

Fire Alarm Record of Completion

Please print in black ink only.

Scope

This is to notify you that the procedure for an installation inspection of Fire Alarm Systems shall be done in the following manner:

- All Fire Alarm Systems shall be 100% tested before an installation inspection can be scheduled with the Kent Fire Marshal's Office. A Record of Completion Form that is attached to this letter must be filled out and faxed to the Kent Fire Marshal's Office at (253) 856-6400 before an inspection will be scheduled.
- The Kent Fire Marshal's Office will not schedule an inspection until the Record of Completion Form is received. Washington State L&I Electrical Division Permit Inspection shall also be complete.
- Before a representative from the Kent Fire Marshal's Office arrives for an Acceptance Test, make sure that all persons; i.e. Fire Alarm Contractor, Sprinkler Contractors, Fire Pump Contractors, HVAC, Elevator Contractors or any other person that needs to be at the Acceptance Test be contacted and present. A blank copy of the Record of Completion Form will be included in each permit packet. All contractors/installers are required to supply two qualified individuals for testing purposes, two two-way radios, and all necessary test equipment.



Record of Completion Fire Alarm and Fire Detection Systems

Fax to (253) 856-6400

Fire Alarm System is ready for Fire Department acceptance testing.
Failure of test will result in termination of the testing.

Date: _____ Permit #: _____

Name of Facility: _____

Property Address: _____ City/State/Zip: _____

Installing Company: _____

Address: _____ City/State/Zip: _____

Installer's Name (PRINT): _____

License and/or Certificate: _____

Occupied as: _____

Owner or Representative: _____ Phone: _____

Authority having Jurisdiction: _____

Address: _____ Phone: _____

General Contractor: _____

Electrical Contractor: _____

FACP Equip. Manf.: _____ Model No.: _____

The State L & I, Electrical Permit "Final" inspection was completed on _____ (date). This system has been installed, pre-tested and operates in accordance with the standards listed below, was inspected by _____ on _____ and includes the devices listed below.

_____ NFPA 72

_____ NFPA 70, *National Elect. Code*, Article 760, Manufacturer's Instructions.

_____ Manufacturer's Instructions.

_____ International Fire Code

_____ Other (specify)

System monitored by: Proprietary _____ Remote _____ Central Station _____

Signed _____ Date _____

System Firmware: _____ Installed version: _____

checksum: _____ Date: _____

Initial program installation: _____ Date: _____

Revisions and Reasons: _____

Programmed by: _____

Equipment Installed and Tested

Control Panel ___ of ___ Make/Model _____

Manual Station ___ of ___ Make/Model _____

Smoke Detectors ___ of ___ Make/Model _____

Heat Detectors ___ of ___ Make/Model _____

Duct Detectors ___ of ___ Make/Model _____

A/V Device ___ of ___ Make/Model _____

Audio Devices ___ of ___ Make/Model _____

Visual Devices ___ of ___ Make/Model _____

Auto Door Release ___ of ___ Make/Model _____

Trouble Indicators ___ of ___ Make/Model _____

Batteries ___ of ___ Make/Model _____

_____ Readings Battery _____ Full Load _____ Charge _____

Generator ___ of ___ Make/Model _____

HVAC controls ___ of ___ Make/Model _____

Fire Alarm Dialer ___ of ___ Make/Model _____

Monitored by _____ Phone _____

Annunciator ___ of ___ Make/Model _____

Sprinkler System (Fire Alarm connections only)

Water Flow Sw. ___ of ___ Make/Model _____

Valve Tamper Sw. ___ of ___ Make/Model _____

PIV ___ of ___ Make/Model _____

Elec. Alarm Bell ___ of ___ Make/Model _____

Automatic time delay of General Alarm _____ minutes. None Installed _____

Do you meet audible/visible requirements of NFPA 72, Section 7? Yes No

Was the test of Alarm System on emergency power satisfactory? Yes No

Comments _____
