# State of Kansas - Fire Alarm Acceptance Record

**Department of Administration, OFPM-DCC**

This is not an approval of compliance to contract documents. The Project Architect/Engineer has primary responsibility for inspection to determine compliance with the contract documents. This is not a work directive or authorization. Contractor is to coordinate solution of deficiency with Project Architect/Engineer and to correct all noted deficiencies as directed by Project Architect/Engineer.

<table>
<thead>
<tr>
<th>Inspection Date: Click here to enter a date.</th>
<th>Inspector: Bill Cunningham</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Number: Click here to enter text.</td>
<td>Project Name: Click here to enter text.</td>
</tr>
<tr>
<td>FACP Location: Click here to enter text.</td>
<td></td>
</tr>
<tr>
<td>FACP MFG: Click here to enter text.</td>
<td></td>
</tr>
<tr>
<td>New ☐ Existing Modification ☐</td>
<td></td>
</tr>
<tr>
<td>DCC A/E:</td>
<td>Agency:</td>
</tr>
<tr>
<td>D = Deficiency (see notes)</td>
<td>A = Accepted</td>
</tr>
</tbody>
</table>

### FACP VISUAL Additional info Table 14.3.1:

<table>
<thead>
<tr>
<th>Record of Completion</th>
<th>Completed by Installer and a signed copy provided to the inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACP Location</td>
<td>Located in an occupied place. If not in occupied space protected by smoke detector</td>
</tr>
<tr>
<td>Annunciator Access &amp; Location</td>
<td>If FACP is in unoccupied space, then annunciator shall be readily accessible in occupiable space.</td>
</tr>
<tr>
<td>Wiring</td>
<td>Is installed in workman like manner</td>
</tr>
<tr>
<td>Smoke Detection</td>
<td>Automatic smoke detection shall be provided above panel.</td>
</tr>
<tr>
<td>Primary Power</td>
<td>Branch circuit supplying the fire alarm equipment shall supply no other loads</td>
</tr>
<tr>
<td>Power Circuit Identification</td>
<td>Panel name, location and circuit number identified in FACP</td>
</tr>
<tr>
<td>Circuit Breaker</td>
<td>Shall be locked and identified with red mark</td>
</tr>
<tr>
<td>Battery Marking</td>
<td>Shall be marked with the month and year of manufacturer using month/year</td>
</tr>
<tr>
<td>Battery Location</td>
<td>If not located in or adjacent to the control unit, the location shall be identified at control unit</td>
</tr>
<tr>
<td>Monitored</td>
<td>Connected to phone line or fiber optic cable for monitoring</td>
</tr>
<tr>
<td>Fiber Optic Cable Connections</td>
<td>Verify location and condition</td>
</tr>
<tr>
<td>End of line Resistor</td>
<td>Shall be no end of line resistors located inside the FACP</td>
</tr>
<tr>
<td>Control Equipment</td>
<td>Normal power, No supervisory and No trouble signals, Fuses, Lamps etc</td>
</tr>
</tbody>
</table>

### DEVICE VISUAL:

<table>
<thead>
<tr>
<th>Initiating Devices</th>
<th>Verify location and condition per accepted shop drawing, Smoke &amp; Heat Detection, Water Flow devices, Duct detectors, Fire extinguishing systems and Fire Dampers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Fire Alarm Boxes</td>
<td>Verify location &amp; condition per accepted shop drawing, 42”-48” above finished floor on a contrasting color, conspicuous, unobstructed and accessible &amp; within 5ft of exit doorway</td>
</tr>
<tr>
<td>Notification Devices</td>
<td>Verify location and condition per accepted shop drawing, horns &amp; strobes</td>
</tr>
</tbody>
</table>

### FIRE ALARM TESTING:

<table>
<thead>
<tr>
<th>Addressable Address</th>
<th>FACP address matches location of the initiation device</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification Devices</td>
<td>Walk building and inspect all notification devices in operation</td>
</tr>
<tr>
<td>Initiating Devices</td>
<td>Witness retest of 10% of all initiation devices (inspectors choice)</td>
</tr>
<tr>
<td>Auxiliary Devices</td>
<td>Verify all fire &amp; smoke dampers open and close with activation of the fire alarm</td>
</tr>
</tbody>
</table>

### REACCEPTANCE FIRE ALARM TESTING:

<table>
<thead>
<tr>
<th>New Device</th>
<th>Initiating device, notification appliance, or control relay is added, it shall be functionally tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deleted Device</td>
<td>Initiating device, notification appliance, or control relay is deleted, test on device on same circuit</td>
</tr>
<tr>
<td>Modifications</td>
<td>Control equipment Tested when modifications/repairs to control equipment software are made</td>
</tr>
</tbody>
</table>

### Site Software

<table>
<thead>
<tr>
<th>Site Software Functions</th>
<th>100% of devices affected by the change shall be tested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>Retest 10% of initiating devices not affected by change up to 50 devices (inspectors choice)</td>
</tr>
<tr>
<td>Executive Software</td>
<td>Change to software requires 10% functional test of system, including one device on each input&amp; output</td>
</tr>
</tbody>
</table>

**Notes:**

This inspection record created by: Office of Facilities and Property Management – DCC; Department of Administration; 700 SW Harrison Street, Suite 1200, Topeka, Kansas 66603-3929  