

Annual Fire System Inspections Preparation Checklist

This checklist has been created to assist site management prepare for annual fire system inspections and minimize costs due to scheduling, logistics and miscommunication issues during annual fire system inspections.

	Send out tenant notices for testing to tenants (recommend 30 to 60 days' notice)
	Schedule access for testing Elevator and Escalators.
	Schedule access for Hydro Vaults.
	Schedule access for High-Risk/Special Authorization Tenants. (Note: some tenants may require vendors to obtain security clearance).
	Schedule access for audible testing.
	Arrange for Fire Contractor access keys and parking instructions.
	Schedule specialty systems testing (i.e. VESDA systems, Kitchen Suppression, Pre-Action, etc).
	Coordinate other trades, if necessary, for testing (i.e. engineer/BAS tech. for smoke control testing).
	Have documentation and drawings pertaining to Fire Safety systems available.
	Ensure drains are addressed prior to fire pump performance and sprinkler testing.
	Schedule generator vendor to perform life safety system testing on emergency power (i.e. fire pump).
	Review previous year inspection to ensure deficiencies that have been repaired are not repeated.
	Coordinate a schedule with the fire alarm vendor to support sprinkler inspections (if vendors are different)
	Ensure fall arrest, scissor lift certificates are on file or requested and Contractor is advised they must use their own equipment for testing purposes.
	Advise Contractor to check in on a regular basis to advise Management of any issues found during the inspection (i.e. no access, key issues, deficiencies found).