

Project:

Date:

FIRE ALARM SYSTEM - PRETEST CHECKLIST

All items below (not all inclusive) must be tested/checked/confirmed and pass prior to the final fire alarm system test. This completed form must accompany the pre-test completion certification.

Completed (place 'Y' in box below)	Date(s)	Test Party Initials	Description
			CHECK AND CONFIRM ADDRESSES AND FUNCTIONS OF DETECTORS AND SOUNDERS
			CHECK AND CONFIRM FUNCTION OF STROBES. ENSURE STROBES AT CORRECT LUMEN LEVEL AND SYNCHRONIZED (where applicable)
			CHECK WIRING PROBLEMS AND MONITORING CAPABILITIES (GROUND AND SHORT)
			CHECK SHUTDOWN OF SNAC PANELS (POWER SUPPLY PANELS). ENSURE TROUBLE AT MAIN PANEL AND AUX PANELS.
			CHECK SHUTDOWN OF MAIN PANELS AND AUX PANELS. ENSURE TROUBLE AT MAIN PANEL AND AUX PANELS.
			CHECK ELEVATOR RECALL FUNCTIONS AND ALTERNATE FLOOR FUNCTIONS. (Coordinate with elevator contractor-as applicable)
			CHECK HEAT DETECTOR AND SMOKE DETECTOR FUNCTION AND ADDRESS.
			CHECK DUCT DETECTOR FUNCTION AND ADDRESS. ENSURE SHUTDOWN OF AHU's. (Coordinate with HVAC contractor)
			CHECK LABELS AND ROOM NUMBERS/NAMES - ENSURE CORRECT.
			CHECK DOOR HOLDER/DOOR LOCK FUNCTIONS. ENSURE OPERATION
			CHECK TIE-INS TO SPRINKLER SYSTEM. ENSURE ADDRESS AND FUNCTION. SET FLOW SWITCH DELAYS. (Coordinate with fire protection contractor)
			CHECK FIRE PUMP TIE-INS. ENSURE ADDRESS AND FUNCTION. (as applicable)
			TEST CONNECTION TO OFFSITE MONITORING COMPANY. CONFIRM TROUBLE AND ALARM MONITORING RECEIPT (Coordinate with Telecom)
			TEST METASYS TIE-IN POINTS. CONFIRM TROUBLE AND ALARM MONITORING. (Coordinate with EMO and HVAC contractor)
			PERFORM 24HR BATTERY TEST. ENSURE FIRE ALARM SOUNDS FOR 5 MINUTES AFTER 24 HOUR LOSS OF POWER.
			INSURE AS-BUILT DRAWINGS ARE UPDATED AND ACCURATE AND PREPARED FOR THE FINAL TEST
			<i>Identify and list all associated equipment and systems and communicate to the GC that these items must be operational prior to the pre-test.</i>

***Fill out all form fields before signing!**

Name	Organization	Title	Signature
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University of Missouri Commissioning Authority



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