



ANNUAL FIRE ALARM SERVICE/TEST REPORT (Updated 2011)

The National Fire Alarm and Signaling Codes require periodic inspection, testing and maintenance of fire alarm systems. In the City of Mountain View, fire alarm system inspection, testing and maintenance reports shall be submitted annually, with a record of the report maintained on the premises. The following test report shall be completed and submitted to the Mountain View Fire Department. The inspection, testing and maintenance shall be conducted by a qualified California State Licensing Board Licensed Contractor (C-7/C-10).

If deficiencies in any portion of the fire alarm system are found, they should be noted in the appropriate "Deficiencies Noted" section. In the "Additional Remarks" section, indicate how the deficiency was corrected. Also note any other modifications made to the fire alarm system or other problems encountered that were repaired.

BUILDING INFORMATION

Address of Building: _____

Building or Complex Name: _____

Building Owner/Manager: _____

Mailing Address: _____

Phone: _____

SYSTEM INFORMATION

Location of Main Fire Alarm Panel: _____

Manufacturer: _____ Model #: _____

No. of Zones or Addressable Points: _____ 110 VAC Volt Only: _____
12/24 VDC: _____

Location of Fire Alarm As Built Drawings: _____

Location of Owners Manual: _____

Type of NFPA Monitoring (be specific): _____

Other Systems Interconnected to Alarm System (tamper, flow, halon, egress control devices, lock box, etc): _____

Name of Monitoring Company: _____ Phone #: _____

UL Central Certification (if central station monitored): _____

ALARM TEST INFORMATION

Name of Company Conducting Annual Test: _____

Address: _____

Phone #: _____

State Contractors License #: _____

Person Conducting Test: _____ Date of Test: _____

MANUAL PULL STATIONS

Number of Manual Pull Stations in the Entire Facility: _____

√	#	Check Points	Deficiencies Noted
		Proper annunciation (alarm/trouble/supervisory conditions) at fire alarm panel and remote panel	
		Activates all assigned devices (bells, magnetic holds, etc.)	
		General condition (accessible, no damage, UL Listed, etc.)	
		"Local Alarm Only" signs posted. <i>Note - Local alarms must have signs posted to read the following: "Local Alarm Only" – Call 911</i>	
Additional Remarks:			

SMOKE DETECTORS

Number of Smoke Detectors in the Entire Facility: _____

√	#	Check Points – Note if activated by smoke or test	Deficiencies Noted
		Proper annunciation (alarm/trouble/supervisory conditions) at fire alarm panel	
		Activates all assigned devices (bells, magnetic holds, etc.)	
		General condition (damaged, dirty, painted, etc.)	
Additional Remarks:			

√ = In compliance with stated criteria

= Total number of devices tested for the specific criteria

HEAT DETECTORS and/or DUCT DETECTORS (indicate)				
Number of Heat Detectors in the Entire Facility: _____				
Number of Duct Detectors in the Entire Facility: _____				
√	#	Check Points	H/D	Deficiencies Noted
		Proper annunciation (alarm/trouble/supervisory conditions) at fire alarm panel and remote panel		
		Activates all assigned devices (bells, magnetic holds, dampers, etc.)		
		General condition (damaged, dirty, painted, etc.)		
		"Local Alarm Only" signs posted. <i>Note - Local alarms must have signs posted to read the following: "Local Alarm Only" – Call 911</i>		
Additional Remarks:				

SPRINKLER WATER FLOW DEVICES			
Number of Sprinkler Water Flow Devices in the Entire Facility: _____			
√	#	Check Points	Deficiencies Noted
		Proper annunciation (alarm/trouble/supervisory conditions) at fire alarm panel and remote panel	
		Proper annunciation at remote panel	
		Activates all assigned devices (bells, magnetic holds, etc.)	
		Proper trouble notification once device/s are rendered inoperable	
		Flow switch activates within 90 seconds after water flow	
		General condition (damaged, dirty, painted, etc.)	
Additional Remarks:			

TAMPER (SUPERVISORY ALARMS)			
Number of Tamper(Supervisory Alarms) in the Entire Facility: _____			
√	#	Check Points	Deficiencies Noted
		Proper annunciation (trouble/supervisory conditions) at fire alarm panel and remote panel	
		General condition (damaged, dirty, painted, etc.)	
Additional Remarks:			

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= Total number of devices tested for the specific criteria

VISUAL/AUDIBLE DEVICES – FIRE ALARM			
Number of Visual/Audible Devices in the Entire Facility:		Audible: _____	Visual: _____
√	#	Check Points	Deficiencies Noted
		Device activated only on fire alarm condition	
		All visual alarms are operating	
		Audible devices produce a sound that exceeds the prevailing equivalent sound level in the room or space by 15 decibels, or exceeds any maximum sound by 5 decibels minimum, whichever is louder. Audible devices shall not exceed the maximum decibels in effect at the time the system was installed	
		General device condition (damaged, dirty, painted, etc.)	
Additional Remarks:			

MAIN FIRE ALARM PANEL			
√	#	Check Points	Deficiencies Noted
		All lamp test	
		Proper zone identification (accurate, legible)	
		Proper connection between alarm & remote annunciation panel	
		Power test – 110v, Back-up battery test A/C Voltage: _____ Battery Voltage: _____ Battery Load Test: _____ Battery Expires: _____	
		Trouble function test – All systems	
		Fire alarm panel switches – All tested	
		Spare keys to all panels and pull stations located adjacent to FACP	
		Proper operating instructions (including a diagram of the complex)	
		Spare glass pull station rods	
		General condition (damaged, clean, dirty, painted, UL listed, etc.)	
		Supervisory alarm test	
		Proper reset instructions posted at panel	
		Approved central station placard posted at the panel and up-to-date	
		Source of dedicated power labeled at control panel (electrical panel and circuit number)	
		Dedicated circuit provided with circuit breaker lock at electrical panel	
		Door to room provided with sign indicating “Fire Alarm Control Panel Inside”	
		Panel clear of alarm, trouble and supervisory conditions at completion of test	
Additional Remarks:			

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ANNUNCIATOR/REMOTE PANEL			
√	#	Check Points	Deficiencies Noted
		All lamp test	
		Proper zone identification (accurate and legible)	
		Proper connection between remote and fire alarm panel	
		Trouble function test – All Systems	
		General device condition (damaged, dirty, painted, UL listed etc.)	
Additional Remarks:			

FIRE ALARM SYSTEM WIRING			
√	#	Check Points	Deficiencies Noted
		Proper rated wiring installed	
		Consistent method of wiring, all J-Boxes, no pigtails	
		Label all conduit and J-Boxes; properly marked fire alarm system, etc.	
		General condition (damaged, dirty, painted, UL listed, etc.)	
		A voltage drop of 10% or less for all circuits in fire alarm condition	
		Ground fault conditions corrected	
Additional Remarks:			

OTHER SYSTEMS (FM-200, Halon, Preaction, dry chem, wet chemical, etc.)			
Type of Systems: _____			
√	#	Check Points	Deficiencies Noted
		All components rated for use	
		Installation per NEC 760, NFPA, State, Local and manufacturer specifications	
		System is properly monitored for alarm, supervisory and trouble conditions	
Additional Remarks:			

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Annual Fire Alarm Service/Test Report

Please indicate ONLY ONE CHOICE below:

☐ I certify under penalty of perjury that the company I represent has tested the fire alarm system at the above listed address and it **MEETS** all applicable codes and standards.

Signed: _____ Date: _____

Title: _____

☐ I certify under penalty of perjury that the company I represent has tested the fire alarm system at the above listed address and it **DOES NOT MEET** all applicable codes and standards.

Signed: _____ Date: _____

Title: _____

Deficiencies Remaining:

Return completed form to:

City of Mountain View
Fire and Environmental Protection Division
500 Castro Street, City Hall – 4th Floor
Mountain View, CA 94041-2010
Attn: Fire Marshall

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