



## Fire Alarm System Final Inspection (Witness Acceptance Test)

The installing contractor must have a valid State of Ohio Fire Protection License for Fire Alarm and Detection Systems and shall be onsite for all inspections. Approved plans shall be onsite. Fire Inspections cannot be conducted until the license and a permit are obtained.

To schedule a fire alarm final inspection (witness acceptance test) please contact Washington Township Fire Department at 614-652-3920, leave a voicemail with the details and someone will return your call to schedule your inspection. Inspection dates and times will be provided by the Prevention office. Most calls are returned in the afternoon however, requests for inspections please allow up forty-eight business hours for return calls. Once the prevention officer gives you, the date and time for the inspection please visit [www.dublinohiousa.gov/aca](http://www.dublinohiousa.gov/aca) to schedule your inspection online. To leave your time frame, you will click the link to add a note for the Inspector before you click Finish.

**\*\*\* Failure to schedule the City of Dublin with the inspection date and time will result in the inspection being rescheduled. [Building Permits & Applications – City of Dublin, Ohio, USA \(dublinohiousa.gov\)](http://www.dublinohiousa.gov) 614-410-4670.**

A NFPA 72 Record of Completion from the Fire Alarm Contractor is required. Signatures of installing contractor, equipment programmer and building owner or owner's representative should be on the form. An acceptance test cannot be performed without this document.

Verify system performance thru testing per NFPA 72

New fire alarm panel installations will require 24hr battery test with a 5min live test, Emergency voice systems will require a 24hr battery test with a 15min live test.

- Check to see the battery size supplied in panel matches what is reflected on the approved plans.
- Batteries must be permanently marked with the month and year of manufacture.

Fire Alarm initiation devices (pull stations, smoke and heat detectors, water flow) should

- Send an alarm signal to the fire alarm panel and annunciator.
- Activate notification devices within 10 seconds.
- Rated fire doors with magnetic hold opens shall release, close, and latch.
- Any access controlled doors shall release with fire alarm activation.
- Any additional specialty initiation devices will be test per NFPA 72 and manufacture guidelines.
- All devices shall report to the alarm panel with its accurate address and description.

Duct Smoke Detectors should do the following:

- Send supervisory signal to fire alarm panel and remote annunciator



- Shut down air handling unit and activate any dampers.
- A manometer test will be completed per the manufacturer's specs.

Sprinkler system control valves shall be tested via the inspectors test and shall:

- Actuate within 90 seconds of water flow
- Activate the AV Device above the FDC and/or electric bell on the building.
- Send supervisory signal to the fire alarm panel and annunciator during the first two turns of the hand-wheel or one-fifth of the travel distance of the valve control apparatus. Once valve is returned to open position, it shall send a normal signal to panel to clear previous supervisory signal.

**Verify that all signals were received at the off-site monitoring agency. Verify name and phone number of the monitoring agency and the facility account number on the inside cover of the fire alarm panel.**

Non-addressable fire alarm panels shall have zone maps located at the fire alarm control panel, Maps shall show:

- Floor plan and fire alarm zones of the occupancy being protected.
- All detection device types and locations
- The map shall be properly mounted to the wall and measures shall be taken to protect the map from physical damage and vandalism.

**Note: Fire alarm control panel rooms shall be labeled with a sign stating "FACP" or Fire Alarm Panel"**

**Copies of approved plans, system spec. sheets and other pertinent system design as well as all acceptance paperwork are required to be located within the fire alarm document box near the main fire alarm panel.**