



# BST&G Fire District Fire Prevention Bureau

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## 2018 Fire Alarm Test Procedures

This shall be the required test procedure for fire alarm witness test. The alarm test and procedures shall take place in this order with no exceptions.

**1. Notification of the requested test shall be scheduled through this office 72 hours in advance of the test. At the time of the requested test the following shall be faxed to this office:**

-1.1 2016 NFPA 72 figure 7.8.2(a) fire alarm and emergency communications system Record of Completion

-1.2 A copy of the central stations' UL listing form.

2. The day of the fire alarm witness test the fire alarm panel shall be in service, (NOT IN TEST) and in "All System Normal," display. (No supervisory signals).

-2.1 The primary phone line will be disconnected; the time starts at this point.

-2.2 After one minute an alarm will be activated, the inspector will then have 4 minutes to receive a call from DelComm for a **total maximum time of 5 minutes**.

-2.3 The alarm will then be placed in test with central station and the test will continue. 10 % of each type of device will be tested (inspectors choice) fire suppression flow, water supervisory, and HVAC will be tested 100%.

-2.4 All devices tested will be troubled and then placed in alarm.

-2.5 All audible and visible devices will be checked

**3. NOTE: Per BST&G Fire District Specific Provisions to the 2017 Ohio Fire Code:** Fire alarms in all high hazard, educational, or high loss of life buildings; members and inspectors of the BST&G Fire District shall be on site during the 100% test of the fire alarm system.

4. Check for phone line seizure

5. Check the required 2016 NFPA -72 Chapter 10 Power Systems Supply 10.6 – Date on Batteries

6. Check the required 2016 NFPA- 72 Chapter 17 Initiation Devices Chapter 17

7. Check the required 2016 NFPA -72 Chapter 23 Required Features 23.3.3

8. Check the required 2016 NFPA-72 Chapter 18 Notification Appliances Chapter 18

9. Check Fire Alarm Records Cabinet, next to the main FACP 2016 NFPA 72 Chapter 7 7.7.2 to 7.7.3.2

10. (1) Key for fire alarm panel and all fire alarm devices for each Knox Box

11. Device Identification location map permanently attached to the wall just beside the main FACP and each remote panel.

12. System placed in service, phone lines attached, and tagged in service.

**Per 2017 Ohio Fire Code Section 901.6.3**