

FIRE ALARM CHECKLIST – NFPA 72
Castle Rock Fire and Rescue Department



Plan review

Contractor must complete this form and the checklist

New building Revision Tenant finish Retrofit

Project name: _____

Address: _____

City: _____ **Zip:** _____ **Bldg./Suite:** _____

Phone: _____

General building information

Occupancy classification: _____

Square feet: _____

Contractor: _____

State certification #: _____ **Expiration date:** _____

Phone: _____ **Email:** _____

Fire Sprinkler System: Yes No **Voice Evacuation:** Yes No

Special Locking Arrangements: Yes No **Fire Pump Present:** Yes No

Sheet reference key

Provide the sheet number or enter N/A if not applicable.
Use a corresponding symbol for each checklist item on the drawing.

Submittal requirements	Sheet Number
Upload the checklist, drawings, equipment technical datasheets, voltage drop calculations, battery calculations, and scope of work [7.2.1]	
Drawings must be to scale with a graphic scale (1/8" = 1' 0" scale is preferred) [7.4.2]	
Label all rooms, according to their proposed use [7.2.1(3)(c)]	
Provide legend/key for all fire alarm components and include the quantities; the fire alarm symbols must comply with the 2018 edition of NFPA 170 [7.2.3]	

Submittal requirements	Sheet Number
Indicate the person responsible for the system design on the drawing and provide a low voltage certification with name & license # and include an original signature of the license holder on the drawings [7.2.2]	
Provide a NICET or FPE certification # and original signature of the NICET license holder on the drawings Note: A certified person is required on the Jobsite	
Provide a riser diagram [7.2.1(2)]	
Provide a sequence of operations in an alarm input/output matrix [7.2.1(4)]	
Provide a wiring legend (specify wire type and size), show point to point system wiring, EOLR [7.2.1(11)]	
Provide penetration details for fire/smoke barrier/walls; indicate if wiring is in a plenum space	
Show the location of FACP and remote power supplies with smoke detectors, when multiple FACP are located on-site, a key plan must be maintained at each FACP and the sprinkler riser room where multiple FACP's on the premises are connected to a single flow switch [7.4.7]	
Fire alarm systems components are allowed to share control equipment or operate as standalone subsystems but must be arranged to function as a single system. The method of interconnection is to be by, electrical contacts listed for the load, data communication over SLCs, or other listed methods, and monitored as required by Section 12.6 [23.8.2.2]	
Provide surge protection for all circuits entering/exiting a building [12.2.4]	
Show the documentation cabinet for new fire alarm systems [7.7.2.1]	
Show the location of the Knox Box and the fire alarm annunciator; the annunciator must be within 10ft of the main fire department entrance [2018 IFC 506.1, 10.18.3.2]	
Initiating devices	Sheet Number
Show the location of manual fire alarm boxes where required by IFC; provide additional manual fire alarm boxes within 200 ft of travel to the nearest manual fire alarm box	
Show the location of smoke detectors where required by NFPA 72 and/or IFC	
Show the location of air duct detectors, such detectors shall report as supervisory [17.7.5.5]	
Show the location of other smoke sensing detectors (i.e. beam detectors or air sampling smoke detectors) [17.7.3.6, 17.7.3.7]	
Show the location of smoke detectors for the operation of smoke dampers [17.7.5]	
Show the location of heat detectors in elevator shafts with sprinklers and where required by code or due to weather conditions [21.4]	
Show the interface with the kitchen hood/suppression system [17.14]	
Show the location of sprinkler flow switches required to be monitored [17.13]	
Show the location of other automatic extinguishing systems (i.e. clean agent system or foam system) [17.14]	
Show the location of all tamper switches for electronic monitoring of all sprinkler control valves including the PIV	

Initiating devices	Sheet Number
Provide pressure supervisory signal-initiating device and off-normal signal for pressure increases and decreases for dry-pipe sprinkler system	
Provide monitoring of fire pump per NFPA 20; include pump running, loss of phase, and phase reversal. Diesel pumps shall be monitored [23.8.5.9]	
Notification appliances - audible	Sheet Number
Provide audible notification to attain 10 dB above the average ambient sound level throughout the building or space [18.4.4.1] Note: The required sound level must be noted on the drawing and documentation per [Section 7.2.1(10)] must be provided	
Provide audible notification at a minimum of 75 dB measure at the pillow level in sleeping areas [18.4.5.1] Note: Low-Frequency audible appliances must be provided in every sleeping area to attain the required sound level3 [7.2.1(10)]	
Show the location of speakers with wattage tap where the building is required to have a Fire Emergency Voice/Alarm Communication System (i.e. assembly occupancies with 300 or more occupants or high-rise buildings) [D.3.3.6]	
Provide a note on the drawing to state the intelligibility of the voice evacuation system [24.4.2.2.1]	
Provide audible notification to attain 10 dB above the average ambient sound level throughout the building or space [18.4.4.1] Note: The required sound level must be noted on the drawing and documentation per [Section 7.2.1(10)] must be provided	
Provide audible notification at a minimum of 75 dB measure at the pillow level in sleeping areas [18.4.5.1] Note: Low-Frequency audible appliances must be provided in every sleeping area to attain the required sound level3 [7.2.1(10)]	
Show the location of speakers with wattage tap where the building is required to have a Fire Emergency Voice/Alarm Communication System (i.e. assembly occupancies with 300 or more occupants or high-rise buildings) [D.3.3.6]	
Provide a note on the drawing to state the intelligibility of the voice evacuation system [24.4.2.2.1]	
Notification appliances - visual	Sheet Number
Show the location of visible appliances (strobes) and indicate the candela rating [7.2.1(3)]	
Show the height of strobes mounted on the wall [7.2.1(9)]	
Indicate the ceiling height for ceiling-mounted strobes [7.4.5(13)]	
Provide strobe spacing in rooms per 18.5.5.4	
Provide a note on the drawing regarding strobe synchronization where two or more strobes are in the same field of vision [18.5.5.4.2 (3)]	
Locate strobes in corridors not more than 15ft from the end of the corridors and not more than 100ft between strobes [18.5.5.5.5] Note: Corridors exceeding 20ft in width must use the spacing requirements of [18.5.5.4]	

Emergency control function interfaces	Sheet Number
Provide initiating devices in areas for elevator recall as required by [ANSI/ASME A17.1/CSA B44 (21.3)]	
Provide lobby smoke detector within 21ft of the centerline of the elevator bank for elevator recall [21.3.5]	
Provide smoke detectors in sprinklered hoistways [21.3.6] Note: Smoke detectors shall not be installed in unsprinklered elevator hoistways unless they are installed to activate the elevator smoke relief equipment	
Show the location of all doors on hold opens with compliant smoke detector location per [17.7.5.6 (21.9)] Note: Smoke detectors for door release to report as a supervisory signal	
Show the location of electrically locked doors [21.10]3	
Supervising station alarm systems	
Provide a note on the drawing stating how the fire alarm system will be monitored by a supervising station [Chapter 26]	

Notes

- This checklist is not all-inclusive. All applicable codes must be met
- An audible sound level test report is required to be provided to the Life Safety Inspector
- Special locking arrangements include access control doors, delayed egress locks, and elevator lobby exit access door assemblies
- Separate submittal required for special locking arrangements

Comments: _____