steps for almost all the NFPA codes
(available to Code Central Members as the “Document Tool Box”)

Let’s look at the LLSC Door Inspection Checklist

TWO PARTS OF THE CHECKLIST

Fire Door Checklist



LLSC INSPECTION REPORT EVALUATION TOOL 5 Most Cited Inspections Page 1 of 9

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1	LS.02.01.20 EP 32
			(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1	LS.02.01.20 EP 32
			(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.6	EC.02.03.05 EP 20
			(4) Visual inspection (A) performed (prior to testing) from both sides to assess overall condition of door assembly	§5.2.3.1 5.2.4.1	LS.02.01.20 EP 32
			(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)	LS.02.01.20 EP 32
			(C) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.	§5.2.4.2(3)	LS.02.01.20 EP 32
			(D) No parts are missing or broken.	§5.2.4.2(4)	LS.02.01.20 EP 32
			(E) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.	§5.2.4.2(5)	LS.02.01.20 EP 32
			(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)	LS.02.01.20 EP 32
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)	LS.02.01.20 EP 32
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)	LS.02.01.20 EP 32
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9	LS.02.01.20 EP 32

These items are only inspected if present, but form should have space to indicate that item is not present, i.e. not applicable

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.	§5.2.4.2(11)	LS.02.01.20 EP 32
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.	§5.2.4.2(2)	LS.02.01.20 EP 32
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)	LS.02.01.20 EP 32
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.	§5.2.4.2(9)	LS.02.01.20 EP 32
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1	EC.02.03.05 EP 20
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ	§5.2.2.1	

© La

Part 1 - **Basics**

Inspect ALL rated doors for these items

4 BASIC CHECKPOINTS

Part 2 – **"IFs"**

Inspect these items IF you have these components

3 SUPPLIMENTAL CHECKPOINTS

We'll show you how to use this form later when reviewing the top 5 inspection documents

TOOLS for REVIEW of

Inspection Documentation

1. REALITIES of Document Review
2. Document Review Concepts
3. **The Report Tool Box**
4. Evaluate The Big 5 Doc Forms

What is the Report Tool Box?

NOTHING MORE THAN

A COPY OF THE CODE

In a Checklist Format

It's a Tool to:

1. Show That You Know the Code
2. Document That You are Following the Code

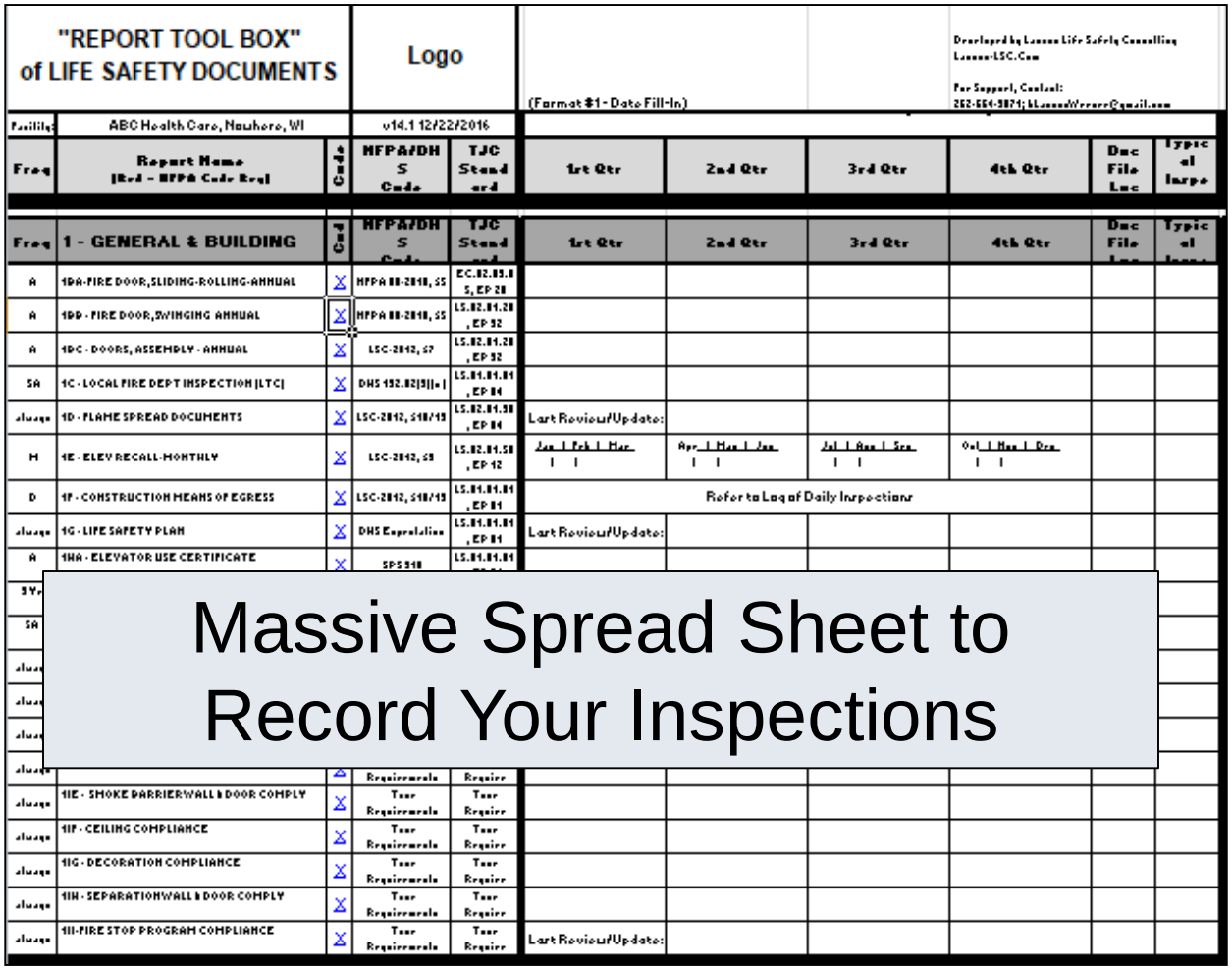
Code Workshop

Report Tool Box Suite

1. Report Tool Box
2. Document Tool Box

AVAILABLE TO CODE CENTRAL MEMBERS
(FREE DOWN-LOAD)

1. Report Tool Box



"REPORT TOOL BOX"
of LIFE SAFETY DOCUMENTS

Logo

(Format $1 - Date Fill-In)

Developed by Lessee Life Safety Consulting
Lessee-LSC.Com

For Support, Contact:
262-554-3871; bLesseeWrenee@gmail.com

Facility: ABC Health Care, Nowhere, WI

v14.1 12/22/2016

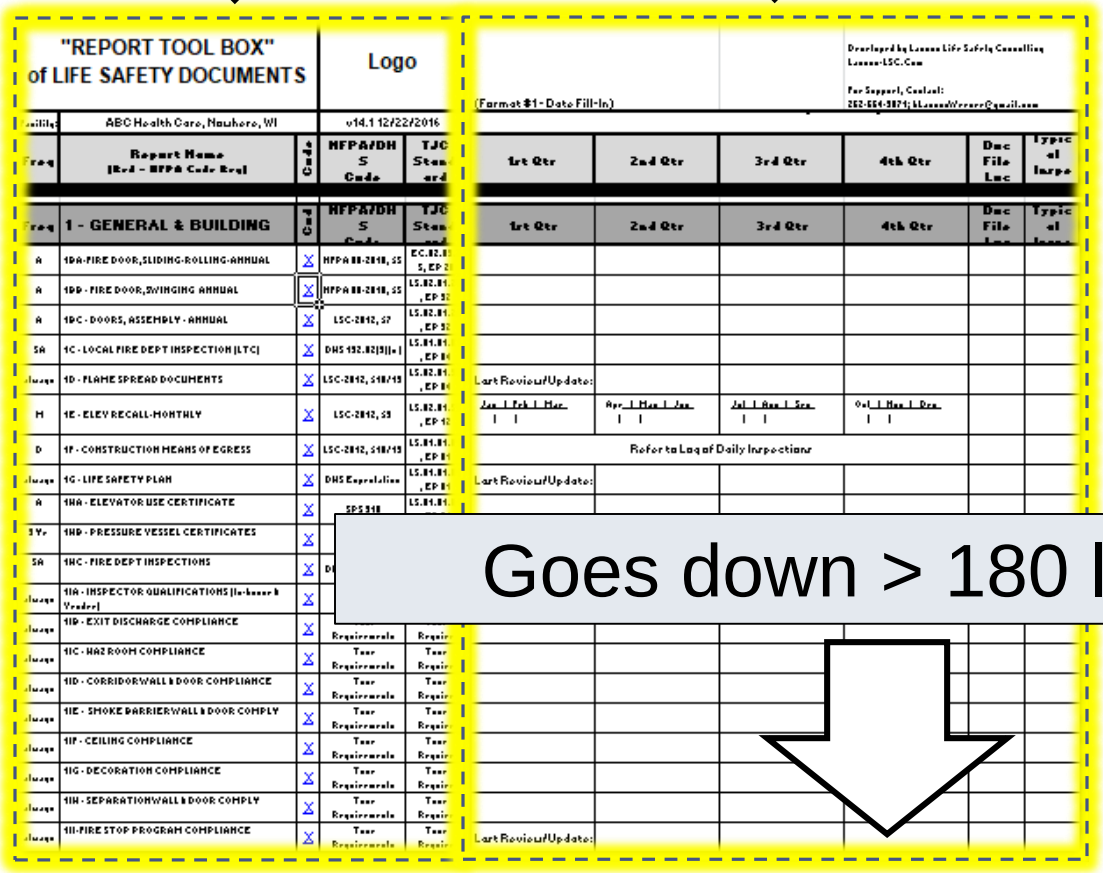
Freq	Report Name (Red = NFPA Code Req)	Code	NFPA/DHS Code	TJC Standard	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Doc File Loc	Typical Inspe
Freq	1 - GENERAL & BUILDING	Cod	NFPA/DHS Code	TJC Standard	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Doc File Loc	Typical Inspe
A	1DA-FIRE DOOR,SLIDING-ROLLING-ANNUAL	X	NFPA 80-2010, 5	EC.02.05.0 5, EP 28						
A	1DB - FIRE DOOR,SWINGING ANNUAL	X	NFPA 80-2010, 5	LS.02.01.20 , EP 32						
A	1DC - DOORS, ASSEMBLY - ANNUAL	X	LSC-2012, 7	LS.02.01.20 , EP 32						
SA	1C - LOCAL FIRE DEPT INSPECTION (LTC)	X	DHS 132.82(3)(a)	LS.01.01.01 , EP 04						
always	1D - FLAME SPREAD DOCUMENTS	X	LSC-2012, 910/13	LS.02.01.30 , EP 04	Last Review/Update:					
M	1E - ELEV RECALL-MONTHLY	X	LSC-2012, 9	LS.02.01.50 , EP 12	Jan | Feb | Mar	Apr | May | Jun	Jul | Aug | Sep	Oct | Nov | Dec		
D	1F - CONSTRUCTION MEANS OF EGRESS	X	LSC-2012, 910/13	LS.01.01.01 , EP 01	Refer to Log of Daily Inspections					
always	1G - LIFE SAFETY PLAN	X	DHS Regulation	LS.01.01.01 , EP 01	Last Review/Update:					
A	1HA - ELEVATOR USE CERTIFICATE	X	SPS 318	LS.01.01.01						
SY										
SA										
always										
always										
always										
always										
always	1IE - SMOKE BARRIERWALL & DOOR COMPLY	X	Your Requirements	Your Requirements						
always	1IF - CEILING COMPLIANCE	X	Your Requirements	Your Requirements						
always	1IG - DECORATION COMPLIANCE	X	Your Requirements	Your Requirements						
always	1IH - SEPARATIONWALL & DOOR COMPLY	X	Your Requirements	Your Requirements						
always	1II-FIRE STOP PROGRAM COMPLIANCE	X	Your Requirements	Your Requirements	Last Review/Update:					

Massive Spread Sheet to Record Your Inspections

Report Tool Box

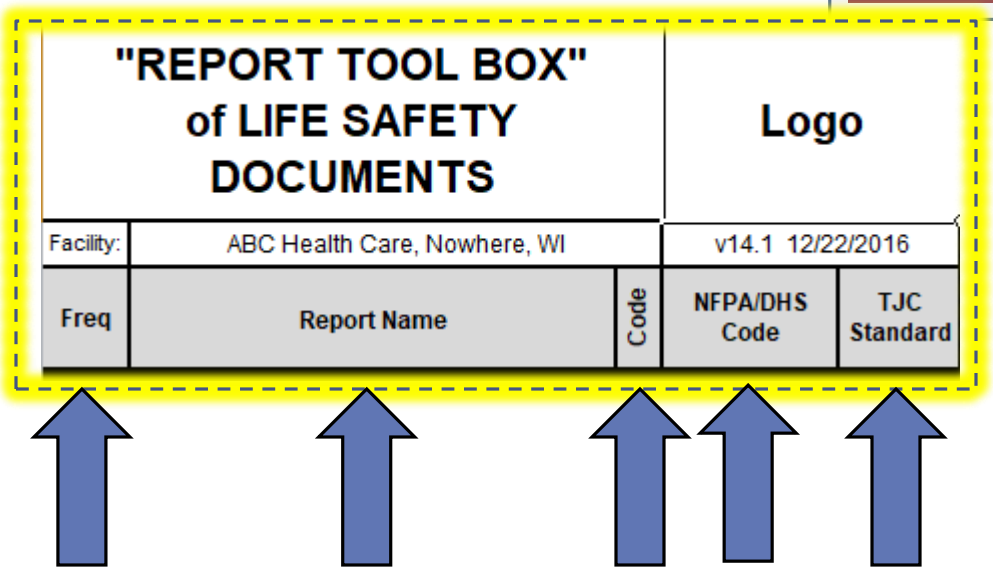
Inspection Report Names

Check-List (Write-In Option)



Report Tool Box

Left Hand Side



Column Headings

1. Frequency of Inspection: W, M, Q, SA, A, 2yr, etc
2. Report Name (over 120)
3. NFPA Code Hyperlink: read the code requirements
4. NFPA Code Reference
5. TJC Standard Reference

Report Tool Box

Left Hand Side

"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS			Logo	
Facility:	ABC Health Care, Nowhere, WI		v14.1 12/22/2016	
Freq	Report Name	Code	NFPA/DHS Code	TJC Standard

Freq	1 - GENERAL & BUILDING	Code	NFPA/DHS Code	TJC Standard
A	1BA-FIRE DOOR,SLIDING-ROLLING-ANNUAL	X	NFPA 80-2010, §5	EC.02.03.05, EP 20
A	1BB -		0,	LS.02.01.20, EP 32
A	1BC -		7	LS.02.01.20, EP 32
SA	1C - LOCAL FIRE DEPT INSPECTION (LTC)	X	DHS 132.82(3)(c)	LS.01.01.01, EP 04
always	1D - FLAME SPREAD DOCUMENTS	X	LSC-2012, §18/19	LS.02.01.30, EP 04
M	1E - ELEV RECALL-MONTHLY	X	LSC-2012, §9	LS.02.01.50, EP 12
D	1F - CONSTRUCTION MEANS OF EGRESS	X	LSC-2012, §18/19	LS.01.01.01, EP 01
always	1G - LIFE SAFETY PLAN	X	DHS Expectation	LS.01.01.01, EP 01
A	1HA - ELEVATOR USE CERTIFICATE	X	SPS 318	LS.01.01.01, EP 04
3Yr	1HB - PRESSURE VESSEL CERTIFICATES	X	SPS 341.17	LS.01.01.01, EP 04
SA	1HC - FIRE DEPT INSPECTIONS	X	DHS 132.82(3)(c)	LS.01.01.01, EP 04
always	1IA - INSPECTOR QUALIFICATIONS (In-house &	X	misc	misc

>20 Reports

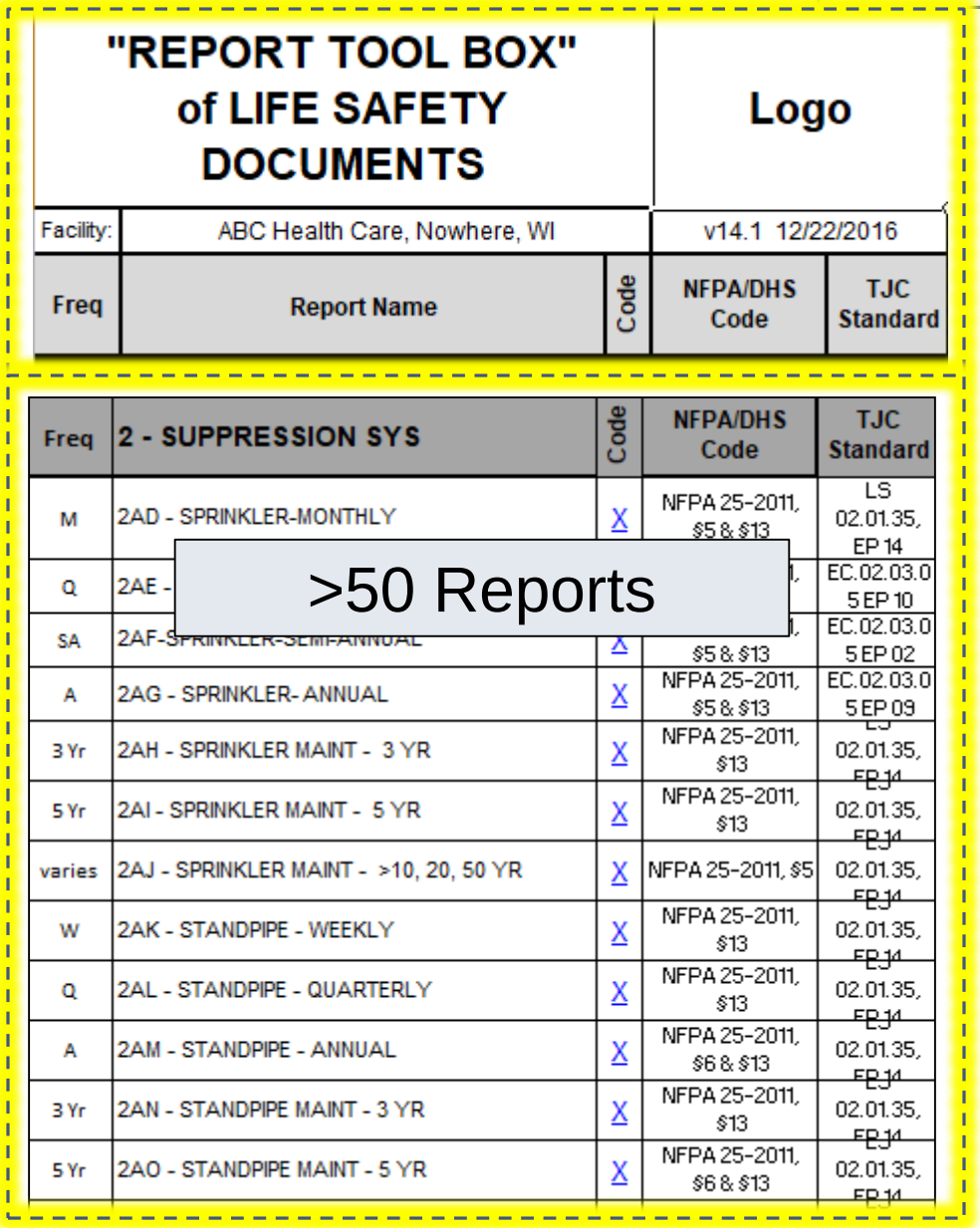
Groupings of

Reports

1. General & Building

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS

Logo

Facility: ABC Health Care, Nowhere, WI

v14.1 12/22/2016

Freq	Report Name	Code	NFPA/DHS Code	TJC Standard
	2 - SUPPRESSION SYS			
M	2AD - SPRINKLER-MONTHLY	X	NFPA 25-2011, §5 & §13	LS 02.01.35, EP 14
Q	2AE -			EC.02.03.05 EP 10
SA	2AF-SPRINKLER-SEMI-ANNUAL	X	§5 & §13	EC.02.03.05 EP 02
A	2AG - SPRINKLER- ANNUAL	X	NFPA 25-2011, §5 & §13	EC.02.03.05 EP 09
3 Yr	2AH - SPRINKLER MAINT - 3 YR	X	NFPA 25-2011, §13	02.01.35, EP 14
5 Yr	2AI - SPRINKLER MAINT - 5 YR	X	NFPA 25-2011, §13	02.01.35, EP 14
varies	2AJ - SPRINKLER MAINT - >10, 20, 50 YR	X	NFPA 25-2011, §5	02.01.35, EP 14
W	2AK - STANDPIPE - WEEKLY	X	NFPA 25-2011, §13	02.01.35, EP 14
Q	2AL - STANDPIPE - QUARTERLY	X	NFPA 25-2011, §13	02.01.35, EP 14
A	2AM - STANDPIPE - ANNUAL	X	NFPA 25-2011, §6 & §13	02.01.35, EP 14
3 Yr	2AN - STANDPIPE MAINT - 3 YR	X	NFPA 25-2011, §13	02.01.35, EP 14
5 Yr	2AO - STANDPIPE MAINT - 5 YR	X	NFPA 25-2011, §6 & §13	02.01.35, EP 14

>50 Reports

Groupings of

Reports

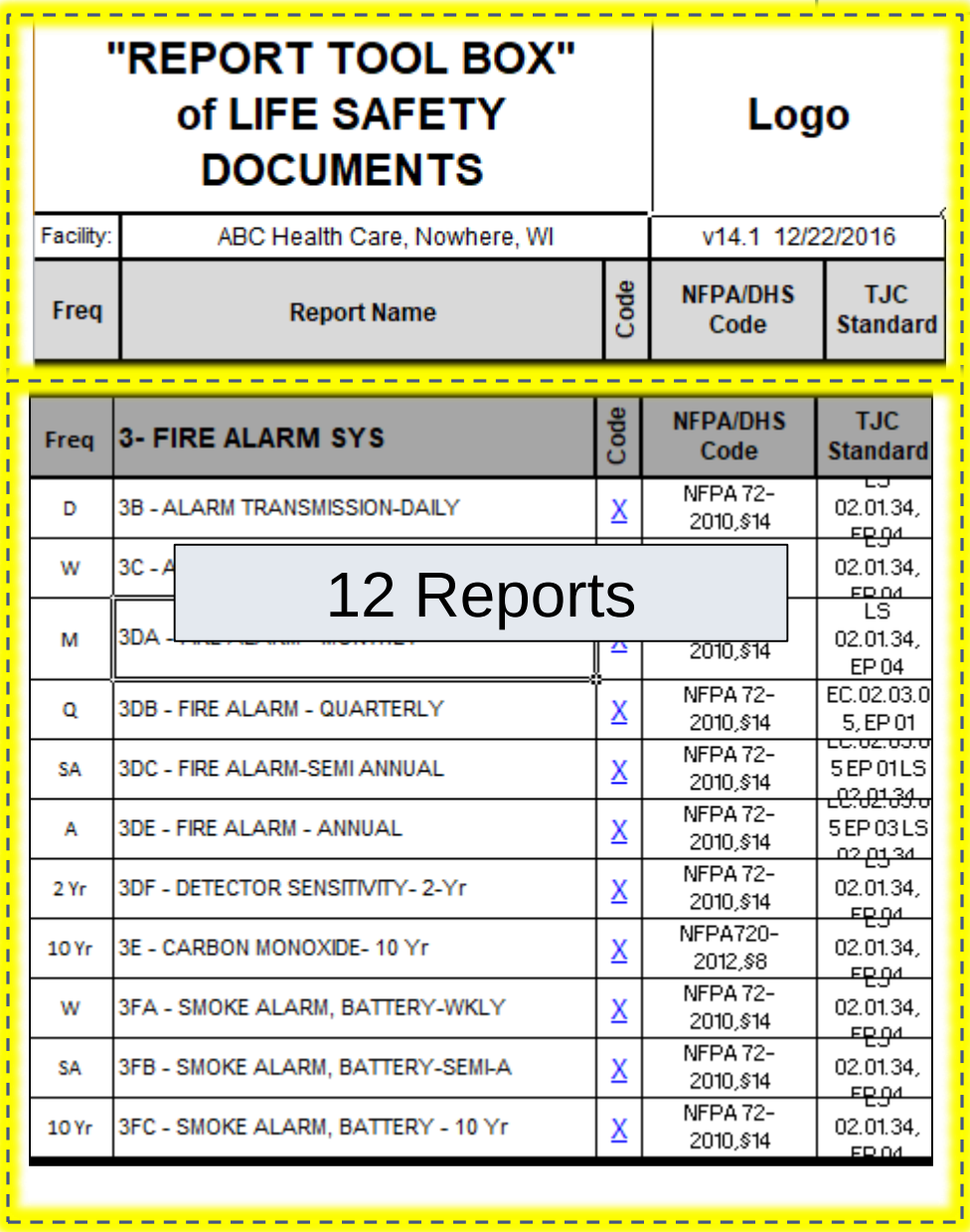
1. General & Building
2. Suppression

#1 CMS Cite

#1 Joint Commission Cite

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS

Logo

Facility:	ABC Health Care, Nowhere, WI		v14.1 12/22/2016	
Freq	Report Name	Code	NFPA/DHS Code	TJC Standard
Freq	3- FIRE ALARM SYS	Code	NFPA/DHS Code	TJC Standard
D	3B - ALARM TRANSMISSION-DAILY	X	NFPA 72-2010,§14	LS 02.01.34, EP 04
W	3C - A			02.01.34, EP 04
M	3DA -	X	2010,§14	LS 02.01.34, EP 04
Q	3DB - FIRE ALARM - QUARTERLY	X	NFPA 72-2010,§14	EC.02.03.05, EP 01
SA	3DC - FIRE ALARM-SEMI ANNUAL	X	NFPA 72-2010,§14	EC.02.03.05 EP 01 LS 02.01.34
A	3DE - FIRE ALARM - ANNUAL	X	NFPA 72-2010,§14	EC.02.03.05 EP 03 LS 02.01.34
2 Yr	3DF - DETECTOR SENSITIVITY- 2-Yr	X	NFPA 72-2010,§14	02.01.34, EP 04
10 Yr	3E - CARBON MONOXIDE- 10 Yr	X	NFPA720-2012,§8	02.01.34, EP 04
W	3FA - SMOKE ALARM, BATTERY-WKLY	X	NFPA 72-2010,§14	02.01.34, EP 04
SA	3FB - SMOKE ALARM, BATTERY-SEMI-A	X	NFPA 72-2010,§14	02.01.34, EP 04
10 Yr	3FC - SMOKE ALARM, BATTERY - 10 Yr	X	NFPA 72-2010,§14	02.01.34, EP 04

12 Reports

Groupings of Reports

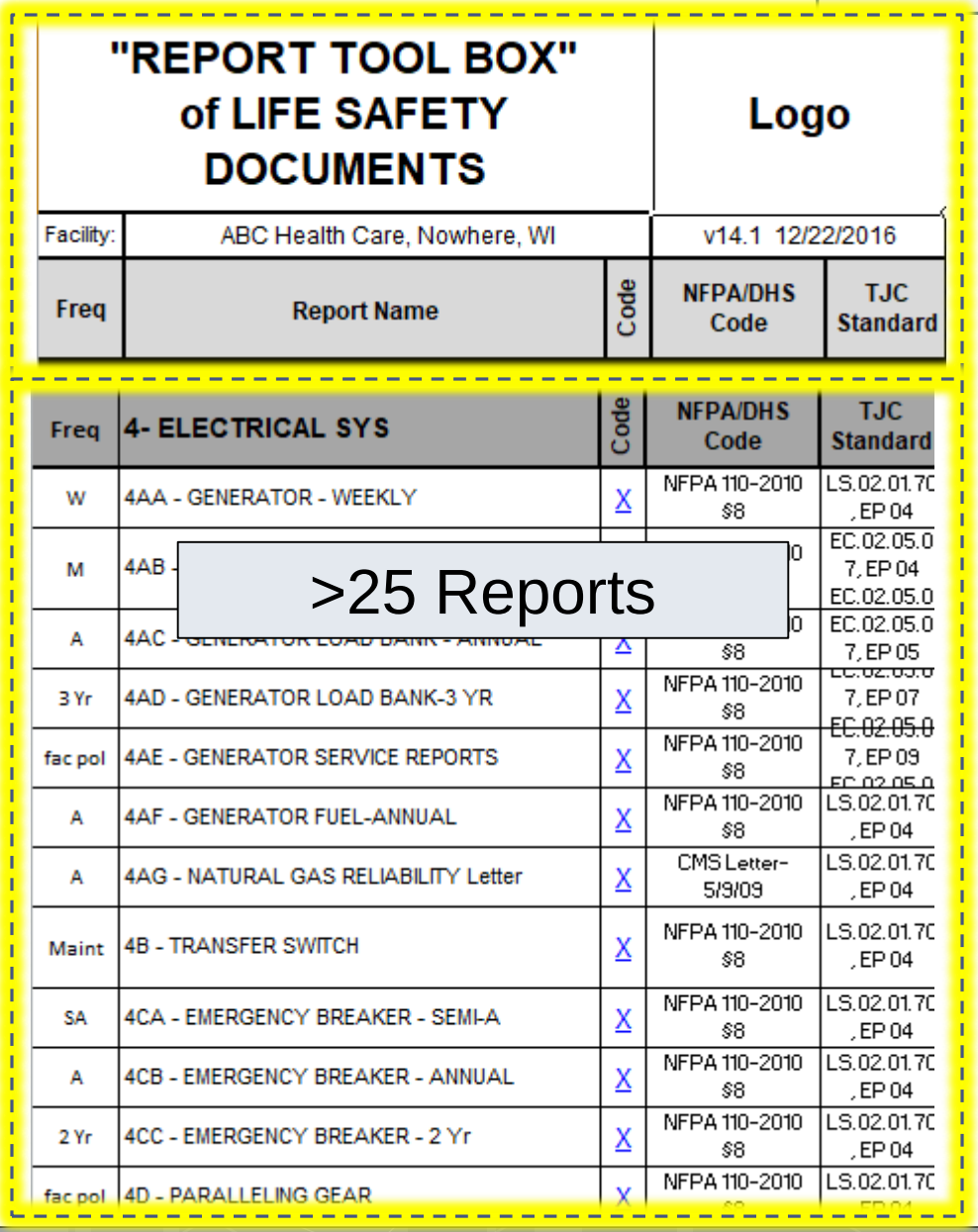
1. General & Building
2. Suppression
3. Fire Alarm

#4 CMS Cite

#1 Joint Commission Cite

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS

Logo

Facility: ABC Health Care, Nowhere, WI

v14.1 12/22/2016

Freq	Report Name	Code	NFPA/DHS Code	TJC Standard
Freq	4- ELECTRICAL SYS	Code	NFPA/DHS Code	TJC Standard
W	4AA - GENERATOR - WEEKLY	X	NFPA 110-2010 §8	LS.02.01.70, EP 04
M	4AB -			EC.02.05.07, EP 04 EC.02.05.0
A	4AC - GENERATOR LOAD BANK - ANNUAL	X	§8	EC.02.05.07, EP 05
3 Yr	4AD - GENERATOR LOAD BANK-3 YR	X	NFPA 110-2010 §8	7, EP 07
fac pol	4AE - GENERATOR SERVICE REPORTS	X	NFPA 110-2010 §8	EC.02.05.07, EP 09
A	4AF - GENERATOR FUEL-ANNUAL	X	NFPA 110-2010 §8	LS.02.01.70, EP 04
A	4AG - NATURAL GAS RELIABILITY Letter	X	CMS Letter-5/9/09	LS.02.01.70, EP 04
Maint	4B - TRANSFER SWITCH	X	NFPA 110-2010 §8	LS.02.01.70, EP 04
SA	4CA - EMERGENCY BREAKER - SEMI-A	X	NFPA 110-2010 §8	LS.02.01.70, EP 04
A	4CB - EMERGENCY BREAKER - ANNUAL	X	NFPA 110-2010 §8	LS.02.01.70, EP 04
2 Yr	4CC - EMERGENCY BREAKER - 2 Yr	X	NFPA 110-2010 §8	LS.02.01.70, EP 04
fac pol	4D - PARALLELING GEAR	X	NFPA 110-2010	LS.02.01.70

>25 Reports

Groupings of

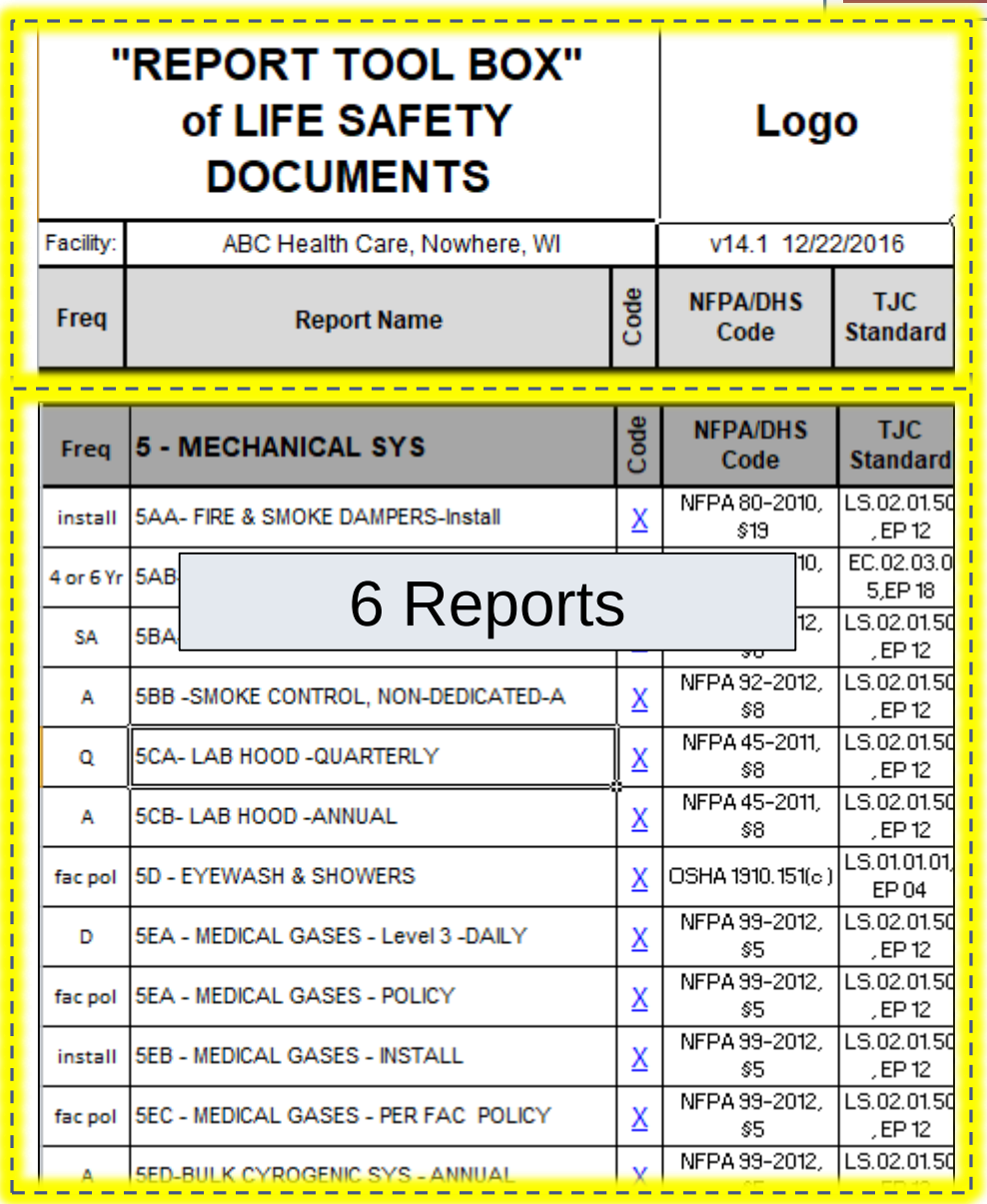
Reports

1. General & Building
2. Suppression
3. Fire Alarm
4. Electrical

#8 CMS SNF Cite

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS

Logo

Facility: ABC Health Care, Nowhere, WI

v14.1 12/22/2016

Freq	Report Name	Code	NFPA/DHS Code	TJC Standard
Freq	**5 - MECHANICAL SYS**	**Code**	**NFPA/DHS Code**	**TJC Standard**
install	5AA- FIRE & SMOKE DAMPERS-Install	X	NFPA 80-2010, §19	LS.02.01.50, EP 12
4 or 6 Yr	5AB		10,	EC.02.03.05,EP 18
SA	5BA		12,	LS.02.01.50, EP 12
A	5BB -SMOKE CONTROL, NON-DEDICATED-A	X	NFPA 92-2012, §8	LS.02.01.50, EP 12
Q	5CA- LAB HOOD -QUARTERLY	X	NFPA 45-2011, §8	LS.02.01.50, EP 12
A	5CB- LAB HOOD -ANNUAL	X	NFPA 45-2011, §8	LS.02.01.50, EP 12
fac pol	5D - EYEWASH & SHOWERS	X	OSHA 1910.151(c)	LS.01.01.01, EP 04
D	5EA - MEDICAL GASES - Level 3 -DAILY	X	NFPA 99-2012, §5	LS.02.01.50, EP 12
fac pol	5EA - MEDICAL GASES - POLICY	X	NFPA 99-2012, §5	LS.02.01.50, EP 12
install	5EB - MEDICAL GASES - INSTALL	X	NFPA 99-2012, §5	LS.02.01.50, EP 12
fac pol	5EC - MEDICAL GASES - PER FAC POLICY	X	NFPA 99-2012, §5	LS.02.01.50, EP 12
A	5ED-BULK CYROGENIC SYS - ANNUAL	X	NFPA 99-2012,	LS.02.01.50

6 Reports

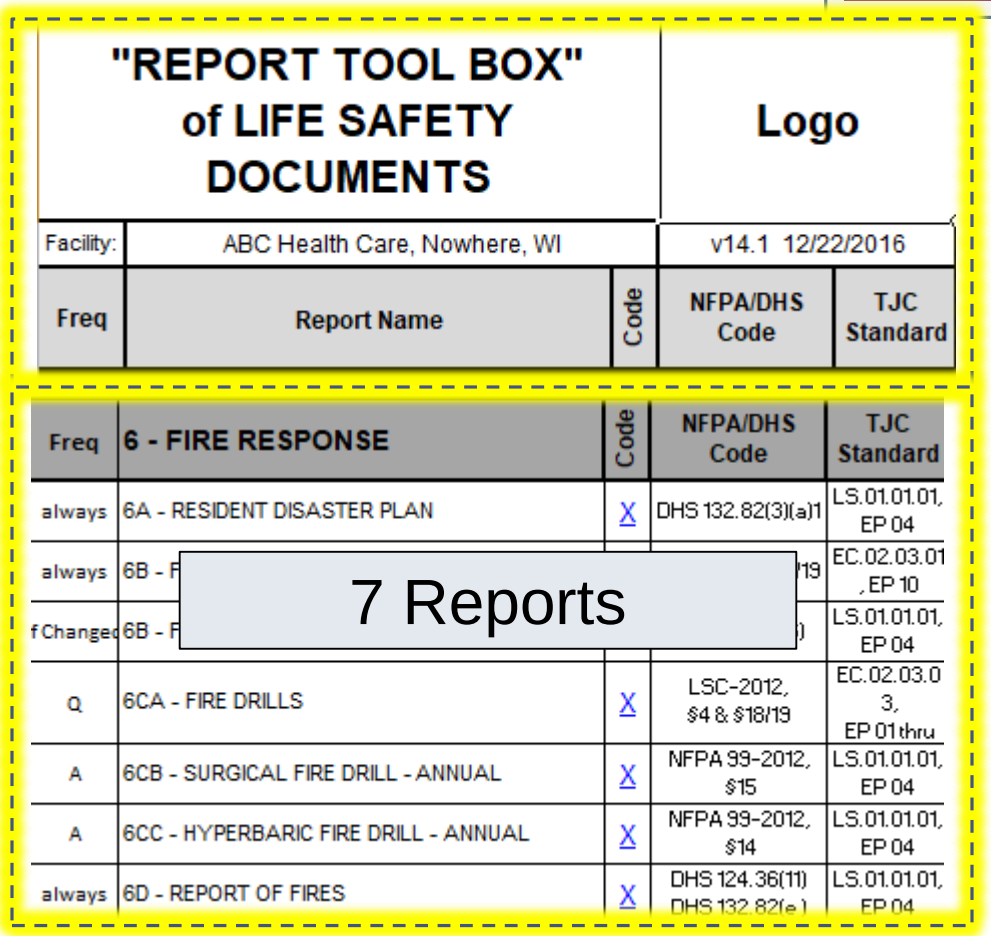
Groupings of

Reports

1. General & Building
2. Suppression
3. Fire Alarm
4. Electrical
5. Mechanical

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS			Logo	
Facility:	ABC Health Care, Nowhere, WI		v14.1 12/22/2016	
Freq	Report Name	Code	NFPA/DHS Code	TJC Standard
Freq	6 - FIRE RESPONSE	Code	NFPA/DHS Code	TJC Standard
always	6A - RESIDENT DISASTER PLAN	X	DHS 132.82(3)(a)1	LS.01.01.01, EP 04
always	6B - F		/19	EC.02.03.01 , EP 10
f Changed	6B - F		)	LS.01.01.01, EP 04
Q	6CA - FIRE DRILLS	X	LSC-2012, §4 & §18/19	EC.02.03.03, EP 01 thru
A	6CB - SURGICAL FIRE DRILL - ANNUAL	X	NFPA 99-2012, §15	LS.01.01.01, EP 04
A	6CC - HYPERBARIC FIRE DRILL - ANNUAL	X	NFPA 99-2012, §14	LS.01.01.01, EP 04
always	6D - REPORT OF FIRES	X	DHS 124.36(11) DHS 132.82(e)	LS.01.01.01, EP 04

7 Reports

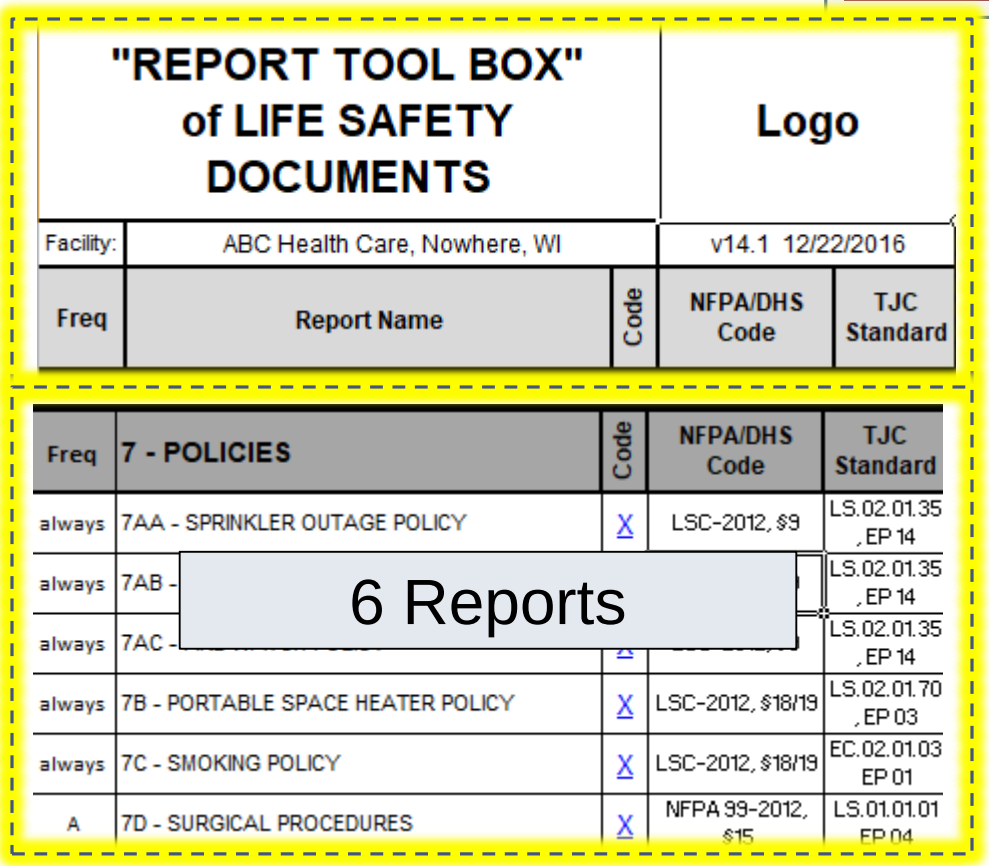
Groupings of

Reports

1. General & Building
2. Suppression
3. Fire Alarm
4. Electrical
5. Mechanical
6. Fire Response

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS

Logo

Facility:	ABC Health Care, Nowhere, WI		v14.1 12/22/2016	
Freq	Report Name	Code	NFPA/DHS Code	TJC Standard
always	7AA - SPRINKLER OUTAGE POLICY	X	LSC-2012, §9	LS.02.01.35 , EP 14
always	7AB -			LS.02.01.35 , EP 14
always	7AC -			LS.02.01.35 , EP 14
always	7B - PORTABLE SPACE HEATER POLICY	X	LSC-2012, §18/19	LS.02.01.70 , EP 03
always	7C - SMOKING POLICY	X	LSC-2012, §18/19	EC.02.01.03 EP 01
A	7D - SURGICAL PROCEDURES	X	NFPA 99-2012, §15	LS.01.01.01 EP 04

6 Reports

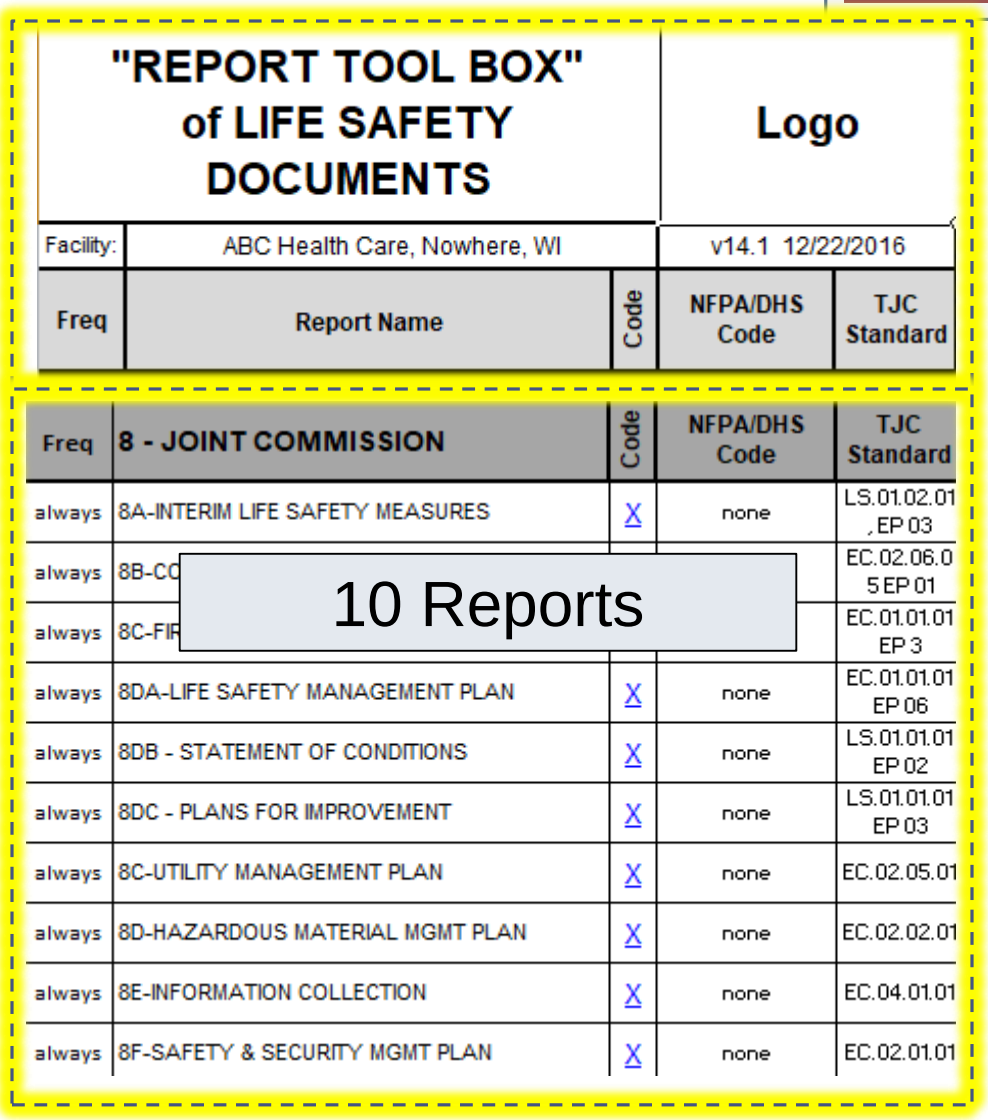
Groupings of

Reports

1. General & Building
2. Suppression
3. Fire Alarm
4. Electrical
5. Mechanical
6. Fire Response
7. Policies

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS

Logo

Facility:	ABC Health Care, Nowhere, WI		v14.1 12/22/2016	
Freq	Report Name	Code	NFPA/DHS Code	TJC Standard
Freq	8 - JOINT COMMISSION	Code	NFPA/DHS Code	TJC Standard
always	8A-INTERIM LIFE SAFETY MEASURES	X	none	LS.01.02.01 , EP 03
always	8B-CO			EC.02.06.05 EP 01
always	8C-FIR			EC.01.01.01 EP 3
always	8DA-LIFE SAFETY MANAGEMENT PLAN	X	none	EC.01.01.01 EP 06
always	8DB - STATEMENT OF CONDITIONS	X	none	LS.01.01.01 EP 02
always	8DC - PLANS FOR IMPROVEMENT	X	none	LS.01.01.01 EP 03
always	8C-UTILITY MANAGEMENT PLAN	X	none	EC.02.05.01
always	8D-HAZARDOUS MATERIAL MGMT PLAN	X	none	EC.02.02.01
always	8E-INFORMATION COLLECTION	X	none	EC.04.01.01
always	8F-SAFETY & SECURITY MGMT PLAN	X	none	EC.02.01.01

10 Reports

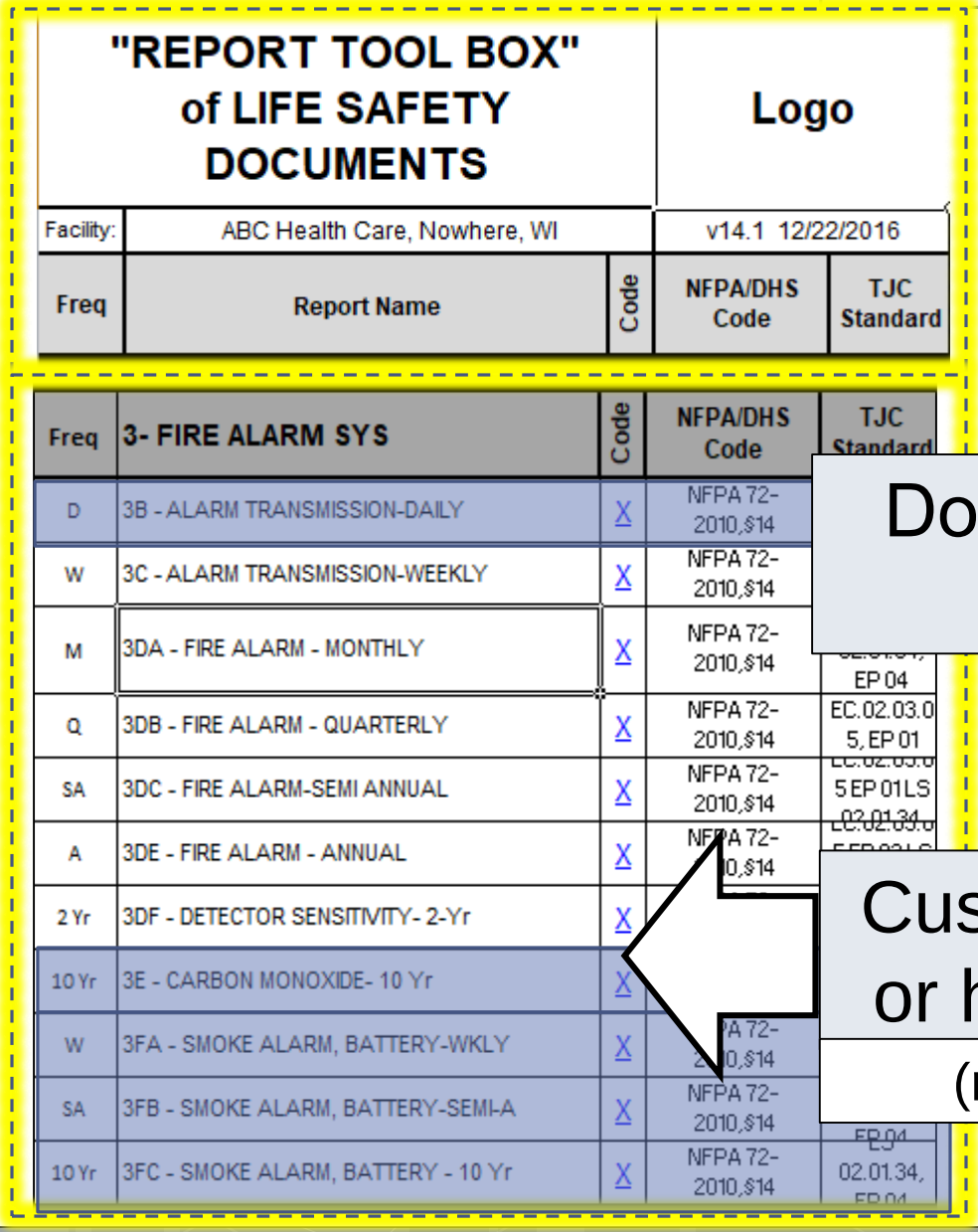
Groupings of

Reports

1. General & Building
2. Suppression
3. Fire Alarm
4. Electrical
5. Mechanical
6. Fire Response
7. Policies
8. Joint Commission

Report Tool Box

Left Hand Side



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS			Logo	
Facility:	ABC Health Care, Nowhere, WI		v14.1 12/22/2016	
Freq	Report Name	Code	NFPA/DHS Code	TJC Standard

Freq	3- FIRE ALARM SYS	Code	NFPA/DHS Code	TJC Standard
D	3B - ALARM TRANSMISSION-DAILY	X	NFPA 72-2010,§14	
W	3C - ALARM TRANSMISSION-WEEKLY	X	NFPA 72-2010,§14	
M	3DA - FIRE ALARM - MONTHLY	X	NFPA 72-2010,§14	EP 04
Q	3DB - FIRE ALARM - QUARTERLY	X	NFPA 72-2010,§14	EC.02.03.05, EP 01
SA	3DC - FIRE ALARM-SEMI ANNUAL	X	NFPA 72-2010,§14	5 EP 01LS 02.01.34
A	3DE - FIRE ALARM - ANNUAL	X	NFPA 72-2010,§14	
2 Yr	3DF - DETECTOR SENSITIVITY- 2-Yr	X		
10 Yr	3E - CARBON MONOXIDE- 10 Yr	X		
W	3FA - SMOKE ALARM, BATTERY-WKLY	X	NFPA 72-2010,§14	
SA	3FB - SMOKE ALARM, BATTERY-SEMI-A	X	NFPA 72-2010,§14	
10 Yr	3FC - SMOKE ALARM, BATTERY - 10 Yr	X	NFPA 72-2010,§14	02.01.34,

CUSTOMIZABLE!

3. Fire Alarm

Don't Have all these systems?

Customize by deleting or hiding those rows !

(right Click-hide/delete)

Report Tool Box

Left Hand Side

"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS			Logo	
Facility:	ABC Health Care, Nowhere, WI		v14.1 12/22/2016	
Freq	Report Name	Code	NFPA/DHS Code	TJC Standard

Freq	3- FIRE ALARM SYS	Code	NFPA/DHS Code	TJC Standard
W	3C - ALARM TRANSMISSION-WEEKLY	X	NFPA 72-2010,$14	
M	3DA - FIRE ALARM - MONTHLY	X	NFPA 72-2010,$14	
Q	3DB - FIRE ALARM - QUARTERLY	X	NFPA 72-2010,$14	
SA	3DC - FIRE ALARM-SEMI ANNUAL	X	NFPA 72-2010,$14	5 EP 01 LS
A	3DE - FIRE ALARM - ANNUAL	X	NFPA 72-2010,$14	5 EP 03 LS
2 Yr	3DF - DETECTOR SENSITIVITY- 2-Yr	X	NFPA 72-2010,$14	02.01.34,

CUSTOMIZABLE!

3. Fire Alarm

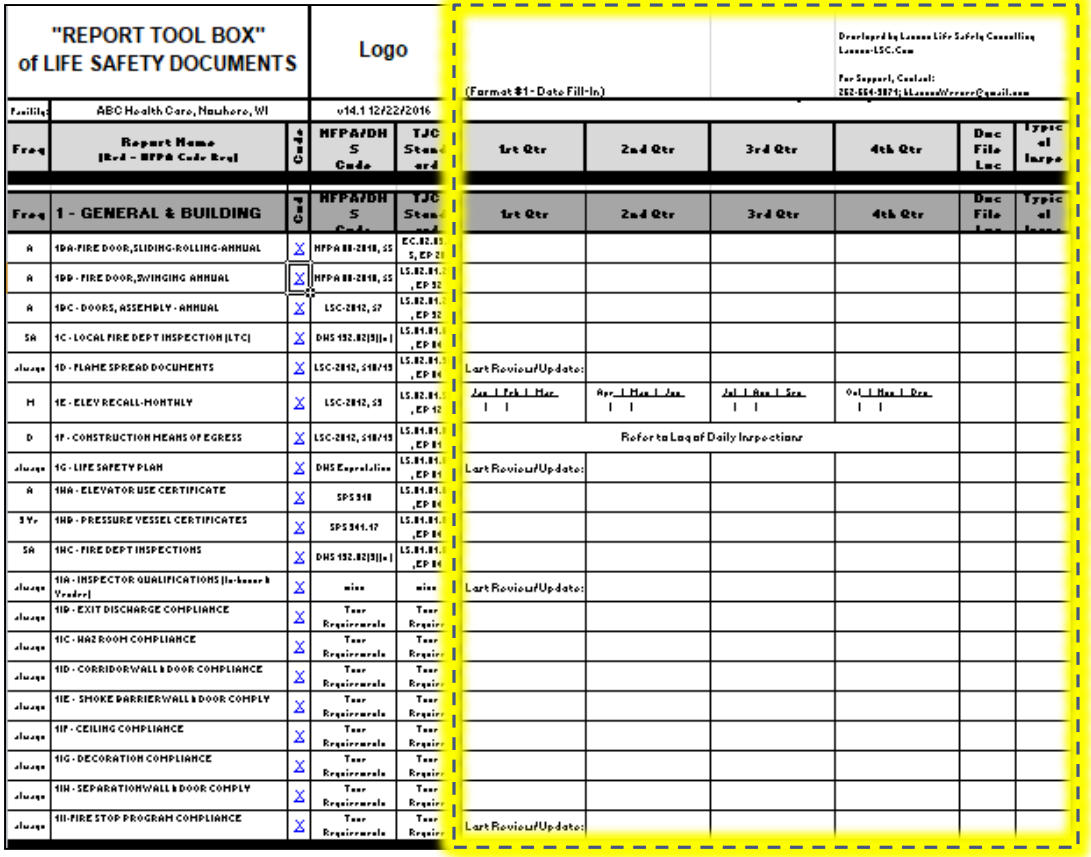
Your list of required reports got smaller

Keep only the systems that are at your facility

Right Columns

Report Tool Box

Check-List
(Write-In Option)



"REPORT TOOL BOX" of LIFE SAFETY DOCUMENTS			Logo		(Format #1 - Date Fill-In)					
Facility:	ABC Health Care, Nauhere, WI		v14.1 12/22/2016							
Freq	Report Name [Red = NFPA Code Req]	Cod	NFPA/DHS Code	TJC Standard	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Doc File Loc	Typical Insps
Freq	1 - GENERAL & BUILDING	Cod	NFPA/DHS Code	TJC Standard	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Doc File Loc	Typical Insps
A	1DA-FIRE DOOR,SLIDING-ROLLING-ANNUAL	X	NFPA 80-2010, 5	EC.02.03.05, EP 28						
A	1DB - FIRE DOOR,SWINGING ANNUAL	X	NFPA 80-2010, 5	LS.02.01.20, EP 32						
A	1DC - DOORS, ASSEMBLY - ANNUAL	X	LSC-2012, 57	LS.02.01.20, EP 32						
SA	1C - LOCAL FIRE DEPT INSPECTION [LTC]	X	DHS 152.02(3)(a)	LS.01.01.01, EP 06						
always	1D - FLAME SPREAD DOCUMENTS	X	LSC-2012, 518/19	LS.02.01.10, EP 06	Last Review/Update:					
M	1E - ELEV RECALL-MONTHLY	X	LSC-2012, 53	LS.02.01.10, EP 12	Jan | Feb | Mar	Apr | May | Jun	Jul | Aug | Sep	Oct | Nov | Dec		
D	1F - CONSTRUCTION MEANS OF EGRESS	X	LSC-2012, 518/19	LS.01.01.01, EP 06	Refer to Log of Daily Inspections					
always	1G - LIFE SAFETY PLAN	X	DHS Expectation	LS.01.01.01, EP 06	Last Review/Update:					
A	1HA - ELEVATOR USE CERTIFICATE	X	SPS 318	LS.01.01.01, EP 06						
3 Yr	1HB - PRESSURE VESSEL CERTIFICATES	X	SPS 341.17	LS.01.01.01, EP 06						
SA	1HC - FIRE DEPT INSPECTIONS	X	DHS 152.02(3)(a)	LS.01.01.01, EP 06						
always	1IA - INSPECTOR QUALIFICATIONS [In-house & Vendor]	X	misc	misc	Last Review/Update:					
always	1IB - EXIT DISCHARGE COMPLIANCE	X	Your Requirements	Your Requirements						
always	1IC - HAZ ROOM COMPLIANCE	X	Your Requirements	Your Requirements						
always	1ID - CORRIDOR WALL & DOOR COMPLIANCE	X	Your Requirements	Your Requirements						
always	1IE - SMOKE BARRIER WALL & DOOR COMPLY	X	Your Requirements	Your Requirements						
always	1IF - CEILING COMPLIANCE	X	Your Requirements	Your Requirements						
always	1IG - DECORATION COMPLIANCE	X	Your Requirements	Your Requirements						
always	1IH - SEPARATION WALL & DOOR COMPLY	X	Your Requirements	Your Requirements						
always	1II - FIRE STOP PROGRAM COMPLIANCE	X	Your Requirements	Your Requirements	Last Review/Update:					

Report Tool Box

Right Columns

Freq	1 - GENERAL & BUILDING	Log	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Doc File Loc	Typical Inspector
A	1BA-FIRE DOOR,SLIDING-ROLLING-ANNUAL	X						
A	1BB - FIRE DOOR,SWINGING ANNUAL	X						
A	1BC - DOORS, ASSEMBLY - ANNUAL	X						
SA	1C - LOCAL FIRE DEPT INSPECTION (LTC)	X						
always	1D - FLAME SPREAD DOCUMENTS	X	Last Review/Update:					
M	1E - ELEV RECALL-MONTHLY	X	Jan ✓ Feb ✓ Mar	Apr ✓ May ✓ Jun ✓	Jul Aug Sep	Oct Nov Dec		
D	1F - CONSTRUCTION MEANS OF EGRESS	X	Refer to Log of Daily Inspections					
always	1G - LIFE SAFETY PLAN	X	Last Review/					
A	1HA - ELEVATOR USE CERTIFICATE	X						
3 Yr	1HB - PRESSURE VESSEL CERTIFICATES	X						
SA	1HC - FIRE DEPT INSPECTIONS							
always	1IA - INSPECTOR QUALIFICATIONS & Vender)							
always	1IB - EXIT DISCHARGE COMPLIAN							
always	1IC - HAZ ROOM COMPLIANCE							
always	1ID - CORRIDOR WALL & DOOR CO							
always	1IE - SMOKE BARRIER WALL & DOOR COMPL	X						
always	1IF - CEILING COMPLIANCE							
always	1IG - DECORATION COMPLIANCE							
always	1IH - SEPARATION WALL & DOOR							
always	1II-FIRE STOP PROGRAM COMPLIANCE	X	Last Review/Update:					

Easy to spot that an inspection was missed!

Can Use as a simple check-off that the inspection was completed

NO surprises! You DON'T want the inspector to be the one to discover it

Middle Columns

Report Tool Box

Freq	1 - GENERAL & BUILDING	Lod	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Doc File Loc	Typical Inspect or
A	1BA-FIRE DOOR,SLIDING-ROLLING-ANNUAL	X						
A	1BB - FIRE DOOR,SWINGING-ANNUAL	X						
A	1BC - DOORS, ASSEMBLY - ANNUAL	X	3/23/17					
SA	1C - LOCAL FIRE DEPT INSPECTION (LTC)	X						
always	1D - FLAME SPREAD DOCUMENTS							
M	1E - ELEV RECALL-MONTHLY					Nov | Dec		
D	1F - CONSTRUCTION MEANS OF EGRESS							
always	1G - LIFE SAFETY PLAN	X	Last Review/Update:					
A	1HA - ELEVATOR USE CERTIFICATE	X						
3 Yr	1HB - PRESSURE VESSEL CERTIFICATES	X						
SA	1HC - FIRE DEPT INSPECTIONS	X						
always	1IA - INSPECTOR QUALIFICA & Vender)							
always	1IB - EXIT DISCHARGE COM							
always	1IC - HAZ ROOM COMPLIAN							
always	1ID - CORRIDOR WALL & DO							
always	1IE - SMOKE BARRIER WALL & DOOR COMPLY	X						
always	1IF - CEILING COMPLIANCE	X						
always	1IG - DECORATION COMPLIANCE	X						
always	1IH - SEPARATION WALL & DOOR COMPLY	X						
always	1II-FIRE STOP PROGRAM COMPLIANCE	X	Last Review/Update:					

BETTER, write-in the date that a task was <u>completed</u>

No Matter What.
Regardless of the system you use.
The goal is →**<u>NO surprises</u>**!

Report Tool Box

Middle Columns

Freq	1 - GENERAL & BUILDING	Lod	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Doc File Loc	Typical Inspect or
A	1BA-FIRE DOOR,SLIDING-ROLLING-ANNUAL	X						
A	1BB - FIRE DOOR,SWINGING-ANNUAL	X						
A	1BC - DOORS, ASSEMBLY - ANNUAL	X	3/23/17				Tab 5	HW
SA	1C - LOCAL FIRE DEPT INSPECTION (LTC)	X						
always	1D - FLAME SPREAD DOCUMENTS	X	Last Review/Update:					
M	1E - ELEV RECALL-MONTHLY	X						
D	1F - CONSTRUCTION MEANS OF EGRESS	X						
always	1G - LIFE SAFETY PLAN	X	La					
A	1HA - ELEVATOR USE CERTIFICATE	X						
3 Yr	1HB - PRESSURE VESSEL CERTIFICATES	X						
SA	1HC - FIRE DEPT INSPECTIONS	X						
always	1IA - INSPECTOR QUALIFICATIONS (In-house & Vender)	X	Last Review/Update:					
always	1IB - EXIT DISCHARGE COMPLIANCE	X						
always	1IC - HAZ ROOM COMPLIANCE	X						
always	1ID - COR							
always	1IE - SM							
always	1IF - CEIL							
always	1IG - DECORATION COMPLIANCE	X						
always	1IH - SEPARATION WALL & DOOR COMPLY	X						
always	1II-FIRE STOP PROGRAM COMPLIANCE	X	Last Review/Update:					

Write-in location where you filed the report

Write-in who did the inspection

This helps you (or your substitute) locate a report when asked for it during the stress of a survey

2. Document Tool Box

Freq	1 - GENERAL & BUILDING	Lod	Jan	Feb	Mar	Apr	May	Jun
A	1BA-FIRE DOO							
A	1BB - FIRE DO							
A	1BC - DOORS,							
SA	1C - LOCAL FIR							
always	1D - FLAME SPREAD DOCUMENTS	X						
M	1E - ELEV RECALL-MONTHLY	X				4/04		
D	1F - CONSTRUCTION MEANS OF EGRESS	X						
always	1G - LIFE SAFETY PLAN	X						
A	1HA - ELEVATOR USE CERTIFICATE							
always	1IA - INSPECTOR QUALIFICATIONS (In-house & Vender)	X						

The strength of the Report Tool Box is it's built-in hyperlink to the Document Tool Box

You don't need to remember any inspection details
"It's in there !" … Just Click the 'X'

Document Tool Box

Code Requirement (summarized)

NFPA Ref

TJC Ref

1E - ELEV RECALL-MONTHLY	NFPA CODE (CMS K160)	TJC STD
♦ **Elev Inspection** per ASME A17.1-2007; Elevators with fire fighters' service must be tested monthly, with a written record (9.4.6.2). NOTE: Wis DSPS 318 permits quarterly inspections; however LSC 9.4.6.3(2) says that only the AHJ can revise the frequency and CMS considers itself as the only authorized AHJ that can make such changes.	LSC-2012, §9.4.6.1	LS.02.01.50-EP 12
♦ **Recall Inspection** Includes - ◊ Called car with key?	LSC-2012, §9.4.6.2 ASTM A17.1	LS.02.01.50-EP 12
◊ Door opens/close properly with switch?	ASTM A17.1	LS.02.01.50-EP 12
◊ Test Phone Operation?	ASTM A17.1	LS.02.01.50-EP 12

TOOLS for REVIEW of

Inspection Documentation

1. REALITIES of Document Review
2. Document Review Concepts
3. The Report Tool Box
4. **Evaluate The Big 5 Doc Forms**

Inspection Doc Eval

The TOP FOUR INSPECTIONS

CITED BY TJC & CMS →

"UP & COMING"

BUILDING

A-Fire Doors
S-Fire Dept Inspection
D-Flame Spread Doc
M-Elevator Recall

SUPPRESSION

M-Sprinkler
Q-Sprinkler
S-Sprinkler
A-Sprinkler
3-Sprinkler
5-Sprinkler
W-Standpipe
Q-Standpipe
A-Standpipe
3-Standpipe
5-Standpipe

ELECTRICAL

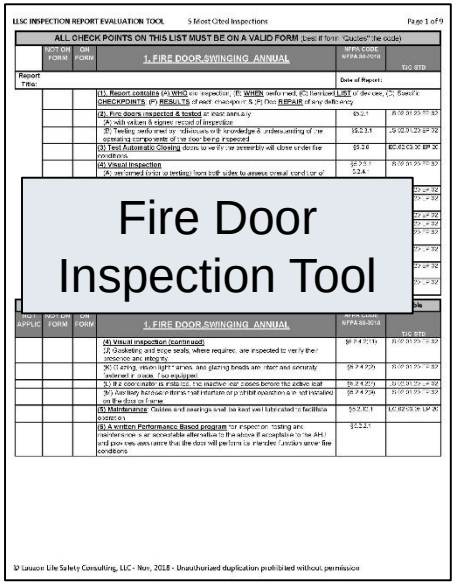
W-Generator
M-Generator
A-Generator
A-Load Bank
3-Load Bank
A-Diesel Fuel
A-Natural Gas
A-Transfer Switch
S-Emergency Breakers
A-Emergency Breakers

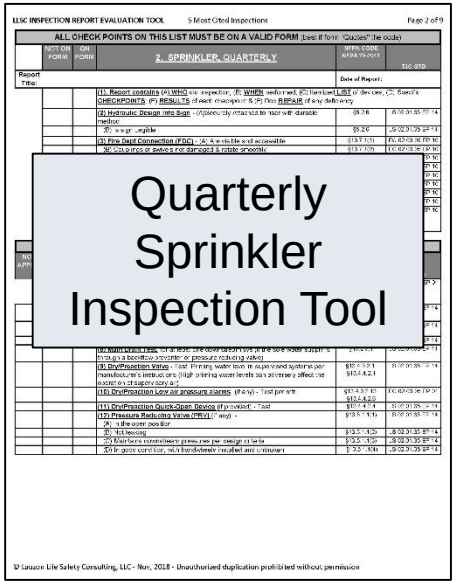
FIRE ALARM

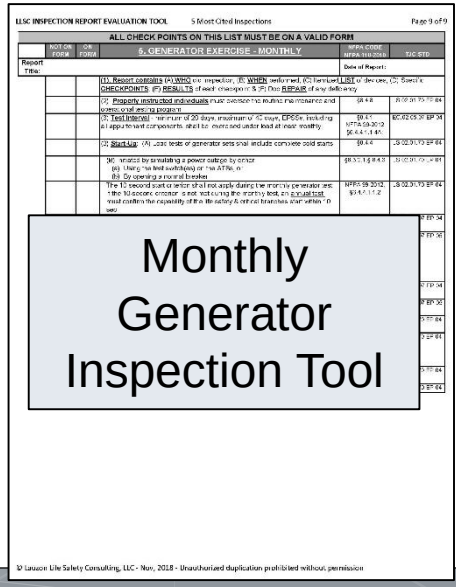
M-Fire Alarm
Q-Fire Alarm
S-Fire Alarm
A-Fire Alarm
2-Smoke Detector

Inspection Doc Eval

Did you DOWNLOAD ?







Inspection Doc Eval

cockatoo	hawk	meadowlark	pigeon	turkey
crane	hen	moa	plover	vulture
crow	hummingbird	mockingbird	puffin	xenops
dodo	ibis	mynah	quail	wings
dove	kakapo	nandu	quetzal	woodpecker

R	E	N	A	R	C	D	R	I	B	G	N	I	M	M	U	H
O	Q	U	E	T	Z	A	L	P	U	F	F	I	N	E	O	H
A	U	C	A	N	A	R	Y	R	A	W	O	S	S	A	C	A
D																G
R																G
U																O
N																L
N																D
E																F
R																I
A																N
S																C
O																H
G																V
N																B
I																B
M	W	D	U	O	R	I	O	L	E	L	Q	J	U	N	C	O
A	A	I	T	N	K	P	L	O	V	E	R	G	V	R	B	B
L	N	H	T	E	E	K	A	R	A	P	N	I	B	O	R	R
F	X	F	K	X	Y	R	E	T	P	O	E	A	H	C	R	A

An Evaluation is Basically a "**Code" WORD FIND** Puzzle

Best to Use Forms that are Based On the CODE

1. Use forms that “Quote” the Code
2. Ensure forms are completely filled in
3. Make repairs ASAP

1 + 2 + 3 = Compliance

TOOLS for REVIEW of

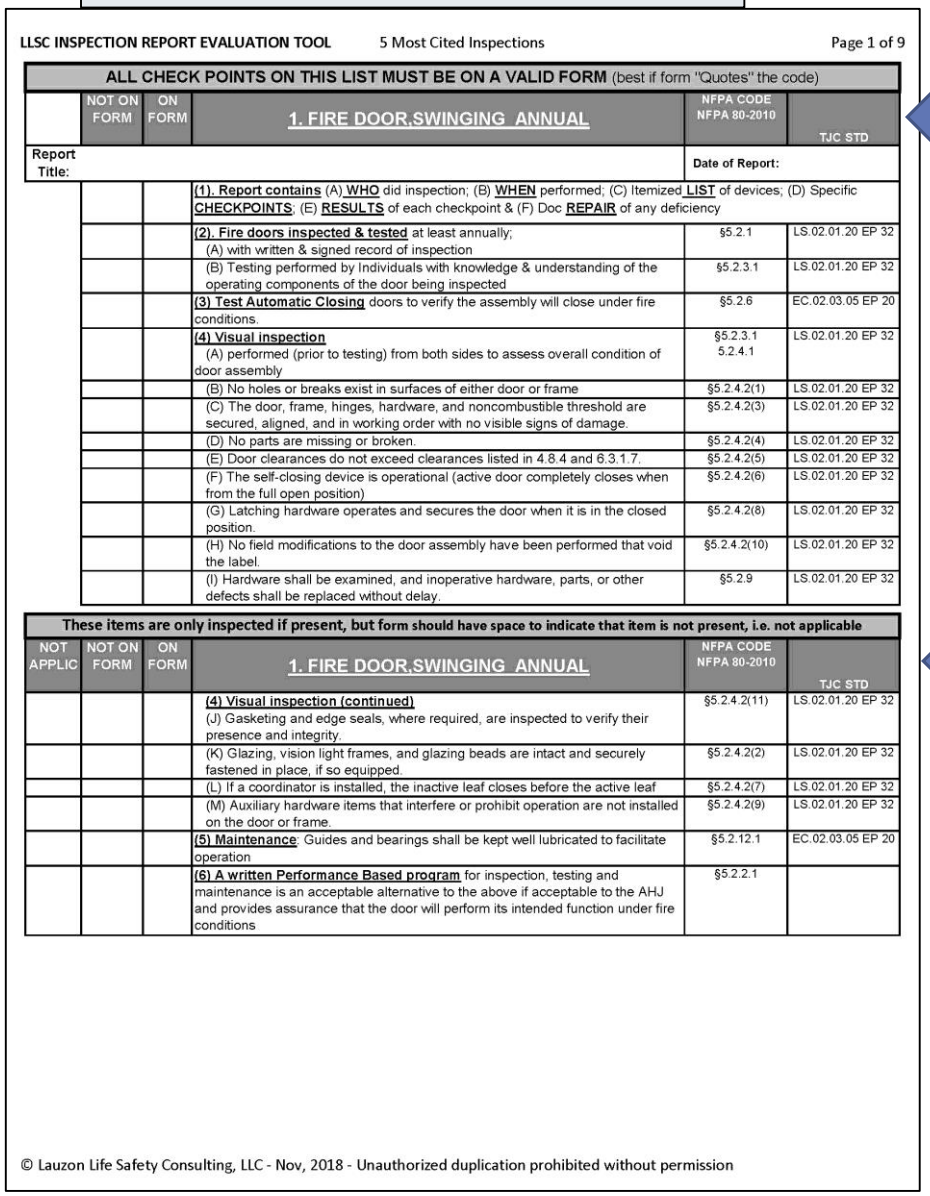
Inspection Documentation

1. FIRE DOORS

Refer to Feb 2018 Lunch & Learn on Fire Door Inspection
For more detail

TWO PARTS OF THE REVIEW

Fire Door Document Review



LLSC INSPECTION REPORT EVALUATION TOOL 5 Most Cited Inspections Page 1 of 9

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1	LS.02.01.20 EP 32
			(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1	LS.02.01.20 EP 32
			(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.6	EC.02.03.05 EP 20
			(4) Visual inspection (A) performed (prior to testing) from both sides to assess overall condition of door assembly	§5.2.3.1 5.2.4.1	LS.02.01.20 EP 32
			(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)	LS.02.01.20 EP 32
			(C) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.	§5.2.4.2(3)	LS.02.01.20 EP 32
			(D) No parts are missing or broken.	§5.2.4.2(4)	LS.02.01.20 EP 32
			(E) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.	§5.2.4.2(5)	LS.02.01.20 EP 32
			(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)	LS.02.01.20 EP 32
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)	LS.02.01.20 EP 32
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)	LS.02.01.20 EP 32
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9	LS.02.01.20 EP 32

These items are only inspected if present, but form should have space to indicate that item is not present, i.e. not applicable

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.	§5.2.4.2(11)	LS.02.01.20 EP 32
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.	§5.2.4.2(2)	LS.02.01.20 EP 32
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)	LS.02.01.20 EP 32
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.	§5.2.4.2(9)	LS.02.01.20 EP 32
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1	EC.02.03.05 EP 20
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ and provides assurance that the door will perform its intended function under fire conditions	§5.2.2.1	

Part 1 - **Basics**

Inspect ALL rated doors for these items

4 BASIC CHECKPOINTS

Part 2 – **"Ifs"**

Inspect these items IF you have them

3 SUPPLIMENTAL CHECKPOINTS

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

	FORM	FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA 80-2010	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1	LS.02.01.20 EP 3
			(B) Testing performed by Individuals with knowledge & understanding of the	§5.2.3.1	LS.02.01.20 EP 3
					EC.02.03.05 EP 2
					LS.02.01.20 EP 3
					LS.02.01.20 EP 3
					LS.02.01.20 EP 3
					LS.02.01.20 EP 3
					LS.02.01.20 EP 3
			(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)	LS.02.01.20 EP 3
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)	LS.02.01.20 EP 3
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)	LS.02.01.20 EP 3
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9	LS.02.01.20 EP 3

ALL CHECKPOINTS ON FORM

Quote the Code

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemize LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any de ciency		
				§5.2.1	LS.02.01.20 EP 3
			anding of the	§5.2.3.1	LS.02.01.20 EP 3
			se under fire	§5.2.6	EC.02.03.05 EP 2
			ll condition of	§5.2.3.1 5.2.4.1	LS.02.01.20 EP 3
				§5.2.4.2(1)	LS.02.01.20 EP 3
			reshold are damage.	§5.2.4.2(3)	LS.02.01.20 EP 3
				§5.2.4.2(4)	LS.02.01.20 EP 3
			nd 6.3.1.7.	§5.2.4.2(5)	LS.02.01.20 EP 3
			ly closes when	§5.2.4.2(6)	LS.02.01.20 EP 3
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)	LS.02.01.20 EP 3
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)	LS.02.01.20 EP 3
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9	LS.02.01.20 EP 3

CODE REFERENCES

Show where requirement comes from

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
		Report Title:	Date of Report:	
		(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
		(2). Fire doors inspected & tested at least annually;	§5.2.1	LS.02.01.20 EP 3
		(	§5.2.3.1	LS.02.01.20 EP 3
		(3) cor	§5.2.6	EC.02.03.05 EP 2
		(4) doc	§5.2.3.1 5.2.4.1	LS.02.01.20 EP 3
		(	§5.2.4.2(1)	LS.02.01.20 EP 3
		(s	§5.2.4.2(3)	LS.02.01.20 EP 3
		(	§5.2.4.2(4)	LS.02.01.20 EP 3
		(	§5.2.4.2(5)	LS.02.01.20 EP 3
		(fr	§5.2.4.2(6)	LS.02.01.20 EP 3
		(p	§5.2.4.2(8)	LS.02.01.20 EP 3
		(th	§5.2.4.2(10)	LS.02.01.20 EP 3
		(d	§5.2.9	LS.02.01.20 EP 3

TITLE OF REPORT

(if reviewing a completed report)

Identify What YOU call this Report

&

Date of Report

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)				
	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
Repo Title:				Date of Report:	
			1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			2). Fire doors ins (A) with written &		LS.02.01.20 EP 3
			(B) Testing perfo operating compo		LS.02.01.20 EP 3
			3) Test Automati onditions.		EC.02.03.05 EP 2
			4) Visual inspect (A) performed (p oor assembly		LS.02.01.20 EP 3
			(B) No holes or b	)	LS.02.01.20 EP 3
			(C) The door, fra secured, aligned	6)	LS.02.01.20 EP 3
			(D) No parts are	9)	LS.02.01.20 EP 3
			(E) Door clearan	5)	LS.02.01.20 EP 3
			(F) The self-closi from the full oper	6)	LS.02.01.20 EP 3
			(G) Latching har position.	8)	LS.02.01.20 EP 3
			(H) No field modi the label.	0)	LS.02.01.20 EP 3
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9	LS.02.01.20 EP 3

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ Mark One Box for Each Check Point

Fire Door Document Review

1. BASICS

4 BASIC CHECKPOINTS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)				
	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1	LS.02.01.20 EP 3
			(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1	LS.02.01.20 EP 3
			(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.6	EC.02.03.05 EP 2
			(4) Visual inspection (A) performed (prior to testing) from both sides to assess overall condition of door assembly	§5.2.3.1 5.2.4.1	LS.02.01.20 EP 3
			(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)	LS.02.01.20 EP 3
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)	LS.02.01.20 EP 3
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9	LS.02.01.20 EP 3

KEY DOCUMENT ELEMENTS

Who, When, List, Checkpoints, Results & Repairs are KEY elements of EVERY inspection document

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the c

NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:			Date of Report:
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
		(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
		(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1
		(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.3
		(4) Visual inspection (A) performed (prior to testing) from both sides to assess overall condition of door assembly	§5.2.3.1 5.2.4.1
		(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)
		(C) The door, frame, hinges, hardware, and noncombustible threshold are	§5.2.4.2(3)
			2(4)
			2(5)
			2(6)
			2(8)
		(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)

WHEN & WHO CRITERIA

- ANNUAL = max 365 days from previous inspection
- Do NOT be fooled by TJC position of +/- a month
- Testing can be done in-house

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the c				
	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:				Date of Report:
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency	
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
			(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1
			(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.6
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)

HOLD OPEN & DETECTOR TESTING

- Test Release of Hold Open Devices by smoke detector (frequently done during annual FA inspection)
- If using FA Inspection to comply, make sure to doc and that it was performed within 365 days

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the c

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:				Date of Report:
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (**CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
			(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1
			(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.6
			(4) Visual inspection (A) performed (prior to testing) from both sides to assess overall condition of door assembly	§5.2.3.1 5.2.4.1
			(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)
			(C) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.	§5.2.4.2(3)
				2(4)
				2(5)
				2(6)
				2(8)
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)

INSPECT BOTH SIDES & SURFACES

- Must show that Both sides of door were inspected
- Must show that door/frame surfaces are intact

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the c

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:				Date of Report:
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
			door assembly	
			(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)
			(C) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.	§5.2.4.2(3)
			(D) No parts are missing or broken.	§5.2.4.2(4)
			(E) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.	§5.2.4.2(5)
			(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)

PARTS SECURED & WORKING

- Check that all screws are in place & tight
- Make sure all parts are in place

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the c

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:				Date of Report:
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
			(C) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.	§5.2.4.2(3)
			(D) No parts are missing or broken	§5.2.4.2(4)
			(E) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.	§5.2.4.2(5)
			(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)

CLEARANCES

- 4.8.4 -- undercut <3/4”
- 6.3.1.7 -- Jamb, Header & Meeting: 1/8” on wood; 3/16” on steel; measured on “pull” side

Fire Door Document Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the c

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:				Date of Report:
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
			door assembly	
			(B) No holes or breaks exist in surfaces of either door or frame	§5.2.4.2(1)
			(C) The door, frame, hinges, hardware, and noncombustible threshold are secured, aligned, and in working order with no visible signs of damage.	§5.2.4.2(3)
			(D) No parts are missing or broken.	§5.2.4.2(4)
			(E) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.	§5.2.4.2(5)
			(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)

CLOSE & LATCH

- Check that door fully closes & latches when released

Fire Door Document Review

1. BASICS

ST MUST BE ON A VALID FORM (best if form "Quotes" the c

	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:				Date of Report:
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency	
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
			(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1
			from the full open position)	
			(G) Latching hardware operates and secures the door when it is in the closed position	§5.2.4.2(8)
			(H) No field modifications to the door assembly have been performed that void the label.	§5.2.4.2(10)
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9

FIELD MODIFICATIONS

- Check that door, frame & hardware have NOT been changed in the field from the way they were originally received from the manufacturer
- Usually electric strikes, combo locks, extra screw holes, etc indicate field modifications

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the c

1. BASICS

			FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
Report Title:				Date of Report:
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (**CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
			(2). Fire doors inspected & tested at least annually; (A) with written & signed record of inspection	§5.2.1
			(B) Testing performed by Individuals with knowledge & understanding of the operating components of the door being inspected	§5.2.3.1
			(3) Test Automatic Closing doors to verify the assembly will close under fire conditions.	§5.2.6
			(D) No parts are missing or broken.	§5.2.4.2(4)
			(E) Door clearances do not exceed clearances listed in 4.8.4 and 6.3.1.7.	§5.2.4.2(5)
			(F) The self-closing device is operational (active door completely closes when from the full open position)	§5.2.4.2(6)
			(G) Latching hardware operates and secures the door when it is in the closed position.	§5.2.4.2(8)
			(H) No field modifications to the door assembly have been performed that void the label	§5.2.4.2(10)
			(I) Hardware shall be examined, and inoperative hardware, parts, or other defects shall be replaced without delay.	§5.2.9

REPAIRS

- Must make repairs ASAP
- “Without Delay” is subjective & AHJ determines

2. “IFs”

SUPPLIMENTAL CHECKPOINTS

The 2nd part of the inspection depends on what extra items are installed on the door/frame, such as

- Gaskets
- Kickplates
- Windows
- Coordinators
- Auxiliary Hardware

Best to have a place to check “**Not Applicable**” if not installed on a door. These items should never be left off the form, even if there are none in the building.

Fire Door Document Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.	§5.2.4.2(11)
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.	§5.2.4.2(2)
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.	§5.2.4.2(9)
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ and provides assurance that the door will perform its intended function under fire	§5.2.2.1

IF DOOR HAS GASKETS or SEALS

- Healthcare doors DO NOT need to have gaskets or edge seals, but if you have them they must be inspected

The form should have a box to check if door does not have

Fire Door Document Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity	§5.2.4.2(11)
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.	§5.2.4.2(2)
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.	§5.2.4.2(9)
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ and provides assurance that the door will perform its intended function under fire	§5.2.2.1

IF DOORS HAVE WINDOWS

Fire doors DO NOT need to have windows, but if you have them they must be inspected. Cross-corridor Smoke Barrier doors must have windows.

The form should have a box to check if door does not have

Fire Door Document Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.	§5.2.4.2(11)
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped	§5.2.4.2(2)
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.	§5.2.4.2(9)
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ and provides assurance that the door will perform its intended function under fire	§5.2.2.1

IF DOORS HAVE COORDINATOR

Single fire doors DO NOT need to a coordinator, but single-swing pairs of doors do

The form should have a box to check if door does not have

Fire Door Document Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.	§5.2.4.2(11)
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.	§5.2.4.2(2)
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.	§5.2.4.2(9)
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ	§5.2.2.1

IF DOORS HAVE AUXILIARY HARDWARE

Extra hardware is not mandatory, but if equipped, must not inhibit door operation.

Includes: kick plates, hold-opens, signs, etc.

The form should have a box to check if door does not have

Fire Door Document Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.	§5.2.4.2(11)
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.	§5.2.4.2(2)
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame	§5.2.4.2(9)
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ and provides assurance that the door will perform its intended function under fire	§5.2.2.1

IF DOORS HAVE GUIDES or BEARINGS

Bearing hinges are not mandatory, but some doors have bearings that must be lubed

The form should have a box to check if door does not have

Fire Door Document Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	1. FIRE DOOR,SWINGING ANNUAL	NFPA CODE NFPA 80-2010
			(4) Visual inspection (continued) (J) Gasketing and edge seals, where required, are inspected to verify their presence and integrity.	§5.2.4.2(11)
			(K) Glazing, vision light frames, and glazing beads are intact and securely fastened in place, if so equipped.	§5.2.4.2(2)
			(L) If a coordinator is installed, the inactive leaf closes before the active leaf	§5.2.4.2(7)
			(M) Auxiliary hardware items that interfere or prohibit operation are not installed on the door or frame.	§5.2.4.2(9)
			(5) Maintenance: Guides and bearings shall be kept well lubricated to facilitate operation	§5.2.12.1
			(6) A written Performance Based program for inspection, testing and maintenance is an acceptable alternative to the above if acceptable to the AHJ and provides assurance that the door will perform its intended function under fire conditions	§5.2.2.1

IF MAINTENANCE IS PERFORMANCE BASED

Can use a Performance Based Program instead of these checkpoints, but must be approved by AHJ

The form should have a box to check if door does not have

TOOLS for REVIEW of

Inspection Documentation

2. Quarterly SPRINKLER

QUARTERLY = 4 REPORTS

TWO PARTS OF THE REVIEW

Qtrly Sprinkler Doc Review

LLSC INSPECTION REPORT EVALUATION TOOL 5 Most Cited Inspections Page 2 of 9

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	TJC STD
Report Title:			Date of Report:	
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		(2) Hydraulic Design Info Sign - (A)Securely Attached to riser with durable method	§5.2.6	LS 02.01.35 EP 14
		(B) Is sign Legible	§5.2.6	LS 02.01.35 EP 14
		(3) Fire Dept Connection (FDC) - (A) Are visible and accessible	§13.7.1(1)	EC.02.03.05 EP 10
		(B) Couplings or swivels not damaged & rotate smoothly	§13.7.1(2)	EC.02.03.05 EP 10
		(C) Plugs or caps are in place and undamaged	§13.7.1(3)	EC.02.03.05 EP 10
		(D) Gaskets are in place and in good condition	§13.7.1(4)	EC.02.03.05 EP 10
		(E) Identification signs are in place	§13.7.1(5)	EC.02.03.05 EP 10
		(F) Check valve is not leaking	§13.7.1(6)	EC.02.03.05 EP 10
		(G) Auto drain valve in place and operating	§13.7.1(7)	EC.02.03.05 EP 10
		(H) Clapper(s) in place and operating properly	§13.7.1(8)	EC.02.03.05 EP 10
		(I) If plugs or caps are not in place, the interior of the connection shall be inspected for obstructions & verified the clapper is operational over its full range.	§13.7.2	EC.02.03.05 EP 10

These items are only inspected if present, but form should have space to indicate that item is not present, i.e. not applicable

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	TJC STD
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)	EC.02.03.05 EP 01
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests, etc	§5.2.5	LS 02.01.35 EP 14
			(6) Mechanical Water Flow Alarm Bell - Test operation	§5.3.3.1; §13.2.6.1	LS 02.01.35 EP 14
			(7) Heat Tape (if any) - Inspected per Mfr instructions	§5.2.7	LS 02.01.35 EP 14
			(8) Main Drain Test, for at least one downstream sys (if the sole water supply is through a backflow preventer or pressure reducing valve)	§13.2.5.1	LS 02.01.35 EP 14
			(9) Dry/Preaction Valve - Test Priming water level in supervised systems per manufacturer's instructions (High priming water levels can adversely affect the operation of supervisory air)	§13.4.3.2.1; §13.4.4.2.1	LS 02.01.35 EP 14
			(10) Dry/Preaction Low air pressure alarms (if any) - Test per mfr	§13.4.3.2.13; §13.4.4.2.6	EC.02.03.05 EP 01
			(11) Dry/Preaction Quick-Open Device (if provided) - Test	§13.4.4.2.4	LS 02.01.35 EP 14
			(12) Pressure Reducing Valve (PRV) (if any) - (A) In the open position	§13.5.1.1(1)	LS 02.01.35 EP 14
			(B) Not leaking	§13.5.1.1(2)	LS 02.01.35 EP 14
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)	LS 02.01.35 EP 14
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)	LS 02.01.35 EP 14

Part 1 - **Basics**

Inspect ALL rated sys for these items

3 BASIC CHECKPOINTS

Part 2 – **"Ifs"**

Inspect these items IF you have them

9 SUPPLIMENTAL CHECKPOINTS

Qtrly Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	TJC STD
Report Title:			Date of Report:	
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		(2) Hydraulic Design Info Sign - (A)Securely Attached to riser with durable	§5.2.6	LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				EC.02.03.05 EP 10
				EC.02.03.05 EP 10
				EC.02.03.05 EP 10
				EC.02.03.05 EP 10
				EC.02.03.05 EP 10
				EC.02.03.05 EP 10
				EC.02.03.05 EP 10
		(H) Clapper(s) in place and operating properly	§13.7.1(8)	EC.02.03.05 EP 10
		(I) If plugs or caps are not in place, the interior of the connection shall be inspected for obstructions & verified the clapper is operational over its full range.	§13.7.2	EC.02.03.05 EP 10

ALL CHECKPOINTS ON FORM

Quote the Code

Qtrly Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	TJC STD
		Report Title:	Date of Report:	
		(1) Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific REPAIR of any deficiency		
		with durable	§5.2.6	LS 02.01.35 EP 14
			§5.2.6	LS 02.01.35 EP 14
		ble	§13.7.1(1)	EC.02.03.05 EP 10
			§13.7.1(2)	EC.02.03.05 EP 10
			§13.7.1(3)	EC.02.03.05 EP 10
			§13.7.1(4)	EC.02.03.05 EP 10
			§13.7.1(5)	EC.02.03.05 EP 10
			§13.7.1(6)	EC.02.03.05 EP 10
			§13.7.1(7)	EC.02.03.05 EP 10
			§13.7.1(8)	EC.02.03.05 EP 10
		tion shall be inspected for obstructions & verified the clapper is operational over its full range.	§13.7.2	EC.02.03.05 EP 10

CODE REFERENCES

Show where requirement comes from

Qtrly Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	
		Report Title:	Date of Report:	
		(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS, (E) RESULTS of each checkpoint & (F) Does REPAIR of any deficiency		
		(2) Hy… meth…	§5.2.6	LS 02.01.35 EP 14
		(B)	§5.2.6	LS 02.01.35 EP 14
		(3) Fi…	§13.7.1(1)	EC.02.03.05 EP 10
		(B)	§13.7.1(2)	EC.02.03.05 EP 10
		(C)	§13.7.1(3)	EC.02.03.05 EP 10
		(D)	§13.7.1(4)	EC.02.03.05 EP 10
		(E)	§13.7.1(5)	EC.02.03.05 EP 10
		(F)	§13.7.1(6)	EC.02.03.05 EP 10
		(G)	§13.7.1(7)	EC.02.03.05 EP 10
		(H)	§13.7.1(8)	EC.02.03.05 EP 10
		(I) I… insp… ran…	§13.7.2	EC.02.03.05 EP 10

TITLE OF REPORT

(if reviewing a completed report)

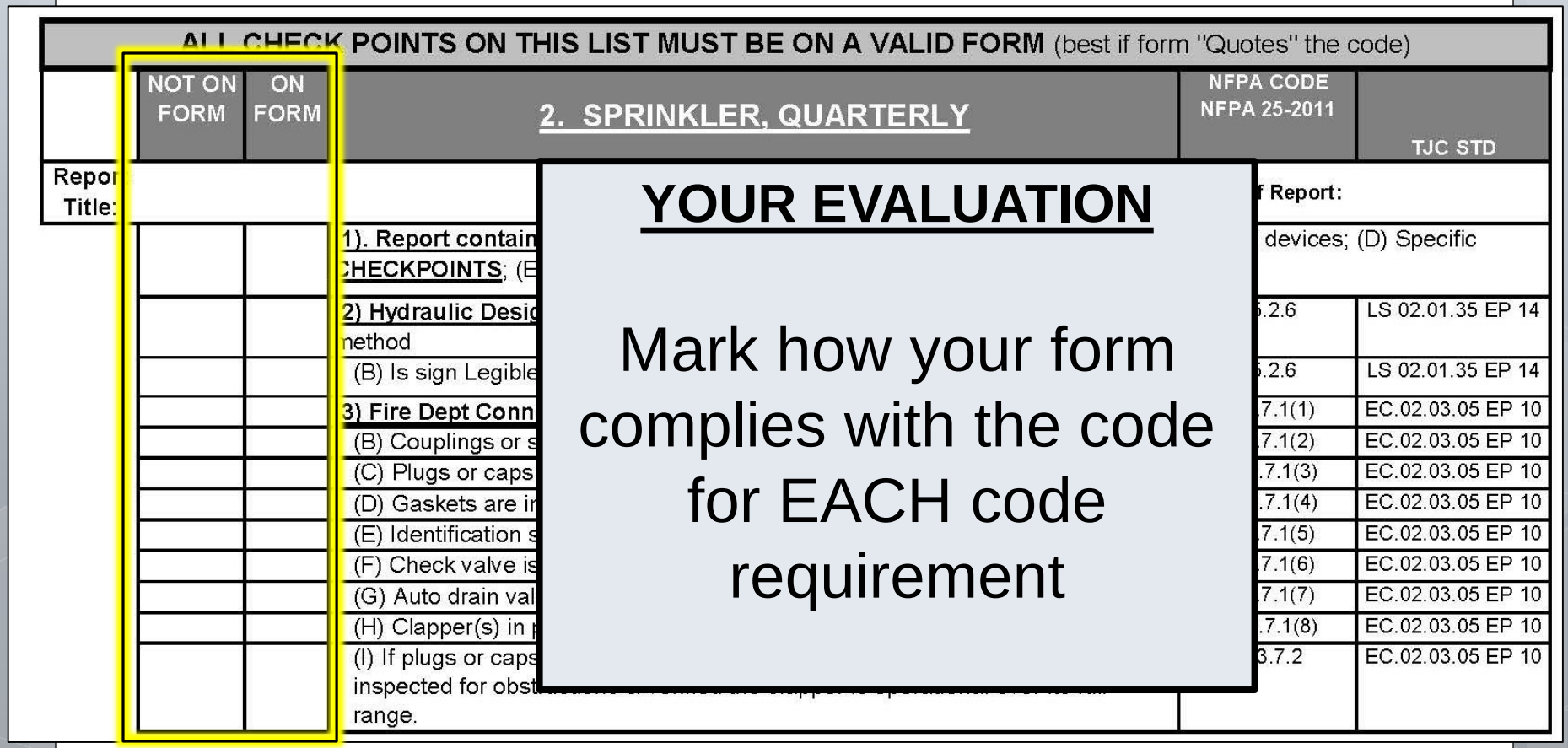
Identify What YOU call this Report

&

Date of Report

Qtrly Sprinkler Doc Review

1. BASICS



ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	TJC STD
Repor Title:			f Report:	
		1). Report contain CHECKPOINTS; (E	devices; (D) Specific	
		2) Hydraulic Desic method	.2.6	LS 02.01.35 EP 14
		(B) Is sign Legible	.2.6	LS 02.01.35 EP 14
		3) Fire Dept Conn	.7.1(1)	EC.02.03.05 EP 10
		(B) Couplings or s	.7.1(2)	EC.02.03.05 EP 10
		(C) Plugs or caps	.7.1(3)	EC.02.03.05 EP 10
		(D) Gaskets are in	.7.1(4)	EC.02.03.05 EP 10
		(E) Identification s	.7.1(5)	EC.02.03.05 EP 10
		(F) Check valve is	.7.1(6)	EC.02.03.05 EP 10
		(G) Auto drain val	.7.1(7)	EC.02.03.05 EP 10
		(H) Clapper(s) in p	.7.1(8)	EC.02.03.05 EP 10
		(I) If plugs or caps inspected for obst range.	3.7.2	EC.02.03.05 EP 10

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ Mark One Box for Each Check Point

Qtrly Sprinkler Doc Review

1. BASICS

3 BASIC CHECKPOINTS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	TJC STD
Report Title:			Date of Report:	
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		(2) Hydraulic Design Info Sign - (A)Securely Attached to riser with durable method	§5.2.6	LS 02.01.35 EP 14
		(B) Is sign Legible	§5.2.6	LS 02.01.35 EP 14
		(3) Fire Dept Connection (FDC) - (A) Are visible and accessible	§13.7.1(1)	EC.02.03.05 EP 10
		(B) Couplings or swivels not damaged & rotate smoothly	§13.7.1(2)	EC.02.03.05 EP 10
		(C) Plugs or caps are in place and undamaged	§13.7.1(3)	EC.02.03.05 EP 10
		(D) Gaskets are in place and in good condition	§13.7.1(4)	EC.02.03.05 EP 10
		(E) Identification signs are in place	§13.7.1(5)	EC.02.03.05 EP 10
				.05 EP 10
				.05 EP 10
				.05 EP 10
				.05 EP 10

KEY DOCUMENT ELEMENTS

- Who, When, List, Checkpoints, Results & Repairs are KEY elements of EVERY inspection document
- Can be performed in-house

1. BASICS

	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
Report Title:				Date of Report:
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency	
			(2) Hydraulic Design Info Sign - (A)Securely Attached to riser with durable method	§5.2.6
			(B) Is sign Legible	§5.2.6
			(3) Fire Dept Connection (FDC) - (A) Are visible and accessible	§13.7.1(1)
			(B) Couplings or swivels not damaged & rotate smoothly	§13.7.1(2)
			(C) Plugs or caps are in place and undamaged	§13.7.1(3)
			(D) Gaskets are in place and in good condition	§13.7.1(4)
			(E) Identification signs are in place	§13.7.1(5)
			(F) Check valve is not leaking	§13.7.1(6)
				1(7)
				1(8)
				.2

HYDRAULIC NAMEPLATE

- Design Nameplate must be posted on each riser if sys was hydraulically designed (most are)

Qtrly Sprinkler Doc Review

1. BASICS

	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
Report Title:				Date of Report:
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency	
			(2) Hydraulic Design Info Sign - (A)Securely Attached to riser with durable method	§5.2.6
			(B) Is sign Legible	§5.2.6
			(3) Fire Dept Connection (FDC) - (A) Are visible and accessible	§13.7.1(1)
			(B) Couplings or swivels not damaged & rotate smoothly	§13.7.1(2)
			(C) Plugs or caps are in place and undamaged	§13.7.1(3)
			(D) Gaskets are in place and in good condition	§13.7.1(4)
			(E) Identification signs are in place	§13.7.1(5)
			(F) Check valve is not leaking	§13.7.1(6)
			(G) Auto drain valve in place and operating	§13.7.1(7)
			(H) Clapper(s) in place and operating properly	§13.7.1(8)
			(I) If plugs or caps are not in place, the interior of the connection shall be inspected for obstructions & verified the clapper is operational over its full range.	§13.7.2

FIRE DEPARTMENT CONNECTION

- Outside FDC has many checkpoints
- Accessible means NOTHING is in the way

2. “IFs”

9 SUPPLIMENTAL CHECKPOINTS

The 2nd part of the inspection depends on what extra items are installed on the sprinkler sys, such as

- Supervisory Switches (not tampers)
- Water Flow Bells (not flow switches)
- Heat Tape on pipes
- Back Flow Preventer
- Pressure Reducing Valve
- Dry Pipe System
- Preaction System

Best to have a place to check “Not Applicable” if not installed on the system. These items should never be left off the form, even if there are none in the building.

2. "IFs"

These items are only inspected if present, but form should have space to indicate that item is not present, i.e. not applicable

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011	TJC STD
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase re performed as part	NFPA 72-2010, Table 4.5(15)(l)(6)	EC.02.03.05 EP 01
			(5) Water Flow A etc	§5.2.5	LS 02.01.35 EP 14
			(6) Mechanical W	§5.3.3.1; §13.2.6.1	LS 02.01.35 EP 14
			(7) Heat Tape (if	§5.2.7	LS 02.01.35 EP 14
			(8) Main Drain Te through a backflo	§13.2.5.1	LS 02.01.35 EP 14
			(9) Dry/Preaction manufacturer's in operation of supe	3.4.3.2.1; 13.4.4.2.1	LS 02.01.35 EP 14
			(10) Dry/Preactio	3.4.3.2.13; 13.4.4.2.6	EC.02.03.05 EP 01
			(11) Dry/Preactio	13.4.4.2.4	LS 02.01.35 EP 14
			(12) Pressure Re	3.5.1.1(1)	LS 02.01.35 EP 14
			(A) In the open		
			(B) Not leaking	3.5.1.1(2)	LS 02.01.35 EP 14
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)	LS 02.01.35 EP 14
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)	LS 02.01.35 EP 14

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ ↑ Mark One Box for Each Check Point

NOTE: If marked Not Applicable, it should STILL be on the form (best with a NA check box)

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual inspection for Physical Damage, Bird nests, etc	§5.2.5
			(6) Mechanical Water Flow Alarm Bell - Test operation	§5.3.3.1;
				§13.4.4.2.6
			(11) Dry/Preaction Quick-Open Device (if provided) - Test	§13.4.4.2.4
			(12) Pressure Reducing Valve (PRV) (if any) - (A) In the open position	§13.5.1.1(1)
			(B) Not leaking	§13.5.1.1(2)
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF SYS HAS SUPERVISORY SWITCHES

Supervisory switches for water supply equipment (fire pumps, water tanks, ect) are optional, but if installed must be tested.

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests, etc	§5.2.5
			(6) Mechanical Water Flow Alarm Bell - Test operation	§5.3.3.1; §13.2.6.1
			(7) Heat Tape (if any) - Inspected per Mfr instructions	§5.2.7
			(8) Main Drain Test, for at least one downstream sys (if the sole water supply is	§13.2.5.1
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF SYS HAS WATER FLOW ALARM BELL

- Don't confuse with a water flow switch
- These are optional in/outside bells used in the days before fire alarm notification was common
- Must inspect & test

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests, etc	§5.2.5
			(6) Mechanical Water Flow Alarm Bell - Test operation	§5.3.3.1;
			(7) Heat Tape (if any) - Inspected per Mfr instructions	§5.2.7
			(8) Main Drain Test, for at least one downstream sys (if the sole water supply is through a backflow preventer or pressure reducing valve)	§13.2.5.1
			(9) Dry/Preaction Valve - Test Priming water level in supervised systems per	§13.4.3.2.1;
			(A) In the open position	
			(B) Not leaking	§13.5.1.1(2)
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF BUILDING HAS HEAT TAPE ON PIPES

- Check heat tape that is sometimes used on pipes that tend to freeze

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests, etc	§5.2.5
			(6) Mechanical Water Flow Alarm Bell - Test operation	§5.3.3.1; §13.2.6.1
			(7) Heat Tape (if any) - Inspected per Mfr instructions	§5.2.7
			(8) Main Drain Test, for at least one downstream sys (if the sole water supply is through a backflow preventer or pressure reducing valve)	§13.2.5.1
			(9) Dry/Reaction Valve - Test Priming water level in supervised systems per	1

IF SYS HAS BFP or PRV

- Only applicable if water main has a Back Flow Preventor or Pressure Reducing Valve
- Main Drain Test on only 1 branch
- See annual for details to be recorded

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests,	§5.2.5
			(9) Dry/Preaction Valve - Test Priming water level in supervised systems per manufacturer's instructions (High priming water levels can adversely affect the operation of supervisory air)	§13.4.3.2.1; §13.4.4.2.1
			(10) Dry/Preaction Low air pressure alarms (if any) - Test per mfr	§13.4.3.2.13; §13.4.4.2.6
			(11) Dry/Preaction Quick-Open Device (if provided) - Test	§13.4.4.2.4
			(12) Pressure Reducing Valve (PRV) (if any) - (A) In the open position	§13.5.1.1(1)
			(B) Not leaking	§13.5.1.1(2)
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF HAVE DRY PIPE or PREACTION SYS

- 4 Extra checkpoints if have a dry pipe or preaction sys

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests,	§5.2.5
			(9) Dry/Preaction Valve - Test Priming water level in supervised systems per manufacturer's instructions (High priming water levels can adversely affect the operation of supervisory air)	§13.4.3.2.1; §13.4.4.2.1
			(10) Dry/Preaction Low air pressure alarms (if any) - Test per mfr	§13.4.3.2.13; §13.4.4.2.6
			(11) Dry/Preaction Quick-Open Device (if provided) - Test	§13.4.4.2.4
			(12) Pressure Reducing Valve (PRV) (if any) - (A) In the open position	§13.5.1.1(1)
			(B) Not leaking	§13.5.1.1(2)
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF HAVE DRY/PREACTION VALVE

- Use manufacturer's instructions

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests,	§5.2.5
			through a backflow preventer or pressure reducing valve)	
			(9) Dry/Preaction Valve - Test Priming water level in supervised systems per manufacturer's instructions (High priming water levels can adversely affect the operation of supervisory air)	§13.4.3.2.1; §13.4.4.2.1
			(10) Dry/Preaction Low air pressure alarms (if any) - Test per mfr	§13.4.3.2.13; §13.4.4.2.6
			(12) Pressure Reducing Valve (PRV) (if any) - (A) In the open position	§13.5.1.1(1)
			(B) Not leaking	§13.5.1.1(2)
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF HAVE LOW AIR PRESSURE ALARM

- Use manufacturer's instructions

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests,	§5.2.5
			through a backflow preventer or pressure reducing valve)	
			(9) Dry/Preaction Valve - Test Priming water level in supervised systems per manufacturer's instructions (High priming water levels can adversely affect the operation of supervisory air)	§13.4.3.2.1; §13.4.4.2.1
			(10) Dry/Preaction Low air pressure alarms (if any) - Test per mfr	§13.4.3.2.13;
			(11) Dry/Preaction Quick-Open Device (if provided) - Test	§13.4.4.2.4
			(A) In the open position	
			(B) Not leaking	§13.5.1.1(2)
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF HAVE QUICK-OPENING DEVICE

- Use manufacturer's instructions

The form should have a box to check if door does not have

Qtrly Sprinkler Doc Review

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	2. SPRINKLER, QUARTERLY	NFPA CODE NFPA 25-2011
			(4) Fire Alarm Supervisory Switches tested (Examples: Fire Pump trouble, running, phase reversal, power; low water level on tank, etc (Note: These may be performed as part of the fire alarm testing sys)	NFPA 72-2010, Table 14.4.5(15)(l)(6)
			(5) Water Flow Alarm Bell - Visual Inspection for Physical Damage, Bird nests,	§5.2.5
			through a backflow preventer or pressure reducing valve)	
			(9) Dry/Preaction Valve - Test Priming water level in supervised systems per manufacturer's instructions (High priming water levels can adversely affect the operation of supervisory air)	§13.4.3.2.1; §13.4.4.2.1
			(10) Dry/Preaction Low air pressure alarms (if any) - Test per mfr	§13.4.3.2.13; §13.4.4.2.6
			(12) Pressure Reducing Valve (PRV) (if any) - (A) In the open position	§13.5.1.1(1)
			(B) Not leaking	§13.5.1.1(2)
			(C) Maintains downstream pressures per design criteria	§13.5.1.1(3)
			(D) In good condition, with handwheels installed and unbroken	§13.5.1.1(4)

IF HAVE PRESSURE REDUCING VALVE

- 4 Checkpoints

The form should have a box to check if door does not have

TOOLS for REVIEW of

Inspection Documentation

3. Annual SPRINKLER

- MORE Checkpoints than Quarterly
- If Annual & Quarterly done together, Form must include Separate Checkpoints for each

TWO PARTS OF THE REVIEW

Annual Sprinkler Doc Review

LLSC INSPECTION REPORT EVALUATION TOOL 5 Most Cited Inspections Page 3 of 9

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)					
	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
			(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
			(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
			(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
			(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
			(F) Deflector Orientation (generally required to be parallel to the ceiling)	§5.2.1.1	LS 02.01.35 EP 14
			(3) Sprinkler Obstruction - (A) Min clearance provided below	§5.2.1.2	LS 02.01.35 EP 14
			(4) Pipe, visible - (A) Checked for Leaks	§5.2.2	LS 02.01.35 EP 14
			(B) Corrosion	§5.2.2	LS 02.01.35 EP 14
			(C) External loads either resting on the pipe or hung from the pipe	§5.2.2.2	LS 02.01.35 EP 14
			(D) Good Condition	§5.2.2	LS 02.01.35 EP 14
			(E) Mechanical Damage	§5.2.2	LS 02.01.35 EP 14
			(5) Hangers, visible - (A) Checked for Damage	§5.2.3.1	LS 02.01.35 EP 14
			(B) Looseness	§5.2.3.1	LS 02.01.35 EP 14
			(6) Hydraulic Design Info Sign - (A) Attached to riser with durable method	§5.2.8	LS 02.01.35 EP 14
			(B) Is sign Legible	§5.2.8	LS 02.01.35 EP 14
			(7) Spares - (A) Checked for Min 2 for each style, deflector type, response time, temp range, orifice size, coating (if any) Must have the same sprinkler identification numbers (SINs)	§ 5.2.1.4; §5.4.1.1	LS 02.01.35 EP 14
			(B) Additional spares are required as follows: (1) Min 12 for facilities having 300	§5.4.1.5	LS 02.01.35 EP 14

LLSC INSPECTION REPORT EVALUATION TOOL 5 Most Cited Inspections Page 4 of 9

These items are only inspected if present, but form should have space to indicate that item is not present, i.e. not applicable					
NOT APPLIC	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
			(10) System PRV (if any) (A) Partial-Flow Test (to move valve from its seat)	§13.5.1.3	LS 02.01.35 EP 14
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4	LS 02.01.35 EP 14
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1	LS 02.01.35 EP 14
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1	LS 02.01.35 EP 14
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4	LS 02.01.35 EP 14
			(B) Checked readings to code tables	§5.3.4.1	LS 02.01.35 EP 14
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4	LS 02.01.35 EP 14
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14	LS 02.01.35 EP 14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3	LS 02.01.35 EP 14
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3	LS 02.01.35 EP 14
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12	LS 02.01.35 EP 14
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3	LS 02.01.35 EP 14
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3	LS 02.01.35 EP 14
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3	LS 02.01.35 EP 14
			(17) Dry/Preaction Valve - (A) Interior thoroughly cleaned	§13.4.3.3.2; §13.4.4.1.5	LS 02.01.35 EP 14
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4	LS 02.01.35 EP 14
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7	LS 02.01.35 EP 14
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9	LS 02.01.35 EP 14

Part 1 - Basics

Inspect ALL rated sys for these items

7 BASIC CHECKPOINTS

Part 2 – "Ifs"

Inspect these items IF you have them

11 SUPPLIMENTAL CHECKPOINTS

Annual Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

FORM	FORM	3. SPRINKLER- ANNUAL	NFPA 25-2011	TJC STD
Report Title:			Date of Report:	
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
		(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
		(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
		(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
		(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
				LS 02.01.35 EP 14
		(B) Is sign Legible	§5.2.8	LS 02.01.35 EP 14
		(7) Spares - (A) Checked for Min 2 for each style, deflector type, response time, temp range, orifice size, coating (if any) Must have the same sprinkler identification numbers (SINs)	§ 5.2.1.4; §5.4.1.1	LS 02.01.35 EP 14
		(B) Additional spares are required as follows: (1) Min 12 for facilities having 300 to 1000 sprinklers; (2) Min 24 for facilities having over 1000 sprinklers	§5.4.1.5	LS 02.01.35 EP 14
		(C) Wrench(s) nearby that fit all heads (Adjustable wrench not acceptable)	§5.4.1.6	LS 02.01.35 EP 14
		(D) Spare Sprinkler List - New installations after July 2016 must post in cabinet a dated spare sprinkler list that includes the SIN, general description & quantity of each sprinkler to be in the cabinet	§5.4.1.4.1	LS 02.01.35 EP 14
		(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
		If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

ALL CHECKPOINTS ON FORM

Quote the Code

Annual Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
			(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
			(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
				§5.2.1.1	LS 02.01.35 EP 14
				§5.2.1.1	LS 02.01.35 EP 14
				§5.2.1.1	LS 02.01.35 EP 14
			e ceiling)	§5.2.1.1	LS 02.01.35 EP 14
				§5.2.1.2	LS 02.01.35 EP 14
				§5.2.2	LS 02.01.35 EP 14
				§5.2.2	LS 02.01.35 EP 14
			pe	§5.2.2.2	LS 02.01.35 EP 14
				§5.2.2	LS 02.01.35 EP 14
				§5.2.2	LS 02.01.35 EP 14
				§5.2.3.1	LS 02.01.35 EP 14
				§5.2.3.1	LS 02.01.35 EP 14
			e method	§5.2.8	LS 02.01.35 EP 14
				§5.2.8	LS 02.01.35 EP 14
			response time, nkler identification numbers (SINs)	§ 5.2.1.4; §5.4.1.1	LS 02.01.35 EP 14
			(B) Additional spares are required as follows: (1) Min 12 for facilities having 300 to 1000 sprinklers; (2) Min 24 for facilities having over 1000 sprinklers	§5.4.1.5	LS 02.01.35 EP 14
			(C) Wrench(s) nearby that fit all heads (Adjustable wrench not acceptable)	§5.4.1.6	LS 02.01.35 EP 14
			(D) Spare Sprinkler List - New installations after July 2016 must post in cabinet a dated spare sprinkler list that includes the SIN, general description & quantity of each sprinkler to be in the cabinet	§5.4.1.4.1	LS 02.01.35 EP 14
			(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
			If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

CODE REFERENCES

Show where requirement comes from

Annual Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE	
		Report Title:	Date of Report:	
		(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
		(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
		(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
		(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
			§5.2.1.1	LS 02.01.35 EP 14
			§5.2.1.1	LS 02.01.35 EP 14
			§5.2.1.1	LS 02.01.35 EP 14
		(3	§5.2.1.2	LS 02.01.35 EP 14
		(4	§5.2.2	LS 02.01.35 EP 14
			§5.2.2	LS 02.01.35 EP 14
			§5.2.2.2	LS 02.01.35 EP 14
			§5.2.2	LS 02.01.35 EP 14
			§5.2.2	LS 02.01.35 EP 14
		(5	§5.2.3.1	LS 02.01.35 EP 14
			§5.2.3.1	LS 02.01.35 EP 14
		(6	§5.2.8	LS 02.01.35 EP 14
			§5.2.8	LS 02.01.35 EP 14
		(7 te id	§ 5.2.1.4; §5.4.1.1	LS 02.01.35 EP 14
		0	§5.4.1.5	LS 02.01.35 EP 14
			§5.4.1.6	LS 02.01.35 EP 14
		t y of each sprinkler to be in the cabinet	§5.4.1.4.1	LS 02.01.35 EP 14
		(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
		If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

TITLE OF REPORT

(if reviewing a completed report)

Identify What YOU call this Report

&

Date of Report

Annual Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:			Date of Report:	
		1). **Report contains** (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		2) **Sprinklers, visible** - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
		(B) Foreign Mtl		LS 02.01.35 EP 14
		(C) Paint (any a		LS 02.01.35 EP 14
		(D) Corrosion (a		LS 02.01.35 EP 14
		(E) Physical Da		LS 02.01.35 EP 14
		(F) Deflector Or		LS 02.01.35 EP 14
		3) **Sprinkler Obs**		LS 02.01.35 EP 14
		4) **Pipe, visible** -		LS 02.01.35 EP 14
		(B) Corrosion		LS 02.01.35 EP 14
		(C) External loa		LS 02.01.35 EP 14
		(D) Good Condi		LS 02.01.35 EP 14
		(E) Mechanical		LS 02.01.35 EP 14
		5) **Hangers, visi**		LS 02.01.35 EP 14
		(B) Looseness		LS 02.01.35 EP 14
		6) **Hydraulic Des**		LS 02.01.35 EP 14
		(B) Is sign Legib		LS 02.01.35 EP 14
		7) **Spares** - (A) C emp range, orific dentification num		LS 02.01.35 EP 14
		(B) Additional sp to 1000 sprinklers; (2) Min 24 for facilities having over 1000 sprinklers		LS 02.01.35 EP 14
		(C) Wrench(s) nearby that fit all heads (Adjustable wrench not acceptable)	§5.4.1.6	LS 02.01.35 EP 14
		(D) Spare Sprinkler List - New installations after July 2016 must post in cabinet a dated spare sprinkler list that includes the SIN, general description & quantity of each sprinkler to be in the cabinet	§5.4.1.4.1	LS 02.01.35 EP 14
		8) **Control Valves** - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
		If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on	§13.3.3.2	LS 02.01.35 EP 14

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ Mark One Box for Each Check Point

Annual Sprinkler Doc Review

1. BASICS

7 BASIC CHECKPOINTS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)

	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
			(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
			(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
			(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
			(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
			(E) Mechanical Damage	§5.2.2	LS 02.01.35 EP 14
			(5) Hangers, visible - (A) Checked for Damage	§5.2.3.1	LS 02.01.35 EP 14
			(B) Looseness	§5.2.3.1	LS 02.01.35 EP 14
			(6) Hydraulic Design Info Sign - (A) Attached to riser with durable method	§5.2.8	LS 02.01.35 EP 14
			(B) Is sign Legible	§5.2.8	LS 02.01.35 EP 14
			(7) Spares - (A) Checked for Min 2 for each style, deflector type, response time, temp range, orifice size, coating (if any) Must have the same sprinkler identification numbers (SINs)	§ 5.2.1.4; §5.4.1.1	LS 02.01.35 EP 14
			(B) Additional spares are required as follows: (1) Min 12 for facilities having 300 to 1000 sprinklers; (2) Min 24 for facilities having over 1000 sprinklers	§5.4.1.5	LS 02.01.35 EP 14
			(C) Wrench(s) nearby that fit all heads (Adjustable wrench not acceptable)	§5.4.1.6	LS 02.01.35 EP 14
			(D) Spare Sprinkler List - New installations after July 2016 must post in cabinet a dated spare sprinkler list that includes the SIN, general description & quantity of each sprinkler to be in the cabinet	§5.4.1.4.1	LS 02.01.35 EP 14
			(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
			If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

KEY DOCUMENT ELEMENTS

Who, When, List, Checkpoints, Results & Repairs are KEY elements of EVERY inspection document

Annual Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)					
	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
			(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
			(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
			(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
			(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
			(F) Deflector Orientation (generally required to be parallel to the ceiling)	§5.2.1.1	LS 02.01.35 EP 14
			(3) Sprinkler Obstruction - (A) Min clearance provided below	§5.2.1.2	LS 02.01.35 EP 14
			(4) Pipe, visible - (A) Checked for Leaks	§5.2.2	LS 02.01.35 EP 14
			(B) Corrosion	§5.2.2	LS 02.01.35 EP 14
			(C) External loads either resting on the pipe or hung from the pipe	§5.2.2.2	LS 02.01.35 EP 14
			(D) Good Condition	§5.2.2	LS 02.01.35 EP 14
			a dated spare sprinkler list that includes the SIN, general description & quantity of each sprinkler to be in the cabinet		
			(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
			If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

VISIBLE SPRINKLER INSPECTION

- Walk-around visual of all exposed sprinklers
- Look especially for dust on heads
- Use zero-tolerance
- If vender does not do it, perhaps owner should

Annual Sprinkler Doc Review

1. BASICS

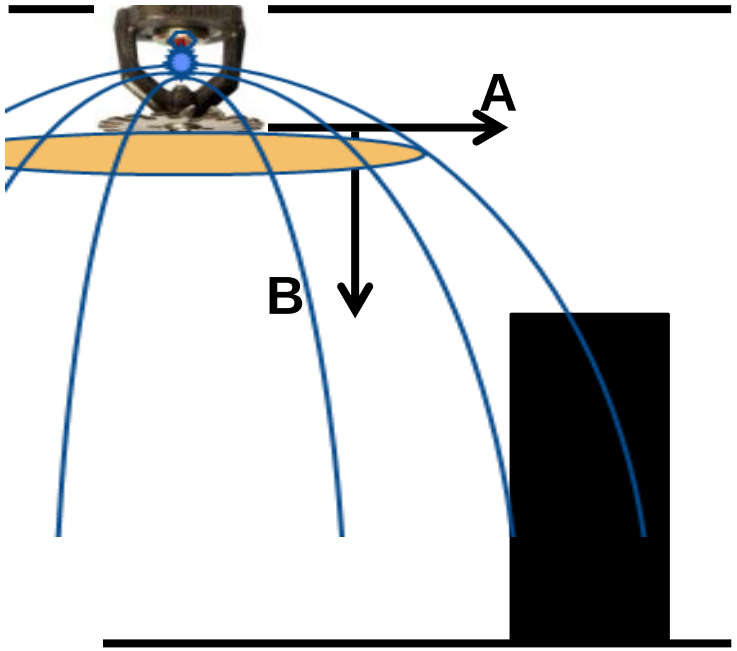
ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)					
	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
			(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
			(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
			(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
			(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
			(F) Deflector Orientation (generally required to be parallel to the ceiling)	§5.2.1.1	LS 02.01.35 EP 14
			(3) Sprinkler Obstruction - (A) Min clearance provided below	§5.2.1.2	LS 02.01.35 EP 14
			(4) Pipe, visible - (A) Checked for Leaks	§5.2.2	LS 02.01.35 EP 14
			(B) Corrosion	§5.2.2	LS 02.01.35 EP 14
			(C) External loads either resting on the pipe or hung from the pipe	§5.2.2.2	LS 02.01.35 EP 14
			(D) Good Condition	§5.2.2	LS 02.01.35 EP 14
			(C) Wrench(s) nearby that fit all heads (Adjustable wrench not acceptable)	§5.4.1.6	LS 02.01.35 EP 14
			(D) Spare Sprinkler List - New installations after July 2016 must post in cabinet a dated spare sprinkler list that includes the SIN, general description & quantity of each sprinkler to be in the cabinet	§5.4.1.4.1	LS 02.01.35 EP 14
			(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
			If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

SPRINKLER OBSTRUCTIONS

- Walk-around visual of all exposed sprinklers
- 18” clearance is general rule (but more complicated)
- If vender does not do it, perhaps owner should

Obstruction of **Object on Floor** (NFPA 13, 8.6.5.2.2)

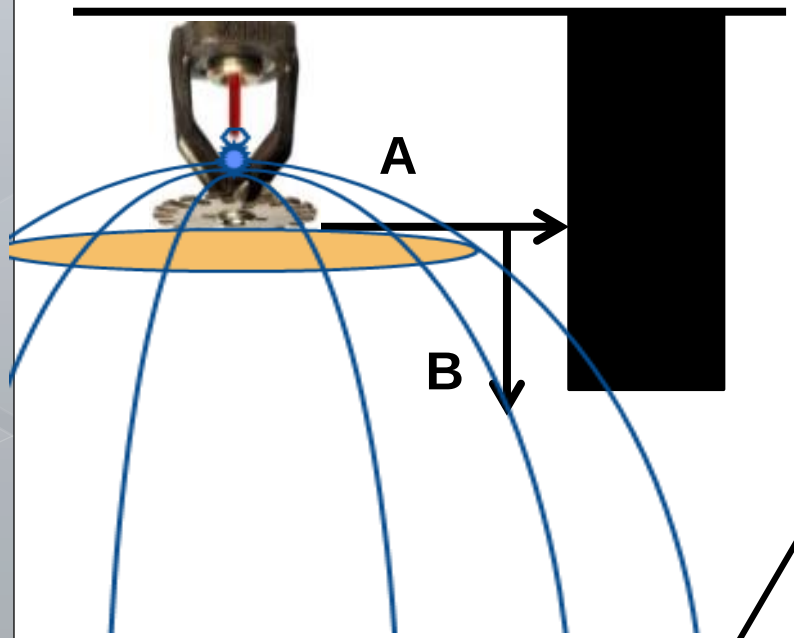
A Horiz Dist to Obstruction	B Min Distance Below Deflector
<6”	3”
6-9”	4”
9-12”	6”
12-15”	8”
15-18”	9.5”
18-24”	12.5”
24-30”	15.5”
>30”	18”



Remember These #

Obstructions

Obstructions **Hanging from Ceiling** (NFPA 13, 8.6.5.1.2)



Remember These #

A Distance to Obstruction	B Max Distance Below Deflector
<12”	0”
12-18”	2.5”
18-24”	3.5”
24-30”	5.5”
30-36”	7.5”
36-42”	9.5”
42-48”	12”
48-54”	14”
54-60”	16.5”
>60”	18”

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)					
	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
			(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
			(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
			(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
			(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
			(F) Deflector Orientation (generally required to be parallel to the ceiling)	§5.2.1.1	LS 02.01.35 EP 14
			(3) Sprinkler Obstruction - (A) Min clearance provided below	§5.2.1.2	LS 02.01.35 EP 14
			(4) Pipe, visible - (A) Checked for Leaks	§5.2.2	LS 02.01.35 EP 14
			(B) Corrosion	§5.2.2	LS 02.01.35 EP 14
			(C) External loads either resting on the pipe or hung from the pipe	§5.2.2.2	LS 02.01.35 EP 14
			(D) Good Condition	§5.2.2	LS 02.01.35 EP 14
			(E) Mechanical Damage	§5.2.2	LS 02.01.35 EP 14
			(5) Hangers, visible - (A) Checked for Damage	§5.2.3.1	LS 02.01.35 EP 14
			(B) Looseness	§5.2.3.1	LS 02.01.35 EP 14
			(6) Hydraulic Design Info Sign - (A) Attached to riser with durable method	§5.2.8	LS 02.01.35 EP 14
			(B) Is sign legible	§5.2.8	LS 02.01.35 EP 14

VISIBLE PIPE & HANGER INSPECTION

- Walk-around visual of all exposed pipes & hangers
- Look especially in storage & mechanical rooms w/o ceilings
- Use zero tolerance for anything touching a sprinkler pipe

Annual Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)					
	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
			(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
			(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
			(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
			(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
			(F) Deflector Orientation (generally required to be parallel to the ceiling)	§5.2.1.1	LS 02.01.35 EP 14
			(3) Sprinkler Obstruction - (A) Min clearance provided below	§5.2.1.2	LS 02.01.35 EP 14
			(4) Pipe, visible - (A) Checked for Leaks	§5.2.2	LS 02.01.35 EP 14
			(B) Corrosion	§5.2.2	LS 02.01.35 EP 14
			(C) External loads either resting on the pipe or hung from the pipe	§5.2.2.2	LS 02.01.35 EP 14
			(D) Good Condition	§5.2.2	LS 02.01.35 EP 14
			(E) Mechanical Damage	§5.2.2	LS 02.01.35 EP 14
			(5) Hangers, visible - (A) Checked for Damage	§5.2.3.1	LS 02.01.35 EP 14
			(B) Looseness	§5.2.3.1	LS 02.01.35 EP 14
			(6) Hydraulic Design Info Sign - (A) Attached to riser with durable method	§5.2.8	LS 02.01.35 EP 14
			(B) Is sign Legible	§5.2.8	LS 02.01.35 EP 14
			(7) Spares - (A) Checked for Min 2 for each style, deflector type, response time, temp range, orifice size, coating (if any) Must have the same sprinkler	§5.2.1.4, §5.4.1.1	LS 02.01.35 EP 14
			of each sprinkler to be in the cabinet		
			(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
			If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

HYDRAULIC NAMEPLATE

- Only thing that is duplicated from Qrtly inspection

Annual Sprinkler Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM (best if form "Quotes" the code)					
	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		

SPARE SPRINKLERS & WRENCH

- Must have 2 for each sprinkler configuration used in building
- Total # depends on size of building
- Must have non-adj wrench(s) that fits all spares
- New installs: must have list on SIN

		(B) Is sign Legible	§5.2.8	LS 02.01.35 EP 14
		(7) Spares - (A) Checked for Min 2 for each style, deflector type, response time, temp range, orifice size, coating (if any) Must have the same sprinkler identification numbers (SINs)	§ 5.2.1.4; §5.4.1.1	LS 02.01.35 EP 14
		(B) Additional spares are required as follows: (1) Min 12 for facilities having 300 to 1000 sprinklers; (2) Min 24 for facilities having over 1000 sprinklers	§5.4.1.5	LS 02.01.35 EP 14
		(C) Wrench(s) nearby that fit all heads (Adjustable wrench not acceptable)	§5.4.1.6	LS 02.01.35 EP 14
		(D) Spare Sprinkler List - New installations after July 2016 must post in cabinet a dated spare sprinkler list that includes the SIN, general description & quantity of each sprinkler to be in the cabinet	§5.4.1.4.1	LS 02.01.35 EP 14
		(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
		If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14

Annual Sprinkler Doc Review

1. BASICS

		UST BE ON A VALID FORM (best if form "Quotes" the code)		
FORM	FORM	SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
Report Title:			Date of Report:	
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
		(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
		(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
		(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
		(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
		(F) Deflector Orientation (generally required to be parallel to the ceiling)	§5.2.1.1	LS 02.01.35 EP 14
		(3) Sprinkler Obstruction - (A) Min clearance provided below	§5.2.1.2	LS 02.01.35 EP 14
		(4) Pipe, visible - (A) Checked for Leaks	§5.2.2	LS 02.01.35 EP 14
		(B) Corrosion	§5.2.2	LS 02.01.35 EP 14
		(C) External loads either resting on the pipe or hung from the pipe	§5.2.2.2	LS 02.01.35 EP 14
		(D) Good Condition	§5.2.2	LS 02.01.35 EP 14
		(E) Mechanical Damage	§5.2.2	LS 02.01.35 EP 14
		(5) Hangers, visible - (A) Checked for Damage	§5.2.3.1	LS 02.01.35 EP 14
		(B) Looseness	§5.2.3.1	LS 02.01.35 EP 14
		(6) Hydraulic Design Info Sign - (A) Attached to riser with durable method	§5.2.8	LS 02.01.35 EP 14
		(B) Is sign Legible	§5.2.8	LS 02.01.35 EP 14
		(7) Spares - (A) Checked for Min 2 for each style, deflector type, response time, temp range, orifice size, coating (if any) Must have the same sprinkler	§ 5.2.1.4; §5.4.1.1	LS 02.01.35 EP 14

CONTROL VALVES

- Must operate each control valve full range of motion

		of each sprinkler to be in the cabinet		
		(8) Control Valves - (A) Operate its full range & return to normal position	§13.3.3.1	LS 02.01.35 EP 14
		If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14
		(9) Main Drain Test, for EACH riser		
		(A) Record Initial psi		
		(B) Record residual (flowing) psi	§13.2.5	EC.02.03.05 EP 09
		(C) Record time to restore psi	§13.2.5	EC.02.03.05 EP 09
		(D) Compared to previous Main Drain Test	§13.2.5.2	EC.02.03.05 EP 09
		(E) Determine cause/correction if >10% psi below full flow psi from prior test	§13.2.5.2	EC.02.03.05 EP 09

Annual Sprinkler Doc Review

1. BASICS

		CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
		(2) Sprinklers, visible - (A) Checked for signs of leakage	§5.2.1.1	LS 02.01.35 EP 14
		(B) Foreign Mtl (dust or any other material)	§5.2.1.1	LS 02.01.35 EP 14
		(C) Paint (any amount, if not placed by head mfr)	§5.2.1.1	LS 02.01.35 EP 14
		(D) Corrosion (any amount)	§5.2.1.1	LS 02.01.35 EP 14
		(E) Physical Damage	§5.2.1.1	LS 02.01.35 EP 14
		(F) Deflector Orientation (generally required to be parallel to the ceiling)	§5.2.1.1	LS 02.01.35 EP 14
		(3) Sprinkler Obstruction - (A) Min clearance provided below	§5.2.1.2	LS 02.01.35 EP 14
		(4) Pipe, visible - (A) Checked for Leaks	§5.2.2	LS 02.01.35 EP 14
		(B) Corrosion	§5.2.2	LS 02.01.35 EP 14
		(C) External loads either resting on the pipe or hung from the pipe	§5.2.2.2	LS 02.01.35 EP 14
		(D) Good Condition	§5.2.2	LS 02.01.35 EP 14
		(E) Mechanical Damage	§5.2.2	LS 02.01.35 EP 14
		(5) Hangers, visible - (A) Checked for Damage	§5.2.3.1	LS 02.01.35 EP 14
		(B) Looseness	§5.2.3.1	LS 02.01.35 EP 14
		(6) Hydraulic Design Info Sign - (A) Attached to riser with durable method	§5.2.8	LS 02.01.35 EP 14
		(B) Is sign Legible	§5.2.8	LS 02.01.35 EP 14

MAIN DRAIN TEST

- Main Drain Test on EACH riser
- Must record 3 specified readings
- Must review readings against prior test

		If a Post Indicator Valves (PIV)- Open until spring or torsion pressure is felt on rod; then back off 1/4 turn to prevent jambing	§13.3.3.2	LS 02.01.35 EP 14
		(9) Main Drain Test, for EACH riser (A) Record Initial psi	§13.2.5	EC.02.03.05 EP 09
		(B) Record residual (flowing) psi	§13.2.5	EC.02.03.05 EP 09
		(C) Record time to restore psi	§13.2.5	EC.02.03.05 EP 09
		(D) Compared to previous Main Drain Test	§13.2.5.2	EC.02.03.05 EP 09
		(E) Determine cause/correction if >10% psi below full flow psi from prior test	§13.2.5.2	EC.02.03.05 EP 09

2. “IFs”

11 SUPPLIMENTAL CHECKPOINTS

The 2nd part of the inspection depends on what extra items are installed on the sprinkler sys, such as

- Back Flow Preventer
- Pressure Reducing Valve
- Freezing Conditions
- Dry Pipe System
- Preaction System

Best to have a place to check “Not Applicable” if not installed on the system. These items should never be left off the form, even if there are none in the building.

2. "IFs"

These items are only inspected if present, but form should have space to indicate that item is not present, i.e. not applicable

NOT APPLIC	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011	TJC STD
			10) System PRV (if any) (A) Partial-Flow Test (to move valve from its seat)	§13.5.1.3	LS 02.01.35 EP 14
			11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow ra… demand to flow t…	§13.6.2.1;	LS 02.01.35 EP 14
			Forward-Flow … inside hose sta…		LS 02.01.35 EP 14
			12) Bldg - prior		LS 02.01.35 EP 14
			13) Anti-Freeze		LS 02.01.35 EP 14
			(B) Checked re…		LS 02.01.35 EP 14
			14) Dry/Preacti… Re: pipes that p… obstructions whe…		LS 02.01.35 EP 14
			15) Dry/Preacti… provided) test at …		LS 02.01.35 EP 14
			(B) Auxiliary Dr…		LS 02.01.35 EP 14
			16) Dry/Preacti… not required), If t…		LS 02.01.35 EP 14
			(B) Main drain …		LS 02.01.35 EP 14
			(C) Sys air psi …		LS 02.01.35 EP 14
			(D) Tripping Ti… valve trips)		LS 02.01.35 EP 14
			(E)Trip Test Re… conducting the…		LS 02.01.35 EP 14
			17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5	LS 02.01.35 EP 14
			18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4	LS 02.01.35 EP 14
			19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7	LS 02.01.35 EP 14
			20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9	LS 02.01.35 EP 14

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ ↑ Mark One Box for Each Check Point

NOTE: If marked Not Applicable, it should STILL be on the form (best with a NA check box)

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE
			(10) System PRV (if any) (A) Partial-Flow Test (to move valve from its seat)	§13.5.1.3
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			(Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7

IF HAVE A PRESSURE REDUCING VALVE

- Sys rarely have a pressure reducing valve, but if any, they must be tested

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011
			(10) System PRV (if any) (A) Partial-Flow Test (to move valve from its seat)	§13.5.1.3
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7

IF HAVE BACKFLOW PREVENTOR

- Sys may have a BFP on incoming line when required by local utility
- Test required if BFP is bypassed during the annual fire pump flow test

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011
			(10) System PRV (if any) (A) Partial-Flow Test (to move valve from its seat)	§13.5.1.3
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4
			(B) Checked readings to code tables	§5.3.4.1
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4
				2; 4
				3
				4; .3
				12
				2; .3
				2; .3
			(E) Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7

IF BLDG SUBJECT TO FREEZING

- Check freeze protection in portions of bldg subject to freezing
- Must due prior to freezing weather (may be challenged if annual is performed in other than late fall)

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	3. SPRINKLER- ANNUAL	NFPA CODE NFPA 25-2011
			(10) System PRV (if any) (A) Partial-Flow Test (to move valve from its seat)	§13.5.1.3
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4
			(B) Checked readings to code tables	§5.3.4.1
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7

IF HAVE ANTI-FREEZE SYSTEM

- Must measure & record specific gravity & compare to required level

2. "IFs"

			(A) Partial-Flow Test (to move valve from its seat)	
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4

IF HAVE DRY or PREACTION SYSTEM

- 7 extra checkpoints

			(B) Checked readings to code tables	§5.3.4.1
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9

2. "IFs"

IF HAVE SPRINKLERS IN FREEZERS

- Internal pipe inspection of pipes for freezers

			(A) Partial-Flow Test (to move valve from its seat)	
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward Flow Test includes (B) base stream demand where hydrants or	§13.6.2.1
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9

2. "IFs"

			(A) Partial-Flow Test (to move valve from its seat)	
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes (B) hose stream demand where hydrants or	§13.6.2.1
			obstructions where the piping enters the refrigerated area)	
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9

IF HAVE ENCLOSURE SUJECT TO FREEZING

- Sometimes valves are located where it freezes
- Check low temp alarm & drain operation

2. "IFs"

			(A) Partial-Flow Test (to move valve from its seat)	
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12
			(C) Sys air psi and supply water psi are recorded	§13.4.3.2.12; §13.4.4.2.2.3
			(D) Tripping Time - Recorded (Using a stop watch, records time that air psi valve trips)	§13.4.3.2.12; §13.4.4.2.2.3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9

IF HAVE QUICK-OPENING DEVICE

- Partial Flow Trip Test, with specific records

2. "IFs"

			(A) Partial-Flow Test (to move valve from its seat)	
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4
			(B) Checked readings to code tables	§5.3.4.1
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
				12
				12; .3
				12; .3
			(E)Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9

IF HAVE DRY/PREACTION VALVE

- Clean interior of valve

2. "IFs"

			(A) Partial-Flow Test (to move valve from its seat)	
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4
			(B) Checked readings to code tables	§5.3.4.1
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12
			(E) Trip Test Records show date last tripped, individual & organization conducting the test (generally requires 2 persons)	§13.4.3.2.12; §13.4.4.2.2.3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2;
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9

IF LOW AIR PRESSURE ALARM

- Test per manufacturer

2. "IFs"

			(A) Partial-Flow Test (to move valve from its seat)	
			(11) Backflow Assemblies (if any) - (A) Conduct Forward-Flow Test at the designed flow rate (Not required if annual fire pump test causes the system demand to flow through the backflow preventer device)	§13.6.2.1; §13.6.2.1.4
			Forward-Flow Test includes - (B) hose stream demand, where hydrants or inside hose stations are located downstream of the backflow preventer	§13.6.2.1
			(12) Bldg - prior to winter - (A) Ck for Freeze Protection	§4.1.1.1
			(13) Anti-Freeze Sys - (A) Recorded Specific Gravity	§5.3.4
			(B) Checked readings to code tables	§5.3.4.1
			(14) Dry/Preaction Ice Obstruction Inspection - (A) Internal inspection of piping (Re: pipes that protects or passes through freezers or cold storage rooms for ice obstructions where the piping enters the refrigerated area)	§14.4
			(15) Dry/Preaction Enclosure - (A) Low Temperature Alarm for heating sys (if provided) test at start of heating season	§13.4.3.1.2; §13.4.3.2.14
			(B) Auxiliary Drains operated before onset of freezing conditions	§13.4.3.3.3
			(16) Dry/Preaction Valve - (A) Partial-Flow Trip Test (In yrs that full flow test is not required), If there's a quick-opening device that controls flow to the device	§13.4.3.2.4; §13.4.4.2.2.3
			(B) Main drain valve is fully opened to clear foreign material from pipes	§13.4.3.2.12
				2; .3
				2; .3
				2; .3
			(17) Dry/Preaction Valve - (A) Interior thoroughtly cleaned	§13.4.3.3.2; §13.4.4.1.5
			(18) Dry/Preaction Low Air Pressure - (A) Test per mfr	§13.4.3.2.4
			(19) Preaction Detectors -(A) Condition of Detection Devices	§13.4.3.1.7
			(20) Preaction Valve Manual Operator - (A) Operate actuation device	§13.4.3.2.9

IF HAVE PREACTION SYS

- Check condition of smoke detectors
- Operate Preaction manual operator

TOOLS for REVIEW of

Inspection Documentation

4. Monthly Generator

ONE PART OF THE REVIEW

Mo. Generator Doc Review

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

	NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA CODE NFPA 110-2010	
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2) Properly instructed individuals must oversee the routine maintenance and operational testing program	§8.4.8	LS.02.01.70 EP 04
			(3) Test Interval - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A;	EC.02.05.07 EP 04
			(3) Start-Up: (A) Load tests of generator sets shall include complete cold starts	§8.4.4	LS.02.01.70 EP 04
			(B) Initiated by simulating a power outage by either: (a) Using the test switch(es) on the ATSs, or (b) By opening a normal breaker	§8.3.2.1;§ 8.4.3	LS.02.01.70 EP 04
			The 10-second start criterion shall not apply during the monthly generator test; If the 10-second criterion is not met during the monthly test, an annual test must confirm the capability of the life safety & critical branches start within 10 sec	NFPA 99-2012, §6.4.4.1.1.2	LS.02.01.70 EP 04
			(4) Duration - must be exercised for at least 30 min under (A) Diesel generator. Use any of the following load criteria:	§8.4.2	EC.02.05.07 EP 04
			(a) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer, or (b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly under the available load	§8.4.2; §8.4.2.3	EC.02.05.07 EP 05
			(B) Spark-ignited generator (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4	EC.02.05.07 EP 04
			(a) Available EPSS Load or (b) Until the water temperature and the oil pressure have stabilized	§8.4.2.4	EC.02.05.07 EP 05
			(5) Battery Electrolyte Condition - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1	LS.02.01.70 EP 04
			(6) Transfer Switch Test - (A) Must operate every automatic and manual transfer switch each month. Transfer shall consist of electrically operating the transfer switch from the standard position to the alternate position and then a return to the standard position	§8.4.6; §8.3.2.1; §8.4.6.1	LS.02.01.70 EP 04
			(7) Time-Delays: (A) Must have a minium 1 second Time delay on start	§8.4.5(1)	LS.02.01.70 EP 04
			(B) Must have a minium 5 minute Time delay on shut-down (Cool-Down)	§8.4.5(4)	LS.02.01.70 EP 04

Part 1 - **Basics**

Inspect ALL rated sys for these items

7 BASIC CHECKPOINTS

1. BASICS

Mo. Generator Doc Review

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA 110-2010	TJC STD
Report Title:			Date of Report:	
		(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
		(2) Properly instructed individuals must oversee the routine maintenance and operational testing program	§8.4.8	LS.02.01.70 EP 04
		(3) Test Interval - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A;	EC.02.05.07 EP 04
		(3) Start-Up: (A) Load tests of generator sets shall include complete cold starts	§8.4.4	LS.02.01.70 EP 04
				02.01.70 EP 04
				02.01.70 EP 04
				02.05.07 EP 04
				02.05.07 EP 05
		(b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly under the available load		
		(B) Spark-ignited generator (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4	EC.02.05.07 EP 04
		(a) Available EPSS Load or (b) Until the water temperature and the oil pressure have stabilized	§8.4.2.4	EC.02.05.07 EP 05
		(5) Battery Electrolyte Condition - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1	LS.02.01.70 EP 04

ALL CHECKPOINTS ON FORM

Quote the Code

1. BASICS

Mo. Generator Doc Review

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

	NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA CODE NFPA 110-2010	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemize LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any de ciency		
			(2) Properly instructed individuals must oversee the routine maintenance and operational testing program	§8.4.8	LS.02.01.70 EP 04
			(3) Test Interval - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A;	EC.02.05.07 EP 04
			te cold starts	§8.4.4	LS.02.01.70 EP 04
				§8.3.2.1;§ 8.4.3	LS.02.01.70 EP 04
			enerator test; nnual test art within 10	NFPA 99-2012, §6.4.4.1.1.2	LS.02.01.70 EP 04
				§8.4.2	EC.02.05.07 EP 04
			res as 30% of the sed monthly under the available load	§8.4.2; §8.4.2.3	EC.02.05.07 EP 05
			(B) Spark-ignited generator (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4	EC.02.05.07 EP 04
			(a) Available EPSS Load or (b) Until the water temperature and the oil pressure have stabilized	§8.4.2.4	EC.02.05.07 EP 05
			(5) Battery Electrolyte Condition - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1	LS.02.01.70 EP 04

CODE REFERENCES

Show where requirement comes from

1. BASICS

Mo. Generator Doc Review

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM				
	NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA CODE
Report Title:				Date of Report:
			(1) Report containing (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency	
			(2) Properly instructed individuals must oversee the routine maintenance and operational testing program	§8.4.8 LS.02.01.70 EP 04
			(3) Test Interval - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A; EC.02.05.07 EP 04
			(3)	§8.4.4 LS.02.01.70 EP 04
				§8.3.2.1;§ 8.4.3 LS.02.01.70 EP 04
				NFPA 99-2012, §6.4.4.1.1.2 LS.02.01.70 EP 04
			(4)	§8.4.2 EC.02.05.07 EP 04
				§8.4.2; §8.4.2.3 EC.02.05.07 EP 05
				§8.4.2.4 EC.02.05.07 EP 04
				§8.4.2.4 EC.02.05.07 EP 05
			(5)	§8.3.7.1 LS.02.01.70 EP 04
			spec gravity of each cell, or b). Perform battery conductance testing	

TITLE OF REPORT

(if reviewing a completed report)

Identify What YOU call this Report

&

Date of Report

1. BASICS

Mo. Generator Doc Review

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA CODE NFPA 110-2010	TJC STD
Report Title:			Date of Report:	
		(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
		(2) Properly in operational test		LS.02.01.70 EP 04
		(3) Test Interva all appurtenant	12 A;	EC.02.05.07 EP 04
		(3) Start-Up: (A		LS.02.01.70 EP 04
		(B) Initiated by (a) Using th (b) By oper	4.3	LS.02.01.70 EP 04
		The 10-secon If the 10-seco must confirm sec	12, 2	LS.02.01.70 EP 04
		(4) Duration - (A) Diesel ge		EC.02.05.07 EP 04
		(a) Loading recommend (b) Under op EPS namep (c) Annual Load Bank (see separate test document) and exercised monthly under the available load	2.3	EC.02.05.07 EP 05
		(B) Spark-ignited generator (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4	EC.02.05.07 EP 04
		(a) Available EPSS Load or (b) Until the water temperature and the oil pressure have stabilized	§8.4.2.4	EC.02.05.07 EP 05
		(5) Battery Electrolyte Condition - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1	LS.02.01.70 EP 04

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ Mark One Box for Each Check Point

1. BASICS

Mo. Generator Doc Review

7 BASIC CHECKPOINTS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

	NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA CODE NFPA 110-2010	TJC STD
Report Title:				Date of Report:	
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
			(2) Properly instructed individuals must oversee the routine maintenance and operational testing program	§8.4.8	LS.02.01.70 EP 04
			(3) Test Interval - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A;	EC.02.05.07 EP 04
			(3) Start-Up: (A) Load tests of generator sets shall include complete cold starts	§8.4.4	LS.02.01.70 EP 04
			(B) Initiated by simulating a power outage by either:	§8.3.2.1;§ 8.4.3	LS.02.01.70 EP 04

KEY DOCUMENT ELEMENTS

Who, When, List, Checkpoints, Results & Repairs are KEY elements of EVERY inspection document

			(a) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer, or (b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly under the available load	§8.4.2; §8.4.2.3	EC.02.05.07 EP 05
			(B) Spark-ignited generator (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4	EC.02.05.07 EP 04
			(a) Available EPSS Load or (b) Until the water temperature and the oil pressure have stabilized	§8.4.2.4	EC.02.05.07 EP 05
			(5) Battery Electrolyte Condition - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1	LS.02.01.70 EP 04

1. BASICS

Mo. Generator Doc Review

	NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA CODE NFPA 110-2010
Report Title:				Date of Report:
			(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
			(2) **Properly instructed individuals** must oversee the routine maintenance and operational testing program	§8.4.8
			(3) **Test Interval** - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A;
			(b) By opening a normal breaker	
			The 10-second start criterion shall not apply during the monthly generator test; If the 10-second criterion is not met during the monthly test, an annual test must confirm the capability of the life safety & critical branches start within 10 sec	NFPA 99-2012, §6.4.4.1.1.2
			(4) **Duration** - must be exercised for at least 30 min under (A) **Diesel generator.** Use any of the following load criteria:	§8.4.2
			(a) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer, or (b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly under the available load	§8.4.2; §8.4.2.3
			(B) **Spark-ignited generator** (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4
			(a) Available EPSS Load or	§8.4.2.4

INSPECTOR QUALIFICATIONS

- Can be performed by qualified in-house staff

1. BASICS

Mo. Generator Doc Review

	NOT ON FORM	ON FORM	5. GENERATOR EXERCISE - MONTHLY	NFPA CODE NFPA 110-2010
Report Title:				Date of Report:
			(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency	
			(2) Properly instructed individuals must oversee the routine maintenance and operational testing program	§8.4.8
			(3) Test Interval - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A;
			(3) Start-Up: (A) Load tests of generator sets shall include complete cold starts	§8.4.4
			(B) Initiated by simulating a power outage by either:	§8.3.2.1;§ 8.4.3
			must confirm the capability of the life safety & critical branches start within 10 sec	
			(4) Duration - must be exercised for at least 30 min under (A) Diesel generator. Use any of the following load criteria:	§8.4.2
			(a) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer, or (b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly under the available load	§8.4.2; §8.4.2.3
			(B) Spark-ignited generator (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4
			(a) Available EPSS Load or	§8.4.2.4

FREQUENCY

- "Month" has Flexibility: 20-40 days apart

1. BASICS

FORM	FORM	GENERATOR EXERCISE - MONTHLY	NFPA CODE NFPA 110-2010
Report Title:			Date of Report:
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
		(2) **Properly instructed individuals** must oversee the routine maintenance and operational testing program	§8.4.8
		(3) **Test Interval** - minimum of 20 days; maximum of 40 days; EPSSs, including all appurtenant components, shall be exercised under load at least monthly;	§8.4.1 NFPA 99-2012 §6.4.4.1.1.4A;
		(3) **Start-Up**: (A) Load tests of generator sets shall include complete cold starts	§8.4.4
		(B) Initiated by simulating a power outage by either: (a) Using the test switch(es) on the ATSs, or (b) By opening a normal breaker	§8.3.2.1;§ 8.4.3
		The 10-second start criterion shall not apply during the monthly generator test; If the 10-second criterion is not met during the monthly test, an annual test must confirm the capability of the life safety & critical branches start within 10 sec	NFPA 99-2012, §6.4.4.1.1.2
		(4) **Duration** - must be exercised for at least 30 min under (A) **Diesel generator** - Use any of the following load criteria:	§8.4.2
		(5) **Battery Electrolyte Condition** - Monthly, Must either a). measure & record	§8.3.7.1

START OF TEST

- Must be a Cold Start
- Use ATS Test Switch or Turn off normal breaker
- Do NOT need to verify 10 sec start each month
- Annual verification of 10 sec start

1. BASICS

		(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) itemized LIST of devices; CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency	
		(2) Properly instructed individuals must oversee the routine maintenance and	§8.4.8
		sec	
		(4) Duration - must be exercised for at least 30 min under (A) Diesel generator. Use any of the following load criteria:	§8.4.2
		(a) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer, or (b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly under the available load	§8.4.2; §8.4.2.3
		(B) Spark-ignited generator (ie. Natural gas/propane) Use any of the following load criteria:	§8.4.2.4
		(a) Available EPSS Load or (b) Until the water temperature and the oil pressure have stabilized	§8.4.2.4
		(5) Battery Electrolyte Condition - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1

DURATION OF TEST & LOAD

- Depends on Type Generator
  - Diesel: for 30 min at 30% Nameplate KWH or min Exhaust Temp or Annual Load Bank
  - Natural Gas: Until reach operating temp & pressure at the available load

1. BASICS

Mo. Generator Doc Review

		(B) Initiated by simulating a power outage by either: (a) Using the test switch(es) on the ATSs, or (b) By opening a normal breaker	§8.3.2.1;§ 8.4.3
		The 10-second start criterion shall not apply during the monthly generator test; If the 10-second criterion is not met during the monthly test, an annual test must confirm the capability of the life safety & critical branches start within 10 sec	NFPA 99-2012, §6.4.4.1.1.2
		(4) **Duration** - must be exercised for at least 30 min under	§8.4.2
		load criteria:	
		(a) Available EPSS Load or	§8.4.2.4
		(b) Until the water temperature and the oil pressure have stabilized	
		(5) **Battery Electrolyte Condition** - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1
		(6) **Transfer Switch Test** - (A) Must operate every automatic and manual transfer switch each month. Transfer shall consist of electrically operating the transfer switch from the standard position to the alternate position and then a return to the standard position	§8.4.6; §8.3.2.1; §8.4.6.1
		(7) **Time-Delays**: (A) Must have a minium 1 second Time delay on start	§8.4.5(1)
		(B) Must have a minium 5 minute Time delay on shut-down (Cool-Down)	§8.4.5(4)

BATTERY INSPECTION

- Choice of method:
  - Specific Gravity of each cell (must record)
  - Measure Battery Conductance

1. BASICS

Mo. Generator Doc Review

		(B) Initiated by simulating a power outage by either: (a) Using the test switch(es) on the ATSs, or (b) By opening a normal breaker	§8.3.2.1;§ 8.4.3
		The 10-second start criterion shall not apply during the monthly generator test; If the 10-second criterion is not met during the monthly test, an annual test must confirm the capability of the life safety & critical branches start within 10 sec	NFPA 99-2012, §6.4.4.1.1.2
		(4) **Duration** - must be exercised for at least 30 min under (A) **Diesel generator.** Use any of the following load criteria:	§8.4.2
		(a) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer, or (b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly	§8.4.2; §8.4.2.3
		(b) Until the water temperature and the oil pressure have stabilized	
		(5) **Battery Electrolyte Condition** - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1
		(6) **Transfer Switch Test** - (A) Must operate every automatic and manual transfer switch each month. Transfer shall consist of electrically operating the transfer switch from the standard position to the alternate position and then a return to the standard position	§8.4.6; §8.3.2.1; §8.4.6.1
		(7) **Time-Delays**: (A) Must have a minium 1 second Time delay on start	§8.4.5(1)
		(B) Must have a minium 5 minute Time delay on shut-down (Cool-Down)	§8.4.5(4)

TRANSFER SWITCHES

- Operate all Transfer Switches (manual & automatic)

1. BASICS

Mo. Generator Doc Review

		(B) Initiated by simulating a power outage by either: (a) Using the test switch(es) on the ATSs, or (b) By opening a normal breaker	§8.3.2.1;§ 8.4.3
		The 10-second start criterion shall not apply during the monthly generator test; If the 10-second criterion is not met during the monthly test, an annual test must confirm the capability of the life safety & critical branches start within 10 sec	NFPA 99-2012, §6.4.4.1.1.2
		(4) **Duration** - must be exercised for at least 30 min under (A) **Diesel generator.** Use any of the following load criteria:	§8.4.2
		(a) Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer, or (b) Under operating temperature conditions and at not less than 30% of the EPS nameplate kW rating, or (c) Annual Load Bank (see separate test document) and exercised monthly	§8.4.2; §8.4.2.3
		(b) Until the water temperature and the oil pressure have stabilized	
		(5) **Battery Electrolyte Condition** - Monthly, Must either a). measure & record spec gravity of each cell, or b). Perform battery conductance testing	§8.3.7.1
		(6) **Transfer Switch Test** - (A) Must operate every automatic and manual transfer switch each month. Transfer shall consist of electrically operating the transfer switch from the standard position to the alternate position and then a return to the standard position	§8.4.6; §8.3.2.1; §8.4.6.1
		(7) **Time-Delays**: (A) Must have a minium 1 second Time delay on start	§8.4.5(1)
		(B) Must have a minium 5 minute Time delay on shut-down (Cool-Down)	§8.4.5(4)

TIME DELAYS

- Document Start-up & Shut-down Time Delays

TOOLS for REVIEW of

Inspection Documentation

5. Annual FIRE ALARM

The BIGGEST of all Reports !

4 Pages of Requirements!

TWO PARTS OF THE REVIEW

Annual Fire A Doc Review

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

Report Title: | Date of Report:

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011	TJC STD
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		♦ **NFPA 72 Frequency Definitions (use ONLY for FA)** ◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month ◊ Quarterly = 4 per year, min 2 months, max 4 months ◊ Semiannual = 2 per year, min 4 months, max 8 months ◊ Annual = 1 per year, min 9 months, max 15 months	3.3.106	LS 02.01.34 EP 04
		(2) Control Panels - Visual - (A) Fuses, for appearance, Condition, Damage, Proper installation	Table 14.3.1(1a)	LS 02.01.34 EP 04
		(B) Lamps, LEDs	Table 14.3.1(1c)	LS 02.01.34 EP 04
		(C) Primary Power Supplies, for physical condition, Noise, Heat, Corrosion at terminals	Table 14.3.1(1d)	LS 02.01.34 EP 04
		(3) Transient Suppressors - (A)Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)	LS 02.01.34 EP 04
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs) (b) operation of evacuation signals and auxiliary functions (outputs) (c) circuit supervision, including detection of open circuits and ground faults (d) power supply supervision for detection of loss of ac power and disconnection of secondary batteries (e) Input/output control equipment functions proper operation (checking of functions internal to the equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)	LS 02.01.34 EP 04
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1 Method: Table 14.4.2.2(1b)	
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1	
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous operation)	Table 14.4.5(1 Method: Table 14.4.2.2(1e)	
		(E) **Secondary Power Supplies** - (a) Disconnect all primary power; (b) Verify trouble signal for loss of primary power; (c) Measure standby and alarm current demand & verify vs mfr data to meet standby and alarm requirements; (d) Operate general alarm systems for min 5 minutes; (e) Operate emerg voice comm sys min 15 minutes	Table 14.4.5(5 Method: Table 14.4.2.2(3)	
		(F) **Transponders**	Table 14.4.5(1	
		(G) **Trouble Signals**: (a) Verify Audible and visual Operation & ring-back feature for systems using a trouble-silencing switch that requires resetting. (b) Test each Disconnect switches (if any) for performance of intended function & receipt of trouble signal when a supervised function is disconnected (c) Verify indication of Ground-fault monitoring (if any) by grounding any conductor location (d) Activate an Initiating device and verify receipt of alarm signal at the off-premises location (e) Create a trouble condition & verify receipt of trouble signal at the off-premises location (f) Activate a supervisory device & verify receipt of supervisory signal at the off premises location (g) If a transmission carrier is capable of operation under a single- or multiple-fault condition, Activate an initiating device during a fault condition & verify receipt of both a trouble and alarm signal at the off-premises location	Table 14.4.5(9 Method: Table 14.4.2.2(10)	

Part 1 - **Basics**

Inspect ALL rated sys for these items

9 BASIC CHECKPOINTS

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011	TJC STD
		(5) Batteries		
		If Lead-Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries (2) Verify voltage is min 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6a)(1) Method: Table 14.4.2.2(6b)1	LS 02.01.34 EP 04
		if Sealed Lead Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries; (2) Verify voltage is 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6d)(1) Method: Table 14.4.2.2(6d)1	LS 02.01.34 EP 04
		(B) **Discharge Test** (30 min) - (1) Disconnect charger; (2) Load test per mfr; (3) Voltage remains above fmfr recommendation	NFPA 72-2010, Table 14.4.5(6d)(2) Method: Table 14.4.2.2(6d)	LS 02.01.34 EP 04
		(6) Special Procedures - (A) Alarm verification - Verify Time delay and alarm response for smoke detector circuits	Table 14.4.5(23) Method: Table 14.4.2.2(25a)	LS 02.01.34 EP 04
		(7) Supervisory Station Transmitter - Test - per mfr instructions; (A) Actuate Initiating device & verity receipt within 90 sec of the correct initiating device signal at the supervising station	Table 14.4.5(22) Method: Table 14.4.2.2(18)	LS 02.01.34 EP 04
		(8) Initiating Devices:		
		(A) **Manual Fire Alarm Boxes**	Table 14.4.5(15f)	EC.02.03.05 EP 03
		(B) **Smoke Detectors** (Functional Test) - per mfr instr; Smoke must enter sensing chamber & activate alarm	Table 14.4.5(15h) Method: Table 14.4.2.2(14g)	EC.02.03.05 EP 03
		(C) **Smoke Alarms** - per mgr recommendation	Table 14.4.5(15j)	EC.02.03.05 EP 03
		(D) **Duct Detectors** - per mfr recommendation; (a) Smoke must enter sensing chamber & activate alarm; (b) Duct detectors with sampling tubes must verify the correct pressure differential between the inlet and exhaust tubes is per mfr recommendation	Table 14.4.5(15a) Method: Table 14.4.2.2(14g)(6)	EC.02.03.05 EP 03
		(E) **Heat Alarms** - per mgr recommendation	Table 14.4.5(15k)	EC.02.03.05 EP 03
		(F) **Heat Detectors** - per mfr recommendations	Table 14.4.5(15e)	EC.02.03.05 EP 03
		(G) **Radiant Energy Fire Detectors** - per mfr recommendations	Table 14.4.5(15g) Method: Table 14.4.2.2(14f)	EC.02.03.05 EP 03
		(H) **ElectroMech Release Devices** - Remove fusible link & verify operation of the device. Lube any moving parts as necessary	Table 14.4.5(15b) Method: Table 14.4.2.2(14a)	EC.02.03.05 EP 03
		(I) **Supression Switches** - Mechanically or electrically operate supression sys switch & Verify eceipt of signal by the fire alarm control unit	Table 14.4.5(15c) Method: Table 14.4.2.2(14b)	EC.02.03.05 EP 03
		(9) Notification Appliance Tests		
		(A) **Audible Bells, Horns, Chimes** in areas with building, system, or occupancy changes - (a) Measure sound pressure levels per requirements in Chapter 18 (using a sound level meter meeting ANSI S1.4a, Type 2, using the time-weighted characteristic F)	Table 14.4.5(20) Method: Table 14.4.2.2(15a)	EC.02.03.05 EP 04
		(B) **Visual Strobes** - (a) Loc per approved layout; (b) No floor plan changes	Table 14.4.5(20)	EC.02.03.05 EP 04

TWO PARTS OF THE REVIEW

Annual Fire A Doc Review

Part 2 – "IFs"

Inspect these items IF you have them

16 SUPPLIMENTAL CHECKPOINTS

These items are only inspected if present, but form should have space to indicate that item is not present, i.e. not applicable

NOT APPLIC	NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL (Continued)	NFPA CODE NFPA 72-2011	TJC STD
			(11) Remote Annunciators - Test - (A) Verify correct operation and identification of annunciators & correct operation under a fault condition	Table 14.4.5(14) Method: Table 14.4.2.2(11)	LS 02.01.34 EP 04
			(12) Mass Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)	LS 02.01.34 EP 04
			(A) Mass Notification Antenna (If any) - Visual	Table 14.3.1(21)	LS 02.01.34 EP 04
			(B) Mass Notification Transceivers (If any) - Visual	Table 14.3.1(22)	LS 02.01.34 EP 04
			(13) Mass Notification Sys-Test (supervised) (if any)		
			(A) Verify input control equip correctly receives alarm, supervisory & trouble signals; (B) Outputs operate evac signals & aux functions; (C) circuit supervision, including detection of open circuits & ground faults; (D) power supply supervision for detection of loss of ac power & disconnection of secondary batteries; (E) Fuses, lamps, power supplies, interface equip, notification devices & control unit properly operates	Table 14.3.1(19) Method: Table 14.4.2.2(27)	LS 02.01.34 EP 04
			(14) Supervisory Device Tests - (A) Fire Pump Alarm (if any) - Verify supervisory signal received when pump starts	Table 14.4.5(15l)(7)	LS 02.01.34 EP 04
			(B) Generator Alarms (if any) - Verify supervisory signal received when generator starts	Table 14.4.5(15l)(7)	LS 02.01.34 EP 04
			(15) Voice/Alarm Communication Equip		
			(A) Operate Call-in; Verify receipt of correct visual/audible signal; (B) Install Phone set or remove from hook; Verify receipt of signal at control unit; (C) Visually inspect Phone jack; (D) Activated Phone set & verify correct operation; (E) Verify sys performance with min of 5 handsets simultaneously; (F) Verify Voice quality and clarity	Table 14.4.5(26) Method: Table 14.4.2.2(20)	LS 02.01.34 EP 04
			(16) Special Procedures - Multiplex verification - (a) Verify comm between sending & receiving units under both primary & secondary power (b) Verify comm between sending & receiving units under open circuit & short circuit trouble conditions (c) Verify comm between sending & receiving units in all directions if there are multiple comm pathways (d) Verify redundant central control equip (if any) switchover and required functions & operations of secondary control equipment (e) Verify all system functions and features per mfr instructions	Table 14.4.5(23) Method: Table 14.4.2.2(25b)	LS 02.01.34 EP 04

			(17) Combination Sys - Test - (A) Fire Extinguisher Electronic Monitoring (if any) - Test proper signals are received at the fire alarm control	Table 14.4.5(17a) Method: Table 14.4.2.2(21)	LS 02.01.34 EP 04
			(18) Carbon Monoxide Detection Sys (A) Visual on Control System & Fiber-Optic cable connection	Table 14.3.1(11b) NFPA 720-2011, Table 8.3.1	EC.02.03.05 EP 03
			(B) Tests: (1) Control equip, per Table item 1; (2) Sealed Lead Acids, Charger Test, Discharge Test, per Table Item 6c; (3) Fiber-Optic Cable Power per Table Item 11b; (4) Control Unit Trouble Signal per Table item 8; (5) Remote Annunciator per Table item 9; (6) Initiating Devices per Table item 12; (7) Interface Equip per Table items 15,16; (8) Alarm Notification per Table item 13; (9) Special procedures per Table item 17. Note: Use NFPA 7-page example form 8.6.2.2 or equivelant	Table 14.4.5(17b) NFPA 720-2011, Table 8.4.3	EC.02.03.05 EP 03
			(C) Test Carbon Monoxide Detectors by introduction of CO into the sensor element (electronic checks not acceptable)	8.4.4.1	EC.02.03.05 EP 03
			(19) Exit Marking Notif - Test - (if any) Tests shall be performed in accordance with manufacturer's published instructions	Table 14.4.5(21) Table 14.4.2.2(16)	
			(20) Interface Device Tests - Includes: (a) simulated interface operation, b) check of wiring connections via simulated open & single ground to verify proper indication of wire integrity, and (c) check of supervisory via placing in simulated trouble condition to verity proper receipt & reaction at control unit	Table 14.4.2.2(1c) Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
			(A) Pre-Action Operation (if any) - operate or simulate equip being supervised & verify signal received at control unit	Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
			(B) Dry Pipe Operation (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
			(C) Clean Agent Operation (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
			(D) Other Connections to FA - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
			(E) Fire Pump (if any) - operate or simulate equip being supervised & verify signal received at alarm panel	Table 14.4.5(18) Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
			(21) Emergency Control Interface Tests	Table 14.4.5(18)	
			(A) Delayed Egress Release - operate or simulate equip being supervised & verify lock release	Method: Table 14.4.2.2(23)	LS 02.01.34 EP 04
			(B) Rolling Door Release - operate or simulate equip being supervised & verify door closure	Method: Table 14.4.2.2(23)	LS 02.01.34 EP 04
			(C) Elevator Recall - operate or simulate equip being supervised & verify	Method: Table	LS 02.01.34 EP 04

Annual Fire A Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

Report Title:

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011	TJC STD
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		♦ NFPA 72 Frequency Definitions (use ONLY for FA) ◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month ◊ Quarterly = 4 per year, min 2 months, max 4 months ◊ Semiannual = 2 per year, min 4 months, max 8 months ◊ Annual = 1 per year, min 9 months, max 15 months	3.3.106	LS 02.01.34 EP 04
		equipment functions proper operation (checking of functions internal to the equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)		
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)	LS 02.01.34 EP 04
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1d)	LS 02.01.34 EP 04
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous operation)	Table 14.4.5(1e) Method: Table 14.4.2.2(1e)	LS 02.01.34 EP 04

ALL CHECKPOINTS ON FORM

Quote the Code

Annual Fire A Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

Report Title:

Date of Report:

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011	TJC STD
		(1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINTS; (E) RESULTS of each checkpoint & (F) Doc REPAIR of any deficiency		
		♦ NFPA 72 Frequency Definitions (use ONLY for FA) ◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month	3.3.106	LS 02.01.34 EP 04
		n, Damage,	Table 14.3.1(1a)	LS 02.01.34 EP 04
			Table 14.3.1(1c)	LS 02.01.34 EP 04
		Corrosion at	Table 14.3.1(1d)	LS 02.01.34 EP 04
		s & after any	Table 14.3.1(4) Method: Table 14.4.2.2(9)	LS 02.01.34 EP 04
		ipt of alarm, on signals and tion of open n of loss of ac ontrol nal to the ols (sometimes	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)	LS 02.01.34 EP 04
		(B) Fuses - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)	LS 02.01.34 EP 04
		(C) Lamps, LEDs - Illuminated	Table 14.4.5(1d)	LS 02.01.34 EP 04
		(D) Primary Power Supplies - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous operation)	Table 14.4.5(1e) Method: Table 14.4.2.2(1e)	LS 02.01.34 EP 04

CODE REFERENCES

Show where requirement comes from

Annual Fire A Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

Report Title:	Date of Report:

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011	TJC STD
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		♦ **NFPA 72 Frequency Definitions (use ONLY for FA)** ◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month ◊ Quarterly = 4 per year, min 2 months, max 4 months	3.3.106	LS 02.01.34 EP 04
			Table 14.3.1(1a)	LS 02.01.34 EP 04
			Table 14.3.1(1c)	LS 02.01.34 EP 04
			Table 14.3.1(1d)	LS 02.01.34 EP 04
			Table 14.3.1(4) Method: Table 14.4.2.2(9)	LS 02.01.34 EP 04
			Table 14.4.5(1a) Method: Table 14.4.2.2(1a)	LS 02.01.34 EP 04
			Table 14.4.5(1b) Method: Table 14.4.2.2(1b)	LS 02.01.34 EP 04
			Table 14.4.5(1d)	LS 02.01.34 EP 04
			Table 14.4.5(1e) Method: Table 14.4.2.2(1e)	LS 02.01.34 EP 04

TITLE OF REPORT

(if reviewing a completed report)

Identify What YOU call this Report

&

Date of Report

Annual Fire A Doc Review

1. BASICS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

Report Title: | Date of Report:

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011	TJC STD
		1). Report contains (A) WHO did inspection; (B) WHEN performed; (C) Itemized LIST of devices; (D) Specific CHECKPOINT		
		♦ NFPA ◊ Weekly ◊ Monthl ◊ Quarte ◊ Semian ◊ Annual		LS 02.01.34 EP 04
		2) Control Pa Proper installa	(1a)	LS 02.01.34 EP 04
		(B) Lamps, L	(1c)	LS 02.01.34 EP 04
		(C) Primary terminals	(1d)	LS 02.01.34 EP 04
		3) Transient ightning strike	1(4) able 9)	LS 02.01.34 EP 04
		4) Control Pa supervisory, a auxiliary functi circuits and gr power and dis equipment fun equipment, su called firmware), is not intended)	5(1a) able a)	LS 02.01.34 EP 04
		(B) Fuses - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)	LS 02.01.34 EP 04
		(C) Lamps, LEDs - Illuminated	Table 14.4.5(1d)	LS 02.01.34 EP 04
		(D) Primary Power Supplies - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous operation)	Table 14.4.5(1e) Method: Table 14.4.2.2(1e)	LS 02.01.34 EP 04

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ Mark One Box for Each Check Point

Annual Fire A Doc Review

1. BASICS

9 BASIC CHECKPOINTS

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

Report Title:			Date of Report:	
NOT ON FORM	ON FORM	**4. FIRE ALARM - ANNUAL**	NFPA CODE NFPA 72 2011	TJC STD
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (D) Specific **CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency		
		◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month ◊ Quarterly = 4 per year, min 2 months, max 4 months ◊ Semiannual = 2 per year, min 4 months, max 8 months ◊ Annual = 1 per year, min 9 months, max 15 months		
		(2) Control Panels - Visual - (A) Fuses, for appearance, Condition, Damage, Proper installation	Table 14.3.1(1a)	LS 02.01.34 EP 04
		(B) Lamps, LEDs	Table 14.3.1(1c)	LS 02.01.34 EP 04

KEY DOCUMENT ELEMENTS

Who, When, List, Checkpoints, Results & Repairs are KEY elements of EVERY inspection document

		power and disconnection of secondary batteries (e) Input/output control equipment functions proper operation (checking of functions internal to the equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)		
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)	LS 02.01.34 EP 04
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1d)	LS 02.01.34 EP 04
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous operation)	Table 14.4.5(1e) Method: Table 14.4.2.2(1e)	LS 02.01.34 EP 04

Annual Fire A Doc Review

1. BASICS

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (**CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
		♦ **NFPA 72 Frequency Definitions (use ONLY for FA)** ◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month ◊ Quarterly = 4 per year, min 2 months, max 4 months ◊ Semiannual = 2 per year, min 4 months, max 8 months ◊ Annual = 1 per year, min 9 months, max 15 months	3.3.106
		(2) Control Panels - Visual - (A) Fuses, for appearance, Condition, Damage, Proper installation	Table 14.3.1(1a)
		(B) Lamps, LEDs	Table 14.3.1(1c)
			(1d)
			(4) ble
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs) (b) operation of evacuation signals and auxiliary functions (outputs) (c) circuit supervision, including detection of open circuits and ground faults (d) power supply supervision for detection of loss of ac power and disconnection of secondary batteries (e) Input/output control equipment functions proper operation (checking of functions internal to the equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1d)
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test	Table 14.4.5(1e)

NFPA 72 FREQUENCY - FLEXIBILITY

- More tolerance than other NFPA codes

1. BASICS

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (**CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
		♦ **NFPA 72 Frequency Definitions (use ONLY for FA)** ◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month ◊ Quarterly = 4 per year, min 2 months, max 4 months ◊ Semiannual = 2 per year, min 4 months, max 8 months ◊ Annual = 1 per year, min 9 months, max 15 months	3.3.106
		(2) Control Panels - Visual - (A) Fuses, for appearance, Condition, Damage, Proper installation	Table 14.3.1(1a)
		(B) Lamps, LEDs	Table 14.3.1(1c)
		(C) Primary Power Supplies, for physical condition, Noise, Heat, Corrosion at terminals	Table 14.3.1(1d)
		(3) Transient Suppressors - (A) Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs), (b) operation of evacuation signals and equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1d)
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test	Table 14.4.5(1e)

CONTROL PANEL - VISUAL

- Multiple Checkpoints of fuses, lamps, primary power

1. BASICS

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011
		(1). Report contains (A) **WHO** did inspection; (B) **WHEN** performed; (C) Itemized **LIST** of devices; (**CHECKPOINTS**; (E) **RESULTS** of each checkpoint & (F) Doc **REPAIR** of any deficiency	
		♦ **NFPA 72 Frequency Definitions (use ONLY for FA)** ◊ Weekly = 52 per year, once per calendar week ◊ Monthly = 12 per year, once per calendar month ◊ Quarterly = 4 per year, min 2 months, max 4 months ◊ Semiannual = 2 per year, min 4 months, max 8 months ◊ Annual = 1 per year, min 9 months, max 15 months	3.3.106
		(2) Control Panels - Visual - (A) Fuses, for appearance, Condition, Damage, Proper installation	Table 14.3.1(1a)
		(B) Lamps, LEDs	Table 14.3.1(1c)
		(C) Primary Power Supplies, for physical condition, Noise, Heat, Corrosion at terminals	Table 14.3.1(1d)
		(3) Transient Suppressors - (A)Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs), (b) operation of evacuation signals and	Table 14.4.5(1a) Method: Table a)
		equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)	
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1d)
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test	Table 14.4.5(1e)

TRANSIENT SUPPRESSORS

- Visual of lightning suppressors

1. BASICS

		terminals	
		(3) Transient Suppressors - (A)Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs) (b) operation of evacuation signals and auxiliary functions (outputs) (c) circuit supervision, including detection of open circuits and ground faults (d) power supply supervision for detection of loss of ac power and disconnection of secondary batteries (e) Input/output control equipment functions proper operation (checking of functions internal to the equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1d)
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous operation)	Table 14.4.5(1e) Method: Table 14.4.2.2(1e)
		(E) **Secondary Power Supplies** - (a) Disconnect all primary power; (b) Verify trouble signal for loss of primary power; (c) Measure standby and alarm current demand & verify vs mfr data to meet standby and alarm requirements; (d) Operate general alarm systems for min 5 minutes; (e) Operate emerg voice comm sys min 15 minutes	Table 14.4.5(5) Method: Table 14.4.2.2(3)
		(F) Transponders	Table 14.4.5(1f)
		(c) Verify indication of Ground-fault monitoring (if any) by grounding any conductor location	

CONTROL PANEL - TESTS

- Many, Many tests

1. BASICS

		terminals	
		(3) Transient Suppressors - (A)Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs) (b) operation of evacuation signals and auxiliary functions (outputs) (c) circuit supervision, including detection of open circuits and ground faults (d) power supply supervision for detection of loss of ac power and disconnection of secondary batteries (e) Input/output control equipment functions proper operation (checking of functions internal to the equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table
		feature for systems using a trouble-silencing switch that requires resetting. (b) Test each Disconnect switches (if any) for performance of intended function & receipt of trouble signal when a supervised function is disconnected (c) Verify indication of Ground-fault monitoring (if any) by grounding any conductor location	Method: Table 14.4.2.2(10)

CONTROL PANEL - FUNCTIONS

- Signal Receipt (alarm, supervisory, trouble)
- Evac & Aux Outputs
- Circuit Supervision
- Primary Power
- Control Equip Operation

1. BASICS

		terminals	
		(3) Transient Suppressors - (A)Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs) (b) operation of evacuation signals and auxiliary functions (outputs) (c) circuit supervision, including detection of open circuits and ground faults (d) power supply supervision for detection of loss of ac power and disconnection of secondary batteries (e) Input/output control equipment functions proper operation (checking of functions internal to the equipment, such as software algorithms & communications protocols (sometimes called firmware), is not intended)	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)
		(C) **Lamps**, LEDs - Illuminated	Table 14.4.5(1d)
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous	Table 14.4.5(1e) Method: Table
		(F) **Transponders**	Table 14.4.5(1f)
		(G) **Trouble Signals**: (a) Verify Audible and visual Operation & ring-back feature for systems using a trouble-silencing switch that requires resetting. (b) Test each Disconnect switches (if any) for performance of intended function & receipt of trouble signal when a supervised function is disconnected (c) Verify indication of Ground-fault monitoring (if any) by grounding any conductor location	Table 14.4.5(9) Method: Table 14.4.2.2(10)

CONTROL PANEL – FUSES & LAMPS

- Confirm Fuse ratings & continuity
- Verify LED operation

1. BASICS

		terminals	
		(3) Transient Suppressors - (A)Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs) (b) operation of evacuation signals and auxiliary functions (outputs) (c) circuit supervision, including detection of open	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)
		(B) **Fuses** - Verify rating & Supervision. Remove from receptacle & confirm operation with a continuity tester	Table 14.4.5(1b) Method: Table 14.4.2.2(1b)
		(C) **Lamps** - LEDs - Illuminated	Table 14.4.5(1d)
		(D) **Primary Power Supplies** - (a) Disconnect all secondary power; (b) Test under maximum load (including all alarm appliances requiring simultaneous operation)	Table 14.4.5(1e) Method: Table 14.4.2.2(1e)
		(E) **Secondary Power Supplies** - (a) Disconnect all primary power; (b) Verify trouble signal for loss of primary power; (c) Measure standby and alarm current demand & verify vs mfr data to meet standby and alarm requirements; (d) Operate general alarm systems for min 5 minutes; (e) Operate emerg voice comm sys min 15 minutes	Table 14.4.5(5) Method: Table 14.4.2.2(3)
		(F) **Transponders**	Table 14.4.5(1f)
		(G) **Trouble Signals**: (a) Verify Audible and visual Operation & ring-back feature for systems using a trouble-silencing switch that requires resetting. (b) Test each Disconnect switches (if any) for performance of intended function & receipt of trouble signal when a supervised function is disconnected (c) Verify indication of Ground-fault monitoring (if any) by grounding any conductor location	Table 14.4.5(9) Method: Table 14.4.2.2(10)

CONTROL PANEL – PRIMARY POWER

- Disconnect battery & test load

1. BASICS

		terminals	
		(3) Transient Suppressors - (A)Visual - per mfr recommendations & after any lightning strike	Table 14.3.1(4) Method: Table 14.4.2.2(9)
		(4) Control Panels - Test - (A) **Verify Functions** (a) correct receipt of alarm, supervisory, and trouble signals (inputs) (b) operation of evacuation signals and auxiliary functions (outputs) (c) circuit supervision, including detection of open	Table 14.4.5(1a) Method: Table 14.4.2.2(1a)
		operation)	b) e) d) e) e) 14.4.2.2(1e)
		(E) **Secondary Power Supplies** - (a) Disconnect all primary power; (b) Verify trouble signal for loss of primary power; (c) Measure standby and alarm current demand & verify vs mfr data to meet standby and alarm requirements; (d) Operate general alarm systems for min 5 minutes; (e) Operate emerg voice comm sys min 15 minutes	Table 14.4.5(5) Method: Table 14.4.2.2(3)
		(F) **Transponders**	Table 14.4.5(1f)
		(G) **Trouble Signals**: (a) Verify Audible and visual Operation & ring-back feature for systems using a trouble-silencing switch that requires resetting. (b) Test each Disconnect switches (if any) for performance of intended function & receipt of trouble signal when a supervised function is disconnected (c) Verify indication of Ground-fault monitoring (if any) by grounding any conductor location	Table 14.4.5(9) Method: Table 14.4.2.2(10)

CONTROL PANEL – SECONDARY POWER

- Disconnect primary & verify trouble signal
- Measure currents
- Operate general alarm for 5 min
- Operate emergency voice for 15 min

1. BASICS

CONTROL PANEL – TRANSPONDERS & TROUBLE

- Verify Trouble Signals
- Test Disconnect Switches
- Verify Ground-Fault Monitoring
- Operate Initiating Devices & verify Alarm
- Operate Supervisory Devise & verify signal

		(F) **Transponders**	Table 14.4.5(1f)
		(G) **Trouble Signals**: (a) Verify Audible and visual Operation & ring-back feature for systems using a trouble-silencing switch that requires resetting. (b) Test each Disconnect switches (if any) for performance of intended function & receipt of trouble signal when a supervised function is disconnected (c) Verify indication of Ground-fault monitoring (if any) by grounding any conductor location (d) Activate an Initiating device and verify receipt of alarm signal at the off-premises location (e) Create a trouble condition & verify receipt of trouble signal at the off-premises location (f) Activate a supervisory device & verify receipt of supervisory signal at the off premises location (g) If a transmission carrier is capable of operation under a single- or multiple-fault condition, Activate an initiating device during a fault condition & verify receipt of both a trouble and alarm signal at the off-premises location	Table 14.4.5(9) Method: Table 14.4.2.2(10)

1. BASICS

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011
		(5) Batteries	
		If Lead-Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries (2) Verify voltage is min 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6a)(1) Method: Table 14.4.2.2(6b)1
		if Sealed Lead Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries; (2) Verify voltage is 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6d)(1) Method: Table 14.4.2.2(6d)1
		(B) **Discharge Test** (30 min) - (1) Disconnect charger; (2) Load test per mfr; (3) Voltage remains above fmfr recommendation	NFPA 72-2010, Table 14.4.5(6d)(2) Method: Table 14.4.2.2(6d)
		(6) Special Procedures - (A) Alarm verification - Verify Time delay and alarm response for smoke detector circuits	Table 14.4.5(23) Method: Table 5a)
			(22) ble 8)
		(8) Initiating Devices:	
		(A) **Manual Fire Alarm Boxes**	Table 14.4.5(15f)
		(B) **Smoke Detectors** (Functional Test) - per mfr instr; Smoke must enter sensing chamber & activate alarm	Table 14.4.5(15h) Method: Table 14.4.2.2(14g)
		(C) **Smoke Alarms** - per mgr recommendation	Table 14.4.5(15j)
		(D) **Duct Detectors** - per mfr recommendation; (a) Smoke must enter sensing chamber & activate alarm; (b) Duct detectors with sampling tubes must verify the	Table 14.4.5(15a) Method: Table

BATTERIES

- Charger & Discharge Test – Depends on type Battery

1. BASICS

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011
		(5) Batteries	
		If Lead-Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries (2) Verify voltage is min 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6a)(1) Method: Table 14.4.2.2(6b)1
		if Sealed Lead Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries; (2) Verify voltage is 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6d)(1) Method: Table 14.4.2.2(6d)1
		(B) **Discharge Test** (30 min) - (1) Disconnect charger; (2) Load test per mfr; (3) Voltage remains above fmfr recommendation	NFPA 72-2010, Table 14.4.5(6d)(2) Method: Table 14.4.2.2(6d)
		(6) Special Procedures - (A) Alarm verification - Verify Time delay and alarm response for smoke detector circuits	Table 14.4.5(23) Method: Table 14.4.2.2(25a)
		(7) Supervisory Station Transmitter - Test - per mfr instructions; (A) Actuate Initiating device & verity receipt within 90 sec of the correct initiating device signal at the supervising station	Table 14.4.5(22) Method: Table 14.4.2.2(18)
		(8) Initiating Devices:	
		(A) **Manual Fire Alarm Boxes**	Table 14.4.5(15f)
			5(15h) Table 14g)
			.5(15j)
		chamber & activate alarm; (b) Duct detectors with sampling tubes must verify the	5(15a) Method: Table

SPECIAL PROCEDURES

- Verify Time Delay & Smoke Detector Response

1. BASICS

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011
		(5) Batteries	
		If Lead-Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries (2) Verify voltage is min 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6a)(1) Method: Table 14.4.2.2(6b)1
		if Sealed Lead Acid: (A) **Charger Test** - (1) With the batteries fully charged and connected to the charger, measure voltage across the batteries; (2) Verify voltage is 2.30 volts per cell ±0.02 volts at 77°F or per mfr	NFPA 72-2010, Table 14.4.5(6d)(1) Method: Table 14.4.2.2(6d)1
		(B) **Discharge Test** (30 min) - (1) Disconnect charger; (2) Load test per mfr; (3) Voltage remains above fmfr recommendation	NFPA 72-2010, Table 14.4.5(6d)(2) Method: Table 14.4.2.2(6d)
		(6) Special Procedures - (A) Alarm verification - Verify Time delay and alarm response for smoke detector circuits	Table 14.4.5(23) Method: Table 14.4.2.2(25a)
		(7) Supervisory Station Transmitter - Test - per mfr instructions; (A) Actuate Initiating device & verity receipt within 90 sec of the correct initiating device signal at the supervising station	Table 14.4.5(22) Method: Table 14.4.2.2(18)
		(8) Initiating Devices:	
		(A) **Manual Fire Alarm Boxes**	Table 14.4.5(15f)
		(B) **Duct Detectors** - per mfr recommendation; (a) Smoke must enter sensing chamber & activate alarm; (b) Duct detectors with sampling tubes must verify the	5(15h) Table 14g) .5(15j) 5(15a) Method: Table

TRANSMITTER

- Verify 90 sec Receipt of alarm at Monitoring Sta

1. BASICS

INITIATING DEVICES

- Functional Test per Mfr Recommendations

		Initiating device & verify receipt within 90 sec of the correct initiating device signal at the supervising station	Method: Table 14.4.2.2(18)
		(8) Initiating Devices:	
		(A) **Manual Fire Alarm Boxes**	Table 14.4.5(15f)
		(B) **Smoke Detectors** (Functional Test) - per mfr instr; Smoke must enter sensing chamber & activate alarm	Table 14.4.5(15h) Method: Table 14.4.2.2(14g)
		(C) **Smoke Alarms** - per mgr recommendation	Table 14.4.5(15j)
		(D) **Duct Detectors** - per mfr recommendation; (a) Smoke must enter sensing chamber & activate alarm; (b) Duct detectors with sampling tubes must verify the correct pressure differential between the inlet and exhaust tubes is per mfr recommendation	Table 14.4.5(15a) Method: Table 14.4.2.2(14g)(6)
		(E) **Heat Alarms** - per mgr recommendation	Table 14.4.5(15k)
		(F) **Heat Detectors** - per mfr recommendations	Table 14.4.5(15e)
		(G) **Radiant Energy Fire Detectors** - per mfr recommendations	Table 14.4.5(15g) Method: Table 14.4.2.2(14f)
		(H) **ElectroMech Release Devices** - Remove fusible link & verify operation of the device. Lube any moving parts as necessary	Table 14.4.5(15b) Method: Table 14.4.2.2(14a)
		(I) **Supression Switches** - Mechanically or electrically operate supression sys switch & Verify eceipt of signal by the fire alarm control unit	Table 14.4.5(15c) Method: Table 14.4.2.2(14b)
		(9) Notification Appliance Tests	
		(A) **Audible Bells, Horns, Chimes** in areas with building, system, or	Table 14.4.5(20)

1. BASICS

		(C) **Smoke Alarms** - per mgr recommendation	Table 14.4.5(15j)
		(D) **Duct Detectors** - per mfr recommendation; (a) Smoke must enter sensing chamber & activate alarm; (b) Duct detectors with sampling tubes must verify the correct pressure differential between the inlet and exhaust tubes is per mfr recommendation	Table 14.4.5(15a) Method: Table 14.4.2.2(14g)(6)
		(E) **Heat Alarms** - per mgr recommendation	Table 14.4.5(15k)
		(F) **Heat Detectors** - per mfr recommendations	Table 14.4.5(15e)
		(G) **Radiant Energy Fire Detectors** - per mfr recommendations	Table 14.4.5(15g) Method: Table
		switch & Verify eceipt of signal by the fire alarm control unit	5c) Method: Table 14.4.2.2(14h)
		(9) Notification Appliance Tests	
		(A) **Audible Bells, Horns, Chimes** in areas with building, system, or occupancy changes - (a) Measure sound pressure levels per requirements in Chapter 18 (using a sound level meter meeting ANSI S1.4a, Type 2, using the time-weighted characteristic F)	Table 14.4.5(20) Method: Table 14.4.2.2(15a)
		(B) **Visual Strobes** - (a) Loc per approved layout; (b) No floor plan changes affect the approved layout; (c) Verify candela rating agrees with the approved drawing; (d) Confirm appliance flashes	Table 14.4.5(20) Method: Table 14.4.2.2(15c)
		(C) **Voice Speakers** - (a) Test same as Audible; (b) Verify message is distinguishable and understandable	Table 14.4.5(20) Method: Table 14.4.2.2(15b)

NOTIFICATION APPLIANCES

- Functional Test per Mfr Recommendations

2. “IFs”

16 SUPPLIMENTAL CHECKPOINTS

The 2nd part of the inspection depends on what extra items are installed on the fire alarm sys, such as

- Remote annunciators
- Mass notification sys
- Supervisory Devices
- Voice alarm sys
- Multiplex sys
- Extinguisher/Exit Sign monitoring
- Carbon monoxide sys
- Interface devices

Best to have a place to check “Not Applicable” if not installed on the system. These items should never be left off the form, even if there are none in the building.

Annual Fire A Doc Review

2. "IFs"

y inspected if present, but form should have space to indicate that item is not present, i.e. not applicable

NOT APPLIC	NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL (Continued)	NFPA CODE NFPA 72-2011	TJC STD
			11) Remote Annunciators - Test - (A) Verify correct operation and identification of annunciators & correct operation under a fault condition	Table 14.4.5(14) Method: Table 14.4.2.2(11)	LS 02.01.34 EP 04
			12) Mass Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)	LS 02.01.34 EP 04
			(A) Mass Not	21)	LS 02.01.34 EP 04
			(B) Mass Not	22)	LS 02.01.34 EP 04
			13) Mass Not		
			(A) Verify inp signals; (B) Outputs c (C) circuit su (D) power su of secondary (E) Fuses, la control unit p	19) ble	LS 02.01.34 EP 04
			14) Supervisc (A) **Fire Pum** starts	7)	LS 02.01.34 EP 04
			(B) **Generato** generator sta	7)	LS 02.01.34 EP 04
			15) Voice/Ala		
			(A) Operate (B) Install Ph unit; (C) Visually i (D) Activated (E) Verify sys performance with min of 5 handsets simultaneously; (F) Verify Voice quality and clarity	26) ble	LS 02.01.34 EP 04
			16) Special Procedures - Multiplex verification -	Table 14.4.5(23) Method: Table	LS 02.01.34 EP 04

YOUR EVALUATION

Mark how your form complies with the code for EACH code requirement

↑ ↑ ↑ Mark One Box for Each Check Point

NOTE: If marked Not Applicable, it should STILL be on the form (best with a NA check box)

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL (Continued)	NFPA CODE NFPA 72 2011
			(11) Remote Annunciators - Test - (A) Verify correct operation and identification of annunciators & correct operation under a fault condition	Table 14.4.5(14) Method: Table 14.4.2.2(11)
			(12) Mass Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)
			(A) Mass Notification Antenna (If any) - Visual	Table 14.3.1(21)
			(B) Mass Notification Transceivers (If any) - Visual	Table 14.3.1(22)
			(13) Mass Notification Sys-Test (supervised) (if any)	
			(A) Verify input control equip correctly receives alarm, supervisory & trouble signals;	Table 14.3.1(19) Method: Table
			control unit properly operates	
			(14) Supervisory Device Tests - (A) **Fire Pump Alarm** (if any) - Verify supervisory signal received when pump starts	Table 14.4.5(15l)(7)
			(B) **Generator Alarms** (if any) - Verify supervisory signal received when generator starts	Table 14.4.5(15l)(7)
			(15) Voice/Alarm Communication Equip	
			(A) Operate Call-in; Verify receipt of correct visual/audible signal; (B) Install Phone set or remove from hook; Verify receipt of signal at control unit; (C) Visually inspect Phone jack; (D) Activated Phone set & verify correct operation; (E) Verify sys performance with min of 5 handsets simultaneously; (F) Verify Voice quality and clarity	Table 14.4.5(26) Method: Table 14.4.2.2(20)
			(16) Special Procedures - Multiplex verification - (a) Verify comm between sending & receiving units under both primary &	Table 14.4.5(23) Method: Table

IF HAVE REMOTE ANNUNCIATORS

- Verify Operation under Normal & Fault Conditions

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL (Continued)	NFPA CODE NFPA 72-2011
			(11) Remote Annunciators - Test - (A) Verify correct operation and identification of annunciators & correct operation under a fault condition	Table 14.4.5(14) Method: Table 14.4.2.2(11)
			(12) Mass Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)
			(A) Mass Notification Antenna (If any) - Visual	Table 14.3.1(21)
			(B) Mass Notification Transceivers (If any) - Visual	Table 14.3.1(22)
			(13) Mass Notification Sys-Test (supervised) (if any)	
			(A) Verify input control equip correctly receives alarm, supervisory & trouble signals; (B) Outputs operate evac signals & aux functions; (C) circuit supervision, including detection of open circuits & ground faults; (D) power supply supervision for detection of loss of ac power & disconnection of secondary batteries; (E) Fuses, lamps, power supplies, interface equip, notification devices & control unit properly operates	Table 14.3.1(19) Method: Table 14.4.2.2(27)
			(14) Supervisory Device Tests -	Table 14.4.5(15)(7)
			unit; (C) Visually inspect Phone jack; (D) Activated Phone set & verify correct operation; (E) Verify sys performance with min of 5 handsets simultaneously; (F) Verify Voice quality and clarity	14.4.2.2(20)
			(16) Special Procedures - Multiplex verification - (a) Verify comm between sending & receiving units under both primary &	Table 14.4.5(23) Method: Table 14.4.2.2(25b)

IF HAVE MASS NOTIFICATION

- Visual check of Antenna & Transceivers
- Test Inputs & Outputs, Supervision, Lamps, Etc

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL (Continued)	NFPA CODE NFPA 72-2011
			(11) Remote Annunciators - Test - (A) Verify correct operation and identification of annunciators & correct operation under a fault condition	Table 14.4.5(14) Method: Table 14.4.2.2(11)
			(12) Mass Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)
			(A) Mass Notification Antenna (If any) - Visual	Table 14.3.1(21)
			(B) Mass Notification Transceivers (If any) - Visual	Table 14.3.1(22)
			(13) Mass Notification Sys-Test (supervised) (if any)	
			of secondary batteries; (E) Fuses, lamps, power supplies, interface equip, notification devices & control unit properly operates	
			(14) Supervisory Device Tests - (A) **Fire Pump Alarm** (if any) - Verify supervisory signal received when pump starts	Table 14.4.5(15l)(7)
			(B) **Generator Alarms** (if any) - Verify supervisory signal received when generator starts	Table 14.4.5(15l)(7)
			(15) Voice/Alarm Communication Equip	
			(A) Operate Call-in; Verify receipt of correct visual/audible signal; (B) Install Phone set or remove from hook; Verify receipt of signal at control unit; (C) Visually inspect Phone jack; (D) Activated Phone set & verify correct operation; (E) Verify sys performance with min of 5 handsets simultaneously; (F) Verify Voice quality and clarity	Table 14.4.5(26) Method: Table 14.4.2.2(20)
			(16) Special Procedures - Multiplex verification - (a) Verify comm between sending & receiving units under both primary &	Table 14.4.5(23) Method: Table 14.4.2.2(25b)

IF HAVE SUPERVISORY DEVICES

- Verify signal when fire pump/generator starts

2. "IFs"

NOT APPLIC	NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL (Continued)	NFPA CODE NFPA 72-2011
			(11) Remote Annunciators - Test - (A) Verify correct operation and identification of annunciators & correct operation under a fault condition	Table 14.4.5(14) Method: Table 14.4.2.2(11)
			(12) Mass Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)
			(A) Mass Notification Antenna (If any) - Visual	Table 14.3.1(21)
			(B) Mass Notification Transceivers (If any) - Visual	Table 14.3.1(22)
			(13) Mass Notification Sys-Test (supervised) (if any)	
			(A) **Fire Pump Alarm** (if any) - Verify supervisory signal received when pump starts	14.4.5(15l)(7)
			(B) **Generator Alarms** (if any) - Verify supervisory signal received when generator starts	Table 14.4.5(15l)(7)
			(15) Voice/Alarm Communication Equip	
			(A) Operate Call-in; Verify receipt of correct visual/audible signal; (B) Install Phone set or remove from hook; Verify receipt of signal at control unit; (C) Visually inspect Phone jack; (D) Activated Phone set & verify correct operation; (E) Verify sys performance with min of 5 handsets simultaneously; (F) Verify Voice quality and clarity	Table 14.4.5(26) Method: Table 14.4.2.2(20)
			(16) Special Procedures - Multiplex Verification - (a) Verify comm between sending & receiving units under both primary &	Table 14.4.5(25) Method: Table 14.4.2.2(25b)

IF HAVE VOICE/ALARM COMMUNICATION

- Verify phone signal & operation
- Verify performance w/5 handsets simultaneously
- Verify voice quality & clariety

				14.4.2.2(11)
			(12) Mass Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)
			(A) Mass Notification Antenna (If any) - Visual	Table 14.3.1(21)
			sceivers (If any) - Visual	Table 14.3.1(22)
			Test (supervised) (if any)	
			(A) Verify input control equip correctly receives alarm, supervisory & trouble signals; (B) Outputs operate evac signals & aux functions; (C) circuit supervision, including detection of open circuits & ground faults; (D) power supply supervision for detection of loss of ac power & disconnection of secondary batteries; (E) Fuses, lamps, power supplies, interface equip, notification devices & control unit properly operates	Table 14.3.1(19) Method: Table 14.4.2.2(27)
			(14) Supervisory Device Tests - (A) **Fire Pump Alarm** (if any) - Verify supervisory signal received when pump	Table 14.4.5(15l)(7)
			(E) Verify sys performance with min of 5 handsets simultaneously; (F) Verify Voice quality and clarity	
			(16) Special Procedures - Multiplex verification - (a) Verify comm between sending & receiving units under both primary & secondary power (b) Verify comm between sending & receiving units under open circuit & short circuit trouble conditions (c) Verify comm between sending & receiving units in all directions if there are multiple comm pathways (d) Verify redundant central control equip (if any) switchover and required functions & operations of secondary control equipment (e) Verify all system functions and features per mfr instructions	Table 14.4.5(23) Method: Table 14.4.2.2(25b)

2. "IFs"

IF HAVE MULTIPLEX SIGNALS

- Verify operation with primary & secondary power
- Verify operation with open & short circuit conditions
- Verify operation per mfr instructions

Annual Fire A Doc Review

2. "IFs"

			(17) Combination Sys - Test - (A) **Fire Extinguisher Electronic Monitoring** (if any) - Test proper signals are received at the fire alarm control	Table 14.4.5(17a) Method: Table 14.4.2.2(21)
			(18) Carbon Monoxide Detection Sys (A) Visual on Control System & Fiber-Optic cable connection	Table 14.3.1(11b) NFPA 720-2011, Table 8.3.1
			(B) Tests: (1) Control equip, per Table item 1; (2) Sealed Lead Acids, Charger Test, Discharge Test, per Table Item 6c; (3) Fiber-Optic Cable Power per Table Item 11b; (4) Control Unit Trouble Signal per Table item 8; (5) Remote	Table 14.4.5(17b) NFPA 720-2011, Table 8.4.3
			element (electronic checks not acceptable)	
			(19) Exit Marking Notif - Test - (if any) Tests shall be performed in accordance with manufacturer's published instructions	Table 14.4.5(21) Table 14.4.2.2(16)
			(20) Interface Device Tests - Includes: (a) simulated interface operation, b) check of wiring connections via simulated open & single ground to verify proper indication of wire integrity, and (c) check of supervisory via placing in simulated trouble condition to verity proper receipt & reaction at control unit	Table 14.4.2.2(1c) Method: Table 14.4.2.2(22)
			(A) **Pre-Action Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Method: Table 14.4.2.2(22)
			(B) **Dry Pipe Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(C) **Clean Agent Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(D) **Other Connections** to FA - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(E) **Fire Pump** (if any) - operate or simulate equip being supervised & verify	Table 14.4.5(18)

IF HAVE EXTINGUISHER MONITORING

- Verify operation

2. "IFs"

			(17) Combination Sys - Test - (A) **Fire Extinguisher Electronic Monitoring** (if any) - Test proper signals are received at the fire alarm control	Table 14.4.5(17a) Method: Table
			(18) Carbon Monoxide Detection Sys (A) Visual on Control System & Fiber-Optic cable connection	Table 14.3.1(11b) NFPA 720-2011, Table 8.3.1
			(B) Tests: (1) Control equip, per Table item 1; (2) Sealed Lead Acids, Charger Test, Discharge Test, per Table Item 6c; (3) Fiber-Optic Cable Power per Table Item 11b; (4) Control Unit Trouble Signal per Table item 8; (5) Remote Annunciator per Table item 9; (6) Initiating Devices per Table item 12; (7) Interface Equip per Table items 15,16; (8) Alarm Notification per Table item 13; (9) Special procedures per Table item 17. Note: Use NFPA 7-page example form 8.6.2.2 or equivelant	Table 14.4.5(17b) NFPA 720-2011, Table 8.4.3
			(C) Test Carbon Monoxide Detectors by introduction of CO into the sensor element (electronic checks not acceptable)	8.4.4.1
			(19) Exit Marking Notif - Test - (if any) Tests shall be performed in accordance with manufacturer's published instructions	Table 14.4.5(21) Table 14.4.2.2(16)
			(C) **Clean Agent Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(D) **Other Connections** to FA - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(E) **Fire Pump** (if any) - operate or simulate equip being supervised & verify	Table 14.4.5(18)

IF HAVE CARBON MONOXIDE SYS

- Verify operation, Batteries, Signals, Annunciator, Interface
- Test Detectors

2. "IFs"

			(17) Combination Sys - Test - (A) **Fire Extinguisher Electronic Monitoring** (if any) - Test proper signals are received at the fire alarm control	Table 14.4.5(17a) Method: Table 14.4.2.2(21)
			(18) Carbon Monoxide Detection Sys (A) Visual on Control System & Fiber-Optic cable connection	Table 14.3.1(11b) NFPA 720-2011, Table 8.3.1
			(B) Tests: (1) Control equip, per Table item 1; (2) Sealed Lead Acids, Charger Test, Discharge Test, per Table Item 6c; (3) Fiber-Optic Cable Power per Table Item 11b; (4) Control Unit Trouble Signal per Table item 8; (5) Remote Annunciator per Table item 9; (6) Initiating Devices per Table item 12; (7) Interface Equip per Table items 15,16; (8) Alarm Notification per Table item 13; (9) Special procedures per Table item 17. Note: Use NFPA 7-page example form 8.6.2.2 or equivelant	Table 14.4.5(17b) NFPA 720-2011, Table 8.4.3
			(C) Test Carbon Monoxide Detectors by introduction of CO into the sensor element (electronic checks not acceptable)	8.4.4.1
			(19) Exit Marking Notif - Test - (if any) Tests shall be performed in accordance with manufacturer's published instructions	Table 14.4.5(21) Table 14.4.2.2(16)
			(20) Interface Device Tests - Includes: (a) simulated interface operation, b) check of wiring connections via simulated open & single ground to verify proper indication of wire integrity, and (c) check of supervisory via placing in simulated trouble condition to verity proper receipt & reaction at control unit	Table 14.4.2.2(1c) Method: Table 14.4.2.2(22)
			(C) **Clean Agent Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(D) **Other Connections** to FA - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(E) **Fire Pump** (if any) - operate or simulate equip being supervised & verify	Table 14.4.5(18)

IF HAVE EXIT SIGN MONITORING

- Verify operation per mfr instructions

2. "IFs"

IF HAVE INTERFACE DEVICES

- Simulate operation & check supervisory signals
- For Dry Pipe, Preaction, Clean Agent, Fire Pump, Etc

			(B) Tests: (1) Control equip, per Table item 1; (2) Sealed Lead Acids, Charger	Table 14.4.5(17b) 1,
			element (electronic checks not acceptable)	
			(19) Exit Marking Notif - Test - (if any) Tests shall be performed in accordance with manufacturer's published instructions	Table 14.4.5(21) Table 14.4.2.2(16)
			(20) Interface Device Tests - Includes: (a) simulated interface operation, b) check of wiring connections via simulated open & single ground to verify proper indication of wire integrity, and (c) check of supervisory via placing in simulated trouble condition to verity proper receipt & reaction at control unit	Table 14.4.2.2(1c) Method: Table 14.4.2.2(22)
			(A) **Pre-Action Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Method: Table 14.4.2.2(22)
			(B) **Dry Pipe Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(C) **Clean Agent Operation** (if any) - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(D) **Other Connections** to FA - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)
			(E) **Fire Pump** (if any) - operate or simulate equip being supervised & verify signal received at alarm panel	Table 14.4.5(18) Method: Table

2. "IFs"

			(21) Emergency Control Interface Tests	Table 14.4.5(18)
			(A) Delayed Egress Release - operate or simulate equip being supervised & verify lock release	Method: Table 14.4.2.2(23)
			(B) Rolling Door Release - operate or simulate equip being supervised & verify door closure	Method: Table 14.4.2.2(23)
			(C) Elevator Recall - operate or simulate equip being supervised & verify elevator recall	Method: Table 14.4.2.2(23)
			(D) Elevator Power Shunt Trip - operate or simulate equip being supervised & verify elevator shutdown	Method: Table 14.4.2.2(23)
			(E) Smoke Control (if any) - operate or simulate equip being supervised & verify activation of smoke control sequence	Method: Table 14.4.2.2(23)
			(22) Special Hazard Equip Test - Abort Switches (if any) - Operate Abort switch	Table 14.4.5(19)
			circuits and signals	

IF HAVE EMERGENCY INTERFACE DEVICES

- Simulate operation & check supervisory signals
- For Delayed Egress, Rolling Door Release, Elevator Recall, Smoke Control, Etc

2. "IFs"

			(21) Emergency Control Interface Tests	Table 14.4.5(18)
			(A) Delayed Egress Release - operate or simulate equip being supervised & verify lock release	Method: Table 14.4.2.2(23)
			(B) Rolling Door Release - operate or simulate equip being supervised & verify door closure	Method: Table 14.4.2.2(23)
			(C) Elevator Recall - operate or simulate equip being supervised & verify elevator recall	Method: Table 14.4.2.2(23)
			(D) Elevator Power Shunt Trip - operate or simulate equip being supervised & verify elevator shutdown	Method: Table 14.4.2.2(23)
			(E) Smoke Control (if any) - operate or simulate equip being supervised & verify activation of smoke control sequence	Method: Table 14.4.2.2(23)
			(22) Special Hazard Equip Test - Abort Switches (if any) - Operate Abort switch & verify correct sequence and operation	Table 14.4.5(19) Method: Table 14.4.2.2(17)
			(23) Fiber-Optic Cable Connections - Visual	Table 14.3.1(6)
			(24) Fiber-Optic Cable - Test - Measure & record the relative power loss of the line per mfr instructions with an optical power meter or an optical time domain reflectometer; Repairs needed if power level drops 2% or more from the value recorded during the initial acceptance test	Table 14.4.5(8) Method: Table 14.4.2.2(13b)
			(25) Hyperbaric Chamber Fire detection equipment shall be fully tested	NFPA 99 20102,

IF HAVE SPECIAL HAZARD EQUIP

- Operate Abort Switch & check correct operation

2. "IFs"

			(21) Emergency Control Interface Tests	Table 14.4.5(18)
			(A) Delayed Egress Release - operate or simulate equip being supervised & verify lock release	Method: Table 14.4.2.2(23)
			(B) Rolling Door Release - operate or simulate equip being supervised & verify door closure	Method: Table 14.4.2.2(23)
			(C) Elevator Recall - operate or simulate equip being supervised & verify	Method: Table
			& verify correct sequence and operation	
			(23) Fiber-Optic Cable Connections - Visual	Table 14.3.1(6)
			(24) Fiber-Optic Cable - Test - Measure & record the relative power loss of the line per mfr instructions with an optical power meter or an optical time domain reflectometer; Repairs needed if power level drops 2% or more from the value recorded during the initial acceptance test	Table 14.4.5(8) Method: Table 14.4.2.2(13b)
			(25) Hyperbaric Chamber Fire detection equipment shall be fully tested annually, including discharge of extinguishing media and activation of trouble circuits and signals	NFPA 99-20102, §14.3.6.3.2

IF HAVE FIBER-OPTIC CABLES

- Visually inspect connections
- Test power loss

2. "IFs"

			(21) Emergency Control Interface Tests	Table 14.4.5(18)
			(A) Delayed Egress Release - operate or simulate equip being supervised & verify lock release	Method: Table 14.4.2.2(23)
			(B) Rolling Door Release - operate or simulate equip being supervised & verify door closure	Method: Table 14.4.2.2(23)
			(C) Elevator Recall - operate or simulate equip being supervised & verify elevator recall	Method: Table 14.4.2.2(23)
			(D) Elevator Power Shunt Trip - operate or simulate equip being supervised & verify elevator shutdown	Method: Table 14.4.2.2(23)
			line per mfr instructions with an optical power meter or an optical time domain reflectometer; Repairs needed if power level drops 2% or more from the value recorded during the initial acceptance test	14.4.2.2(13b)
			(25) Hyperbaric Chamber Fire detection equipment shall be fully tested annually, including discharge of extinguishing media and activation of trouble circuits and signals	NFPA 99-20102, §14.3.6.3.2

IF HAVE HYPERBARIC CHAMBER

- Discharge media & verify operation
- Test trouble signals

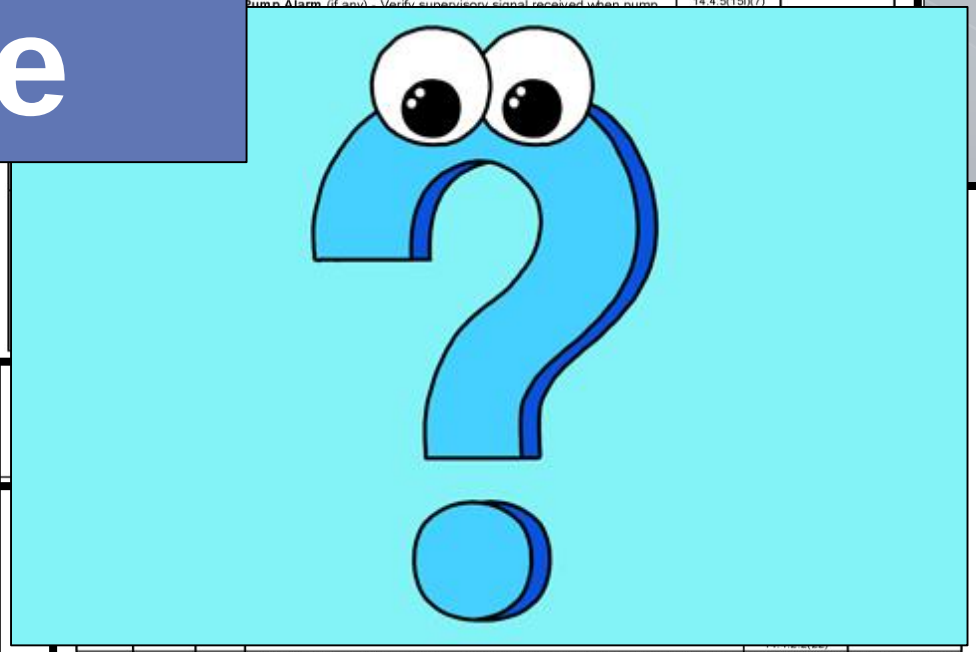
Annual Fire A Doc Review

ALL CHECK POINTS ON THIS LIST MUST BE ON A VALID FORM

Report Title: | Date of Report:

NOT ON FORM	ON FORM	4. FIRE ALARM - ANNUAL	NFPA CODE NFPA 72-2011	TJC STD
		(5) B		
		If Le conn is mi		
		if Se conn volta		
		(B) Discharge Test (30 min) - (1) Disconnect charger; (2) Load test per mfr; (3) Voltage remains above fmfr recommendation	NFPA 72-2010: Table 14.4.5(6d)(2) Method: Table 14.4.2.2(6d)	LS 02.01.34 EP 04
		(6) Special Procedures - (A) Alarm verification - Verify Time delay and alarm response for smoke detector circuits	Table 14.4.5(23) Method: Table 14.4.2.2(25a)	LS 02.01.34 EP 04
		(7) Supervisory Station Transmitter - Test - per mfr instructions; (A) Actuate Initiating device & verity receipt within 90 sec of the correct initiating device signal at the supervising station	Table 14.4.5(22) Method: Table 14.4.2.2(18)	LS 02.01.34 EP 04
		(8) Initiating Devices:		
		(A) Manual Fire Alarm Boxes	Table 14.4.5(15f)	EC.02.03.05 EP 03
		(B) Smoke Detectors (Functional Test) - per mfr instr; Smoke must enter sensing chamber & activate alarm	Table 14.4.5(15h) Method: Table 14.4.2.2(14g)	EC.02.03.05 EP 03
		(C) Smoke Alarms - per mgr recommendation	Table 14.4.5(15j)	EC.02.03.05 EP 03
		(D) Duct Detectors - per mfr recommendation; (a) Smoke must enter sensing chamber & activate alarm; (b) Duct detectors with sampling tubes must verify the correct pressure differential between the inlet and exhaust tubes is per mfr recommendation	Table 14.4.5(15a) Method: Table 14.4.2.2(14g)(6)	EC.02.03.05 EP 03
		(E) Heat Alarms - per mgr recommendation	Table 14.4.5(15k)	EC.02.03.05 EP 03
		(F) Heat Detectors - per mfr recommendations	Table 14.4.5(15e)	EC.02.03.05 EP 03
		(G) Radiant Energy Fire Detectors - per mfr recommendations	Table 14.4.5(15g) Method: Table 14.4.2.2(14f)	EC.02.03.05 EP 03
		(H) ElectroMech Release Devices - Remove fusible link & verify operation of the device. Lube any moving parts as necessary	Table 14.4.5(15b) Method: Table 14.4.2.2(14a)	EC.02.03.05 EP 03
		(I) Supression Switches - Mechanically or electrically operate supression sys switch & Verify eceipt of signal by the fire alarm control unit	Table 14.4.5(15c) Method: Table 14.4.2.2(14b)	EC.02.03.05 EP 03
		(9) Notification Appliance Tests		
		(A) Audible Bells, Horns, Chimes in areas with building, system, or occupancy changes - (a) Measure sound pressure levels per requirements in Chapter 18 (using a sound level meter meeting ANSI S1.4a, Type 2, using the time-weighted characteristic F)	Table 14.4.5(20) Method: Table 14.4.2.2(15a)	EC.02.03.05 EP 04
		(B) Visual Strobes - (a) Loc per approved layout; (b) No floor plan changes	Table 14.4.5(20)	EC.02.03.05 EP 04

WHOOF ! That was a long one



ed if present, but form should have space to indicate that item is not present, i.e. not applicable

4. FIRE ALARM - ANNUAL (Continued)	NFPA CODE NFPA 72-2011	TJC STD
te Annunciators - Test - (A) Verify correct operation and identification tors & correct operation under a fault condition	Table 14.4.5(14) Method: Table 14.4.2.2(11)	LS 02.01.34 EP 04
Notification Sys-Visual (supervised) (if any)	Table 14.3.1(19)	LS 02.01.34 EP 04
Notification Antenna (If any) - Visual	Table 14.3.1(21)	LS 02.01.34 EP 04
Notification Transceivers (If any) - Visual	Table 14.3.1(22)	LS 02.01.34 EP 04
Notification Sys-Test (supervised) (if any)		
input control equip correctly receives alarm, supervisory & trouble	Table 14.3.1(19) Method: Table 14.4.2.2(27)	LS 02.01.34 EP 04
its operate evac signals & aux functions; t supervision, including detection of open circuits & ground faults; r supply supervision for detection of loss of ac power & disconnection dary batteries; s, lamps, power supplies, interface equip, notification devices & nit properly operates		
visory Device Tests - Pump Alarm (if any) - Verify supervisory signal received when pump	Table 14.4.5(15l)(7)	LS 02.01.34 EP 04
(D) Other Connections to FA - operate or simulate equip being supervised & verify signal received at control unit	Table 14.4.5(18) Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
(E) Fire Pump (if any) - operate or simulate equip being supervised & verify signal received at alarm panel	Table 14.4.5(18) Method: Table 14.4.2.2(22)	LS 02.01.34 EP 04
(21) Emergency Control Interface Tests	Table 14.4.5(18)	
(A) Delayed Egress Release - operate or simulate equip being supervised & verify lock release	Method: Table 14.4.2.2(23)	LS 02.01.34 EP 04
(B) Rolling Door Release - operate or simulate equip being supervised & verify door closure	Method: Table 14.4.2.2(23)	LS 02.01.34 EP 04
(C) Elevator Recall - operate or simulate equip being supervised & verify	Method: Table	LS 02.01.34 EP 04

TOOLS for REVIEW of

Inspection Documentation

1. REALITIES of Document Review
2. Document Review Concepts
3. The Report Tool Box
4. Evaluate The Big 5 Doc Forms