

# Fire Alarm System Test Checklist

This checklist is designed to help facility managers, safety officers, and property owners perform and document fire alarm system tests in compliance with NFPA 72 and local fire codes. Use this checklist as a guide and keep completed forms for inspection and insurance purposes.

## Pre-Test Planning & Notifications

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| <input type="checkbox"/> Notify building occupants of the test schedule.         |
| <input type="checkbox"/> Notify local fire department or monitoring service.     |
| <input type="checkbox"/> Identify all fire alarm system components to be tested. |
| <input type="checkbox"/> Ensure tools and test equipment are available.          |

## Visual Inspection

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| <input type="checkbox"/> Check detectors for dust, paint, or obstructions.                                |
| <input type="checkbox"/> Inspect wiring for damage or corrosion.  |
| <input type="checkbox"/> Confirm access to alarm panels and pull stations is clear.                       |
| <input type="checkbox"/> Ensure notification appliances (strobes, sounders) are visible and unobstructed. |

## Functional / Operational Tests

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| <input type="checkbox"/> Activate manual pull stations and confirm alarms sound.                 |
| <input type="checkbox"/> Simulate smoke/heat for detectors using proper testing equipment.       |
| <input type="checkbox"/> Check all audible and visual alarms for proper sound/visibility levels. |
| <input type="checkbox"/> Verify control panel logs signals correctly.                            |

## Sensitivity & Performance Testing

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| <input type="checkbox"/> Perform smoke detector sensitivity test (per manufacturer/NFPA 72 schedule). |
| <input type="checkbox"/> Test duct detectors and specialty detection devices if applicable.           |

## Power & Backup Systems

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| <input type="checkbox"/> Inspect and test main power supply connections.                            |
| <input type="checkbox"/> Check and test backup batteries for charge and load capacity.              |
| <input type="checkbox"/> Simulate loss of primary power and verify system switches to backup power. |

## Communication & Monitoring

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| <input type="checkbox"/> Test signals to central monitoring station or fire department.      |
| <input type="checkbox"/> Verify communication path (phone, IP, or radio) functions properly. |
| <input type="checkbox"/> Test supervisory and trouble signals.                               |

## Post-Test Actions

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| <input type="checkbox"/> Document all results with date, time, and personnel.                    |
| <input type="checkbox"/> Record deficiencies and corrective actions.                             |
| <input type="checkbox"/> Restore system to normal operating condition.                           |
| <input type="checkbox"/> Notify monitoring service and fire department that testing is complete. |