

# FIRE ALARM AND EMERGENCY COMMUNICATION SYSTEM INSPECTION AND TESTING FORM

*To be completed by the system inspector or tester at the time of the inspection or test.  
It shall be permitted to modify this form as needed to provide a more complete and/or clear record.  
Insert N/A in all unused lines.  
Attach additional sheets, data, or calculations as necessary to provide a complete record.*

Date of this inspection or test: June 7, 2012 Time of inspection or test: 07:00 Hrs

## 1. PROPERTY INFORMATION

Name of property: 26 - 30 Danforth Street

Address: 26 - 30 Danforth Street Portland, Maine

Description of property: Three Story Brick

Occupancy type: Multiple business occupancy

Name of property representative: Trish Weimer

Address: 36 Danforth Street

Phone: 207-774-5908 Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authority having jurisdiction over this property: Portland Fire Department

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2. INSTALLATION, SERVICE, AND TESTING CONTRACTOR INFORMATION

Service and/or testing organization for this equipment: Norris Inc.

Address: 2257 West Broadway So. Portland, Maine

Phone: 207-883-3473 Fax: 207-879-0540 E-mail: www.norrisic.com

Service technician or tester: Tim Johnson

Qualifications of technician or tester: Master Electrician

A contract for test and inspection in accordance with NFPA standards is in effect as of: \_\_\_\_\_

The contract expires: \_\_\_\_\_ Contract number: \_\_\_\_\_ Frequency of tests and inspections: \_\_\_\_\_

Monitoring organization for this equipment: HSMC

A contract for test and inspection in accordance with NFPA standards is in effect as of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Entity to which alarms are retransmitted: \_\_\_\_\_ Phone: \_\_\_\_\_

## 3. TYPE OF SYSTEM OR SERVICE

Fire alarm system (nonvoice)

Fire alarm with in-building fire emergency voice alarm communication system (EVACS)

Mass notification system (MNS)

Combination system, with the following components:

Fire alarm

EVACS

MNS

Two-way, in-building, emergency communication system

Other (specify): \_\_\_\_\_

NFPA 72, Fig. 14.6.2.4 (p. 1 of 11)

### 3. TYPE OF SYSTEM OR SERVICE (continued)

NFPA 72 edition: \_\_\_\_\_ Additional description of system(s): \_\_\_\_\_

#### 3.1 Control Unit

Manufacturer: Notifier Model number: Fire Warden 100

#### 3.2 Mass Notification System

This system does not incorporate an MNS

##### 3.2.1 System Type:

In-building MNS—combination

In-building MNS—stand-alone  Wide-area MNS  Distributed recipient MNS

Other (specify): \_\_\_\_\_

##### 3.2.2 System Features:

Combination fire alarm/MNS  MNS ACU only  Wide-area MNS to regional national alerting interface

Local operating console (LOC)  Direct recipient MNS (DRMNS)  Wide-area MNS to DRMNS interface

Wide-area MNS to high-power speaker array (HPSA) interface  In-building MNS to wide-area MNS interface

Other (specify): \_\_\_\_\_

#### 3.3 System Documentation

An owner's manual, a copy of the manufacturer's instructions, a written sequence of operation, and a copy of the record record drawings are stored on site. Location: Electrical Room at fire panel

#### 3.4 System Software

This system does not have alterable site-specific software.

Software revision number: \_\_\_\_\_ Software last updated on: \_\_\_\_\_

A copy of the site-specific software is stored on site. Location: \_\_\_\_\_

### 4. SYSTEM POWER

#### 4.1 Control Unit

##### 4.1.1 Primary Power

Input voltage of control panel: 120 Volts Control panel amps: 3.0 amperes

##### 4.1.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: \_\_\_\_\_

Location of fuel storage: \_\_\_\_\_ Type of fuel: \_\_\_\_\_

##### 4.1.3 Uninterruptible Power System

This system does not have UPS.

Equipment powered by a UPS system: \_\_\_\_\_

Location of UPS system: \_\_\_\_\_

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

#### 4. SYSTEM POWER (continued)

##### 4.1.4 Batteries

Location: inside fire panel Type: sealed Nominal voltage: 12 Amp/hour rating: \_\_\_\_\_

Calculated capacity of batteries to drive the system:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

Batteries are marked with date of manufacture.

##### 4.2 In-Building Fire Emergency Voice Alarm Communication System or Mass Notification System

This system does not have an EVACS or MNS.

##### 4.2.1 Primary Power

Input voltage of EVACS or MNS panel: \_\_\_\_\_ EVACS or MNS panel amps: \_\_\_\_\_

##### 4.2.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: \_\_\_\_\_

Location of fuel storage: \_\_\_\_\_ Type of fuel: \_\_\_\_\_

##### 4.2.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: \_\_\_\_\_

Location of UPS system: \_\_\_\_\_

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

##### 4.2.4 Batteries

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Nominal voltage: \_\_\_\_\_ Amp/hour rating: \_\_\_\_\_

Calculated capacity of batteries to drive the system:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

Batteries are marked with date of manufacture.

##### 4.3 Notification Appliance Power Extender Panels

This system does not have power extender panels.

##### 4.3.1 Primary Power

Input voltage of power extender panel(s): 120 volts Power extender panel amps: 3.2 amps

##### 4.3.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: \_\_\_\_\_

Location of fuel storage: \_\_\_\_\_ Type of fuel: \_\_\_\_\_

##### 4.3.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: \_\_\_\_\_

Location of UPS system: \_\_\_\_\_

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

**4. SYSTEM POWER (continued)**

**4.3.4 Batteries**

Location: \_\_\_\_\_ Type: \_\_\_\_\_ Nominal voltage: \_\_\_\_\_ Amp/hour rating: \_\_\_\_\_

Calculated capacity of batteries to drive the system: \_\_\_\_\_

In standby mode (hours): \_\_\_\_\_ In alarm mode (minutes): \_\_\_\_\_

Batteries are marked with date of manufacture.

**5. ANNUNCIATORS**

This system does not have annunciators.

**5.1 Location and Description of Annunciators**

Annunciator 1: [30 Danforth Street Maine entrance](#)

Annunciator 2: [York Street lower level entrance](#)

Annunciator 3: \_\_\_\_\_

**6. NOTIFICATIONS MADE PRIOR TO TESTING**

Monitoring organization Contact: [HSMC](#) Time: [07:00](#)

Building management Contact: [J.B. Brown Assc.](#) Time: [07:00](#)

Building occupants Contact: \_\_\_\_\_ Time: \_\_\_\_\_

Authority having jurisdiction Contact: [Portland Fire Dept.](#) Time: [07:00](#)

Other, if required Contact: \_\_\_\_\_ Time: \_\_\_\_\_

**7. TESTING RESULTS**

**7.1 Control Unit and Related Equipment**

| Description             | Visual Inspection        | Functional Test                     | Comments  |
|-------------------------|--------------------------|-------------------------------------|---|
| Control unit            | <input type="checkbox"/> | <input type="checkbox"/>            | <a href="#">THIS TEST WAS FOR ( 2 ) HORN STROBE UNITS</a> |
| Lamps/LEDs/LCDs         | <input type="checkbox"/> | <input type="checkbox"/>            | <a href="#">INSTALLED IN SUITE 304</a>                    |
| Fuses                   | <input type="checkbox"/> | <input type="checkbox"/>            |   |
| Trouble signals         | <input type="checkbox"/> | <input type="checkbox"/>            |   |
| Disconnect switches     | <input type="checkbox"/> | <input type="checkbox"/>            |   |
| Ground-fault monitoring | <input type="checkbox"/> | <input type="checkbox"/>            |   |
| Supervision             | <input type="checkbox"/> | <input type="checkbox"/>            |   |
| Local annunciator       | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| Remote annunciators     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| Power extender panels   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |   |
| Isolation modules       | <input type="checkbox"/> | <input type="checkbox"/>            |   |
| Other (specify)         | <input type="checkbox"/> | <input type="checkbox"/>            |   |

**7. TESTING RESULTS (continued)**

**7.2 Control Unit Power Supplies**

| Description       | Visual Inspection        | Functional Test          | Comments |
|-------------------|--------------------------|--------------------------|----------|
| 120-volt power    | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Generator or UPS  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Battery condition | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Load voltage      | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Discharge test    | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Charger test      | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Other (specify)   | <input type="checkbox"/> | <input type="checkbox"/> |          |

**7.3 In-Building Fire Emergency Voice Alarm Communications Equipment**

| Description  | Visual Inspection        | Functional Test          | Comments |
|--|--------------------------|--------------------------|----------|
| Control unit   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Lamps/LEDs/LCDs  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Fuses  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Primary power supply   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Secondary power supply   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Trouble signals  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Disconnect switches  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Ground-fault monitoring  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Panel supervision  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| System performance   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Sound pressure levels<br>Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Ambient _____ dBA<br>Alarm _____ dBA<br>(attach report with locations, values, and weather conditions) | <input type="checkbox"/> | <input type="checkbox"/> |          |
| System intelligibility<br><input type="checkbox"/> CSI <input type="checkbox"/> STI<br>(attach report with locations, values, and weather conditions)  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Other (specify)  | <input type="checkbox"/> | <input type="checkbox"/> |          |

**7. TESTING RESULTS (continued)**

**7.4 Notification Appliance Power Extender Panels**

| <b>Description</b>      | <b>Visual Inspection</b> | <b>Functional Test</b>   | <b>Comments</b> |
|-------------------------|--------------------------|--------------------------|-----------------|
| Lamps/LEDs/LCDs         | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Fuses                   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Primary power supply    | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Secondary power supply  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Trouble signals         | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Ground-fault monitoring | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Panel supervision       | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Other (specify) _____   | <input type="checkbox"/> | <input type="checkbox"/> |                 |

**7.5 Mass Notification Equipment**

| <b>Description</b>               | <b>Visual Inspection</b> | <b>Functional Test</b>   | <b>Comments</b> |
|----------------------------------|--------------------------|--------------------------|-----------------|
| Functional test                  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Reset/power down test            | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Fuses                            | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Primary power supply             | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| UPS power test                   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Trouble signals                  | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Disconnect switches              | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Ground-fault monitoring          | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| CCU security mechanism           | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Prerecorded message content      | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Prerecorded message activation   | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Software backup performed        | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Test backup software             | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| Fire alarm to MNS interface      | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| MNS to fire alarm interface      | <input type="checkbox"/> | <input type="checkbox"/> |                 |
| In-building MNS to wide-area MNS | <input type="checkbox"/> | <input type="checkbox"/> |                 |

**7. TESTING RESULTS (continued)**

**7.5 Mass Notification Equipment (continued)**

| Description  | Visual Inspection        | Functional Test          | Comments |
|--|--------------------------|--------------------------|----------|
| MNS to direct recipient MNS  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Sound pressure levels<br>Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Ambient _____ dBA<br>Alarm _____ dBA<br>(attach report with locations, values, and weather conditions) | <input type="checkbox"/> | <input type="checkbox"/> |          |
| System intelligibility<br><input type="checkbox"/> CSI <input type="checkbox"/> STI<br>(attach report with locations, values, and weather conditions)  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Other (specify) _____  | <input type="checkbox"/> | <input type="checkbox"/> |          |

**7.6 Two-Way Communications Equipment**

| Description                              | Visual Inspection        | Functional Test          | Comments |
|--|--------------------------|--------------------------|----------|
| Phone handsets                           | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Phone jacks                              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Off-hook indicator                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Call-in signal                           | <input type="checkbox"/> | <input type="checkbox"/> |          |
| System performance                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| System audibility                        | <input type="checkbox"/> | <input type="checkbox"/> |          |
| System intelligibility                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Radio communications enhancement system  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Area of refuge communication system      | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Elevator emergency communications system | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Other (specify) _____                    | <input type="checkbox"/> | <input type="checkbox"/> |          |

**7. TESTING RESULTS (continued)**

**7.7 Combination Systems**

| Description                                  | Visual Inspection        | Functional Test          | Comments |
|--|--------------------------|--------------------------|----------|
| Fire extinguishing monitoring devices/system | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Carbon monoxide detector/system              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Combination fire/security system             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Other (specify) _____                        | <input type="checkbox"/> | <input type="checkbox"/> |          |

**7.8 Special Hazard Systems**

| Description (specify) | Visual Inspection        | Functional Test          | Comments |
|-----------------------|--------------------------|--------------------------|----------|
|                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
|                       | <input type="checkbox"/> | <input type="checkbox"/> |          |

**7.9 Emergency Communications System**

- Visual
- Functional
- Simulated operation
- Ensure pre-discharge notification appliances of special hazard systems are not overridden by the MNS.  
See *NFPA 72*, 24.4.1.7.1.

**7.10 Monitored Systems**

| Description (specify)       | Visual Inspection        | Functional Test          | Comments |
|-----------------------------|--------------------------|--------------------------|----------|
| Engine-driven generator     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Fire pump                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Special suppression systems | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Other (specify) _____       | <input type="checkbox"/> | <input type="checkbox"/> |          |



**7. TESTING RESULTS (continued)**

**7.11 Auxiliary Functions**

| Description                    | Visual Inspection        | Functional Test          | Comments |
|--------------------------------|--------------------------|--------------------------|----------|
| Door-releasing devices         | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Fan shutdown                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Smoke management/smoke control | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Smoke damper operation         | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Smoke shutter release          | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Door unlocking                 | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Elevator recall                | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Elevator shunt trip            | <input type="checkbox"/> | <input type="checkbox"/> |          |
| MNS override of FA signals     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Other (specify)                | <input type="checkbox"/> | <input type="checkbox"/> |          |

**7.12 Alarm Initiating Device**

Device test results sheet attached listing all devices tested and the results of the testing

**7.13 Supervisory Alarm Initiating Device**

Device test results sheet attached listing all devices tested and the results of the testing

**7.14 Alarm Notification Appliances**

Appliance test results sheet attached listing all appliances tested and the results of the testing

**7.15 Supervisory Station Monitoring**

| Description             | Visual Inspection        | Functional Test          | Time | Comments |
|-------------------------|--------------------------|--------------------------|------|----------|
| Alarm signal            | <input type="checkbox"/> | <input type="checkbox"/> |      |          |
| Alarm restoration       | <input type="checkbox"/> | <input type="checkbox"/> |      |          |
| Trouble signal          | <input type="checkbox"/> | <input type="checkbox"/> |      |          |
| Trouble restoration     | <input type="checkbox"/> | <input type="checkbox"/> |      |          |
| Supervisory signal      | <input type="checkbox"/> | <input type="checkbox"/> |      |          |
| Supervisory restoration | <input type="checkbox"/> | <input type="checkbox"/> |      |          |

**8. NOTIFICATIONS THAT TESTING IS COMPLETE**

|                               |   |                    |
|-------------------------------|---|--------------------|
| Monitoring organization       | Contact: <u>HSMC</u>                    | Time: <u>07:21</u> |
| Building management           | Contact: <u>J.B. Brown Mngt Company</u> | Time: <u>07:20</u> |
| Building occupants            | Contact: _____                          | Time: _____        |
| Authority having jurisdiction | Contact: <u>Portland Fire</u>           | Time: <u>07:22</u> |
| Other, if required            | Contact: _____                          | Time: _____        |

**9. SYSTEM RESTORED TO NORMAL OPERATION**

Date: June 7, 2012 Time: 07:21

**10. CERTIFICATION**

**10.1 Inspector Certification:**

This system, as specified herein, has been inspected and tested according to all NFPA standards cited herein.

Signed: \_\_\_\_\_ Printed name: Tim Johnson Date: 6-07-12  
Organization: Norris Inc Title: Technician Phone: 207-883-3473

**10.2 Acceptance by Owner or Owner's Representative:**

The undersigned has a service contract for this system in effect as of the date shown below.

Signed: \_\_\_\_\_ Printed name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

