

Project Name \_\_\_\_\_ Address \_\_\_\_\_

The following checklist shall be used to verify that all Fire Department requirements are met before issuance of a Certificate of Occupancy. Not all items on the checklist apply to all projects.

- \_\_\_\_\_ Address posted, includes all units in multiple buildings
- \_\_\_\_\_ Knox box installed with appropriate keys (elevator, alarm panel, all doors)
- \_\_\_\_\_ Smoke detectors installed (Residential and Egress Corridors)
- \_\_\_\_\_ Heat detectors installed and tested
- \_\_\_\_\_ Pull Stations installed and tested
- \_\_\_\_\_ Horns/Strobes installed and tested (Note: Test with smoke cans)
- \_\_\_\_\_ Smoke screens/fire doors installed and tested
- \_\_\_\_\_ Fire Extinguishers mounted and in service
- \_\_\_\_\_ Elevator Certification current and appropriate for use
- \_\_\_\_\_ Fire Sprinkler rough-in hydro tests performed and documented before final inspection
- \_\_\_\_\_ All sprinkler heads and hardware installed and operational
- \_\_\_\_\_ Extra sprinkler head box, heads and wrench installed
- \_\_\_\_\_ Two (2) hour final hydro test passed
- \_\_\_\_\_ Fire sprinkler flow switch and tamper alarms installed and tested
- \_\_\_\_\_ Fire Sprinkler Riser Room door labeled
- \_\_\_\_\_ Fire Alarm Control Panel door labeled
- \_\_\_\_\_ Alarm transmission to monitoring station verified
- \_\_\_\_\_ Siren operate gate tested and operating
- \_\_\_\_\_ Access roadway meets minimum requirements (20 feet wide, turnaround, and compacted surface)
- \_\_\_\_\_ Water supplies tested and in-service (PVC painted, caps in place)
- \_\_\_\_\_ 8" X 11 ½" Site map with appropriate information submitted
- \_\_\_\_\_ Fire Department code entered in alarm panel (7805)
- \_\_\_\_\_ Spark Arrester installed on solid fuel burning chimneys