FIRE ALARM SYSTEM INSPECTION CHECKLIST

Per NFPA 72 Chapter 14

Date: _____	Inspector: _____
Building / Location: _____	FACP Make / Model: _____
System Type: ☐ Addressable ☐ Conventional	Monitoring Company: _____
Inspection Type: ☐ Monthly ☐ Semiannual ☐ Annual	Monitoring Company Notified: ☐ Yes ☐ No
Fire Dept. Notified: ☐ Yes ☐ No	Occupants Notified: ☐ Yes ☐ No

WARNING: Notify all affected parties before testing: monitoring company, fire department, building occupants, and the authority having jurisdiction (AHJ).

Part 1: Fire Alarm Control Panel (FACP)

#	Inspection Item	OK	Fail	Notes
1	System in normal operating condition — no trouble/alarm signals			
2	Primary (AC) power connected and operating			
3	Secondary (battery) power transfer verified			
4	All LEDs and indicator lights showing normal status			
5	Panel enclosure intact, door closes and latches			
6	As-built drawings and zone maps present at panel			

Part 2: Initiating Devices

#	Inspection Item	OK	Fail	Notes
1	Smoke detectors — not painted, obstructed, or damaged			
2	Smoke detectors — functional test (activate with listed method)			
3	Heat detectors — no paint, damage, or obstruction			
4	Heat detectors — functional test per manufacturer instructions			
5	Duct smoke detectors — sampling tubes clear, airflow adequate			
6	Duct smoke detectors — functional test, verify HVAC shutdown			
7	Manual pull stations — accessible, visible, not obstructed			
8	Manual pull stations — trip and verify alarm at FACP			

9	Waterflow switches — test at inspector's test connection			
10	Tamper/supervisory switches — turn 2 revolutions, verify signal			

Part 3: Notification Appliances				
#	Inspection Item	OK	Fail	Notes
1	Audible devices (horns/speakers) — present, not damaged			
2	Audible devices — activate and verify adequate sound level			
3	Visual devices (strobes) — lenses not painted or obscured			
4	Visual devices — activate and verify flash pattern			
5	Speaker/voice systems — test voice intelligibility (if equipped)			

Part 4: Secondary Power (Batteries)			
#	Inspection Item	OK / Fail	Notes
1	Battery visual — no corrosion, leakage, or swelling		
2	Battery connections tight and clean		
3	Battery manufacture date recorded (replace sealed lead-acid every 4 years)		
4	Battery voltage test — not below 2.05V per cell under load		
5	Battery load/discharge test (annual) — system operates on battery power		

Deficiencies Found

#	Location / ID	Deficiency Description	Corrective Action	Due Date
1				
2				
3				
4				
5				

Testing Summary

Device Type	Total Tested	Total Failed
Smoke Detectors		
Heat Detectors		
Pull Stations		

Notification Appliances		
Other Devices		

WARNING: Any device that fails functional testing must be repaired or replaced. System impairments must be reported to the AHJ and monitoring company. Implement a fire watch if the system cannot be restored to normal operation within 4 hours.

Inspector / Technician Signature Date: _____

Facility Manager Signature Date: _____