Fire alarm inspection preparation

Use before your contractor's scheduled NFPA 72 inspection and testing visit.
Reference standard: NFPA 72, Chapter 14. Building: _____ Date: _____ Observer: _____

Observe and record only. Do not operate valves, pull stations, test switches, pumps, releasing devices or control-panel buttons. If something looks wrong, write it down and call your fire protection contractor or fire code official. In an emergency, call 911.

Before the visit

• Locate the last inspection report and any open deficiencies; have them ready for the technician.
• Confirm the contractor will notify your monitoring company and the fire department before testing — do not place the system on test yourself.
• Tell occupants and tenants when alarms may sound; plan for areas that need escort or after-hours access.
• Gather keys for the panel, riser, electrical, elevator machine and roof rooms.
• List renovations, tenant changes or new devices since the last visit.

Owner observations

Owner observation	OK	Issue	Notes
Control panel shows normal status — no trouble, supervisory or alarm lights. Record any message shown; do not silence or reset.	☐	☐	
Manual pull stations are visible and not blocked by furniture, displays or storage.	☐	☐	
Smoke detectors are not covered, painted, bagged or damaged (remove nothing yourself — note it).	☐	☐	
Horns, strobes and speakers are not damaged, covered or blocked.	☐	☐	
Remote annunciators, if any, match the main panel status.	☐	☐	
Construction dust covers left on detectors after work are noted for the contractor.	☐	☐	

Qualified personnel only

• Functional testing of initiating devices and notification appliances (most components annually).
• Smoke detector sensitivity testing — within 1 year of installation, then every other year; may extend up to 5 years after passing tests where records support it.
• Battery inspection, load testing and replacement; signal transmission tests to the monitoring station.
• Any repair, programming change or impairment of the system.

Frequencies are plain-English summaries of the referenced NFPA standards as commonly adopted; editions and local amendments vary. Keep your contractor's official inspection, testing and maintenance reports — this sheet does not replace them.