



Inspection and Maintenance Record

Fire Alarm and Voice Communication System

See reverse for the required procedure

Fire alarm initiating devices

Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sep. Oct. Nov. Dec. 20__

													Location of alarm-initiating devices
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection of one initiating field device
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alert/alarm signal confirmed - rotational
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Annunciator: tested device annunciates
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Audible and visual trouble signal

Signal receiving

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of alarm transmission
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Voice communication

												Location of emergency telephone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test (rotational): one emergency telephone for two-way communication and indication
												Location of the voice page zone
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test (rotational): voice paging to one zone

Inspect

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	System trouble signal indicator "off"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Power indication lamp "on"

Initials of the person conducting the test

Fire alarm and voice communication system

Reference Ontario Fire Code, section 6.3 and CAN/ULC-S536

The inspection and testing of fire alarm systems

Note: Before performing any testing or repairs involving the fire alarm system, the fire department, building occupants and the alarm-monitoring company must be notified.

Where the fire alarm or voice communication system are shut down for any reason, the fire department and supervisory staff must be notified and steps taken to ensure the safety of the occupants for the duration of the time that the system is down, (immediately implement a “fire watch” per the fire safety plan).

Inspection and testing procedures - fire alarm system

Daily

The following daily checks shall be conducted and if a fault is found, appropriate corrective action shall be taken.

1. Check the main and remote trouble lights for trouble indication.
2. Ensure the main and remote A/C. power-on lights are illuminated.

Note: It is not necessary to record the results of the daily checks.

Monthly

Monthly fire alarm tests can either be completed by trained in-house staff or by a qualified fire alarm technician. Every month the following test shall be conducted and if a fault is established, appropriate corrective action shall be taken.

1. One manual alarm-initiating device shall be operated on a rotation basis and shall initiate an alarm condition.
2. The intended function of all alarm audible signal appliances (bells or horns) shall be ensured.
3. The annunciator panel shall be checked to ensure that the tested devices annunciate correctly.
4. The intended function of the audible and visual trouble signals shall be ensured.
5. Confirm alarm signal was sent to monitoring/signal receiving centre (if applicable).
6. Inspect the system trouble signal indicator is “off” and the A/C power indicator is “on.”

Voice communication system

Monthly

Monthly fire alarm tests can either be completed by trained in-house staff or by a qualified fire alarm technician. Every month the following test shall be conducted and if a fault is established, appropriate corrective action shall be taken.

1. Test the voice page zone or all call.
2. Test voice paging to one zone on rotation.
3. Test an emergency telephone on rotation to confirm two-way communication between the telephone and the voice communication system.