

FIRE ALARM AND EMERGENCY COMMUNICATION SYSTEM RECORD OF COMPLETION

To be completed by the system installation contractor at the time of system acceptance and approval.

It shall be permitted to modify this form as needed to provide a more complete and/or clear record.

Insert N/A in all unused lines.

Attach additional sheets, data, or calculations as necessary to provide a complete record.

1. PROPERTY INFORMATION

Name of property: Main Street Towers

Address: 12345 Main Street, Pleasantville, NY 01111

Description of property: 40-story high-rise building with an adjacent 1-story parking structure

Occupancy type: B

Name of property representative: Mary Morris, Property Manager, Mary's Management Company

Address: 12345 Main Street, Pleasantville, NY 01111

Phone: 222/222-2222 Fax: 333/333-3333 E-mail: mm@mmc.com

Authority having jurisdiction over this property: Inspector Jack Jones, Pleasantville Fire Department

Phone: 444/444-4444 Fax: 555/555-5555 E-mail: jackjones@pfd.org

2. INSTALLATION, SERVICE, AND TESTING CONTRACTOR INFORMATION

Installation contractor for this equipment: Fred's Fine Fire Alarm Systems

Address: 789 Broad Street, Pleasantville, NY 01113

License or certification number: NY-1634

Phone: 888/888-8888 Fax: 999/999-9999 E-mail: fredfriendly@ffas.com

Service organization for this equipment: Fred's Fine Fire Alarm Systems

Address: Same

License or certification number: _____

Phone: _____ Fax: _____ E-mail: _____

A contract for test and inspection in accordance with NFPA standards is in effect as of: June 11, 2010

Contracted testing company: Fred's Fine Fire Alarm Systems

Address: Same

Phone: _____ Fax: _____ E-mail: _____

Contract expires: June 11, 2011 Contract number: 45678 Frequency of routine inspections: Quarterly

3. DESCRIPTION OF SYSTEM OR SERVICE

- Fire alarm system (nonvoice)
- Fire alarm with in-building fire emergency voice alarm communication system (EVACS)
- Mass notification system (MNS)
- Combination system, with the following components:
 - Fire alarm
 - EVACS
 - MNS
 - Two-way, in-building, emergency communication system
- Other (specify): N/A

3. DESCRIPTION OF SYSTEM OR SERVICE (continued)

NFPA 72 edition: 2010 Additional description of system(s): N/A

3.1 Control Unit

Manufacturer: Megasystems Model number: AZ-1230

3.2 Mass Notification System

This system does not incorporate an MNS.

3.2.1 System Type:

In-building MNS — combination

In-building MNS — stand-alone Wide-area MNS Distributed recipient MNS

Other (specify): N/A

3.2.2 System Features:

Combination fire alarm/MNS MNS autonomous control unit Wide-area MNS to regional national alerting interface

Local operating console (LOC) Distributed recipient MNS (DRMNS) Wide-area MNS to DRMNS interface

Wide-area MNS to high-power speaker array (HPSA) interface In-building MNS to wide-area MNS interface

Other (specify): N/A

3.3 System Documentation

An owner's manual, a copy of the manufacturer's instructions, a written sequence of operation, and a copy of the numbered record drawings are stored on site. Location: Building management office, Suite 2222

3.4 System Software

This system does not have alterable site-specific software.

Operating system (executive) software revision level: 4.567

Site-specific software revision date: June 26, 2010 Revision completed by: Fred Friendly

A copy of the site-specific software is stored on site. Location: Building management office, Suite 2222

3.5 Off-Premises Signal Transmission

This system does not have off-premises transmission.

Name of organization receiving alarm signals with phone numbers:

Alarm: Manny's Monitoring Phone: 777/777-7777

Supervisory: Manny's Monitoring Phone: 777/777-7777

Trouble: Manny's Monitoring Phone: 777/777-7777

Entity to which alarms are retransmitted: Pleasantville Fire Department Phone: 444/444-4444

Method of retransmission: Central station operator calls 444/444-4444 after receiving a signal

If Chapter 26, specify the means of transmission from the protected premises to the supervising station:

DACT

If Chapter 27, specify the type of auxiliary alarm system: Local energy Shunt Wired Wireless

4. CIRCUITS AND PATHWAYS

4.1 Signaling Line Pathways

4.1.1 Pathways Class Designations and Survivability

Pathways class: A Survivability level: 2 Quantity: 12

(See NFPA 72, Sections 12.3 and 12.4)

4.1.2 Pathways Utilizing Two or More Media

Quantity: 0 Description: N/A

4.1.3 Device Power Pathways

- No separate power pathways from the signaling line pathway
- Power pathways are separate but of the same pathway classification as the signaling line pathway
- Power pathways are separate and different classification from the signaling line pathway

4.1.4 Isolation Modules

Quantity: 4

4.2 Alarm Initiating Device Pathways

4.2.1 Pathways Class Designations and Survivability

Pathways class: N/A Survivability level: N/A Quantity: 0

(See NFPA 72, Sections 12.3 and 12.4)

4.2.2 Pathways Utilizing Two or More Media

Quantity: 0 Description: N/A

4.2.3 Device Power Pathways

- No separate power pathways from the initiating device pathway
- Power pathways are separate but of the same pathway classification as the initiating device pathway
- Power pathways are separate and different classification from the initiating device pathway

4.3 Non-Voice Audible System Pathways

4.3.1 Pathways Class Designations and Survivability

Pathways class: B Survivability level: N/A Quantity: 24

(See NFPA 72, Sections 12.3 and 12.4)

4.3.2 Pathways Utilizing Two or More Media

Quantity: 0 Description: N/A

4.3.3 Appliance Power Pathways

- No separate power pathways from the notification appliance pathway
- Power pathways are separate but of the same pathway classification as the notification appliance pathway
- Power pathways are separate and different classification from the notification appliance pathway

5. ALARM INITIATING DEVICES

5.1 Manual Initiating Devices

5.1.1 Manual Fire Alarm Boxes

This system does not have manual fire alarm boxes.

Type and number of devices: Addressable: 74 Conventional: 0 Coded: 0 Transmitter: 0

Other (specify): N/A

5.1.2 Other Alarm Boxes

This system does not have other alarm boxes.

Description: _____

Type and number of devices: Addressable: 10 Conventional: 0 Coded: 0 Transmitter: 0

Other (specify): N/A

5.2 Automatic Initiating Devices

5.2.1 Smoke Detectors

This system does not have smoke detectors.

Type and number of devices: Addressable: 96 Conventional: 0

Other (specify): N/A

Type of coverage: Complete area Partial area Nonrequired partial area

Other (specify): Located in all electrical and equipment rooms, in elevator lobbies, and at fire doors

Type of smoke detector sensing technology: Ionization Photoelectric Multicriteria Aspirating Beam

Other (specify): N/A

5.2.2 Duct Smoke Detectors

This system does not have alarm-causing duct smoke detectors.

Type and number of devices: Addressable: 33 Conventional: 0

Other (specify): N/A

Type of coverage: Located at the supply and return of all air handling units

Type of smoke detector sensing technology: Ionization Photoelectric Aspirating Beam

5.2.3 Radiant Energy (Flame) Detectors

This system does not have radiant energy detectors.

Type and number of devices: Addressable: _____ Conventional: _____

Other (specify): N/A

Type of coverage: N/A

5.2.4 Gas Detectors

This system does not have gas detectors.

Type of detector(s): N/A

Number of devices: Addressable: _____ Conventional: _____

Type of coverage: N/A

5.2.5 Heat Detectors

This system does not have heat detectors.

Type and number of devices: Addressable: 12 Conventional: 0

Type of coverage: Complete area Partial area Nonrequired partial area Linear Spot

Type of heat detector sensing technology: Fixed temperature Rate-of-rise Rate compensated

5. ALARM INITIATING DEVICES (continued)

5.2.6 Addressable Monitoring Modules

Number of devices: 67

This system does not have monitoring modules.

5.2.7 Waterflow Alarm Devices

Type and number of devices: Addressable: 42 Conventional: 0 Coded: 0 Transmitter: 0

This system does not have waterflow alarm devices.

5.2.8 Alarm Verification

Number of devices subject to alarm verification: _____ Alarm verification set for _____ seconds

This system does not incorporate alarm verification.

5.2.9 Presignal

Number of devices subject to presignal: N/A

This system does not incorporate pre-signal.

Describe presignal functions: N/A

5.2.10 Positive Alarm Sequence (PAS)

Describe PAS: N/A

This system does not incorporate PAS.

5.2.11 Other Initiating Devices

Describe: N/A

This system does have other initiating devices.

6. SUPERVISORY SIGNAL-INITIATING DEVICES

6.1 Sprinkler System Supervisory Devices

Type and number of devices: Addressable: 49 Conventional: 0 Coded: 0 Transmitter: 0

Other (specify): N/A

This system does not have sprinkler supervisory devices.

6.2 Fire Pump Description and Supervisory Devices

Type fire pump: Electric Engine

Type and number of devices: Addressable: 3 Conventional: 0 Coded: 0 Transmitter: 0

Other (specify): N/A

This system does not have a fire pump.

6.2.1 Fire Pump Functions Supervised

Power Running Phase reversal Selector switch not in auto Engine or control panel trouble Low fuel

Other (specify): N/A

6.3 Duct Smoke Detectors (DSDs)

Type and number of devices: Addressable: _____ Conventional: _____

Other (specify): N/A

Type of coverage: N/A

This system does not have DSDs causing supervisory signals.

Type of smoke detector sensing technology: Ionization Photoelectric Aspirating Beam

6.4 Other Supervisory Devices

Describe: _____

This system does not have other supervisory devices.

7. MONITORED SYSTEMS

7.1 Engine-Driven Generator

This system does not have a generator.

7.1.1 Generator Functions Supervised

Engine or control panel trouble Generator running Selector switch not in auto Low fuel

Other (specify): N/A

7.2 Special Hazard Suppression Systems

This system does not monitor special hazard systems.

Description of special hazard system(s): Sprinkler preaction system in 24th floor computer room

7.3 Other Monitoring Systems

This system does not monitor other systems.

Description of other system(s): _____

8. ANNUNCIATORS

This system does not have annunciators.

8.1 Location and Description of Annunciators

Location 1: Fire command center

Location 2: Front lobby at east entrance doors

Location 3: Engineering office on P1 level

9. ALARM NOTIFICATION APPLIANCES

9.1 In-Building Fire Emergency Voice Alarm Communication System

This system does not have an EVACS.

Number of single voice alarm channels: 58

Number of multiple voice alarm channels: 0

Number of speakers: 490

Number of speaker circuits: 58

Location of amplification and sound-processing equipment: Fire command center

Location of paging microphone stations:

Location 1: Fire command center

Location 2: N/A

Location 3: N/A

9.2 Nonvoice Notification Appliances

This system does not have nonvoice notification appliances.

Horns: 0 With visible: 0

Bells: 0 With visible: 0

Chimes: 0 With visible: 0

Visible only: 566 Other (describe): 0

9.3 Notification Appliance Power Extender Panels

This system does not have power extender panels.

Quantity: 42

Locations: 2 in the fire command center and 1 in the electrical equipment room on each floor

10. MASS NOTIFICATION CONTROLS, APPLIANCES, AND CIRCUITS This system does not have an MNS.**10.1 MNS Local Operating Consoles**Location 1: Fire command centerLocation 2: N/ALocation 3: N/A**10.2 High-Power Speaker Arrays**Number of HPSA speaker initiation zones: None

Location 1: _____

Location 2: _____

Location 3: _____

10.3 Mass Notification DevicesCombination fire alarm/MNS visible appliances: 0 MNS-only visible appliances: 216Textual signs: 0 Other (describe): N/ASupervision class: B**10.3.1 Special Hazard Notification** This system does not have special suppression pre-discharge notification. MNS systems DO NOT override notification appliances required to provide special suppression pre-discharge notification.**11. TWO-WAY EMERGENCY COMMUNICATION SYSTEMS****11.1 Telephone System** This system does not have a two-way telephone system.Number of telephone jacks installed: 138 Number of warden stations installed: 0Number of telephone handsets stored on site: 8Type of telephone system installed: Electrically powered Sound powered**11.2 Two-Way Radio Communications Enhancement System** This system does not have a two-way radio communications enhancement system.

Percentage of area covered by two-way radio service: Critical areas: _____ % General building areas: _____ %

Amplification component locations: N/A

Inbound signal strength: _____ dBm Outbound signal strength: _____ dBm

Donor antenna isolation is _____ dB above the signal booster gain

Radio frequencies covered: _____

Radio system monitor panel location: _____

11. TWO-WAY EMERGENCY COMMUNICATION SYSTEMS *(continued)*

11.3 Area of Refuge (Area of Rescue Assistance) Emergency Communications Systems

This system does not have an area of refuge (area of rescue assistance) emergency communications system.

Number of stations: 43 Location of central control point: Fire command center

Days and hours when central control point is attended: During incident

Location of alternate control point: Building management office

Days and hours when alternate control point is attended: 8 to 5 on weekdays

11.4 Elevator Emergency Communications Systems

This system does not have an elevator emergency communications system.

Number of elevators with stations: 12 Location of central control point: Fire command center

Days and hours when central control point is attended: During incident

Location of alternate control point: Building management office

Days and hours when alternate control point is attended: 8 to 5 on weekdays

11.5 Other Two-Way Communication Systems

Describe: N/A

12. CONTROL FUNCTIONS

This system activates the following control functions:

- Hold-open door releasing devices Smoke management HVAC shutdown F/S dampers
 Door unlocking Elevator recall Fuel source shutdown Extinguishing agent release
 Elevator shunt trip Mass notification system override of fire alarm notification appliances

Other (specify): N/A

12.1 Addressable Control Modules

This system does not have control modules.

Number of devices: 122

Other (specify): N/A

13. SYSTEM POWER

13.1 Control Unit

13.1.1 Primary Power

Input voltage of control panel: 120 VAC Control panel amps: 6.2

Overcurrent protection: Type: Circuit breaker Amps: 15

Location (of primary supply panel board): First floor electrical room

Disconnecting means location: First floor electrical room

13.1.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: Lower level generator room

Location of fuel storage: Sub basement fuel storage room Type of fuel: Diesel

13. SYSTEM POWER (continued)

13.1.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

13.1.4 Batteries

Location: Fire command center Type: Gel cell Nominal voltage: 24 VDC Amp/hour rating: 30

Calculated capacity of batteries to drive the system:

In standby mode (hours): 38 In alarm mode (minutes): 11

Batteries are marked with date of manufacture Battery calculations are attached

13.2 In-Building Fire Emergency Voice Alarm Communication System or Mass Notification System

This system does not have an EVACS or MNS system.

13.2.1 Primary Power

Input voltage of EVACS or MNS panel: 120 VAC EVACS or MNS panel amps: 11.9

Overcurrent protection: Type: Circuit breaker Amps: 15

Location (of primary supply panel board): First floor electrical room

Disconnecting means location: First floor electrical room

13.2.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: Lower level generator room

Location of fuel storage: Sub basement fuel storage room Type of fuel: Diesel

13.2.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

13.2.4 Batteries

Location: Fire command center Type: Gel cell Nominal voltage: 24 VDC Amp/hour rating: 120

Calculated capacity of batteries to drive the system:

In standby mode (hours): 30 In alarm mode (minutes): 8

Batteries are marked with date of manufacture Battery calculations are attached

13. SYSTEM POWER (continued)

13.3 Notification Appliance Power Extender Panels

This system does not have power extender panels.

13.3.1 Primary Power

Input voltage of power extender panel(s): 120 VAC Power extender panel amps: 2

Overcurrent protection: Type: Circuit breaker Amps: 15

Location (of primary supply panel board): E Power panels located every three floors in the electrical rooms

Disconnecting means location: E Power panels

13.3.2 Engine-Driven Generator

This system does not have a generator.

Location of generator: Lower level generator room

Location of fuel storage: Sub basement fuel storage room Type of fuel: Diesel

13.3.3 Uninterruptible Power System

This system does not have a UPS.

Equipment powered by a UPS system: _____

Location of UPS system: _____

Calculated capacity of UPS batteries to drive the system components connected to it:

In standby mode (hours): _____ In alarm mode (minutes): _____

13.3.4 Batteries

Location: Inside each panel Type: Gel cell Nominal voltage: 24 VDC Amp/hour rating: 14

Calculated capacity of batteries to drive the system:

In standby mode (hours): _____ In alarm mode (minutes): See attached calculations

Batteries are marked with date of manufacture Battery calculations are attached

14. RECORD OF SYSTEM INSTALLATION

Fill out after all installation is complete and wiring has been checked for opens, shorts, ground faults, and improper branching, but before conducting operational acceptance tests.

This is a: New system Modification to an existing system Permit number: 4567

The system has been installed in accordance with the following requirements: (Note any or all that apply.)

NFPA 72, Edition: 2010

NFPA 70, National Electrical Code, Article 760, Edition: 2008

Manufacturer's published instructions

Other (specify): Pleasantville local codes, revised 2008

System deviations from referenced NFPA standards: None known

Signed: Fred Friendly Printed name: Fred Friendly Date: 8/21/2010

Organization: Fred's Fine Fire Alarm Syst. Title: President Phone: 444/444-4444

15. RECORD OF SYSTEM OPERATIONAL ACCEPTANCE TEST

New system

All operational features and functions of this system were tested by, or in the presence of, the signer shown below, on the date shown below, and were found to be operating properly in accordance with the requirements for the following:

Modifications to an existing system

All newly modified operational features and functions of the system were tested by, or in the presence of, the signer shown below, on the date shown below, and were found to be operating properly in accordance with the requirements of the following:

NFPA 72, Edition: 2010

NFPA 70, National Electrical Code, Article 760, Edition: 2008

Manufacturer's published instructions

Other (specify): Pleasantville local codes, revised 2008

Individual device testing documentation [Inspection and Testing Form (Figure 14.6.2.4) is attached]

Signed: Fred Friendly Printed name: Fred Friendly Date: 8/21/2010

Organization: Fred's Fine Fire Alarm Syst. Title: President Phone: 444/444-4444

16. CERTIFICATIONS AND APPROVALS

16.1 System Installation Contractor:

This system, as specified herein, has been installed and tested according to all NFPA standards cited herein.

Signed: Fred Friendly Printed name: Fred Friendly Date: 8/21/2010

Organization: Fred's Fine Fire Alarm Syst. Title: President Phone: 888/888-8888

16.2 System Service Contractor:

The undersigned has a service contract for this system in effect as of the date shown below.

Signed: Fred Friendly Printed name: Fred Friendly Date: 8/21/2010

Organization: Fred's Fine Fire Alarm Syst. Title: President Phone: 888/888-8888

16.3 Supervising Station:

This system, as specified herein, will be monitored according to all NFPA standards cited herein.

Signed: Manny Monitor Printed name: Manny Monitor Date: 8/30/2010

Organization: Manny's Monitoring Title: President Phone: 777/777-7777

16. CERTIFICATIONS AND APPROVALS (continued)

16.4 Property or Owner Representative:

I accept this system as having been installed and tested to its specifications and all NFPA standards cited herein.

Signed: Mary Morris Printed name: Mary Morris Date: 8/30/2010
Organization: Mary's Management Title: Property Manager Phone: 222/222-2222

16.5 Authority Having Jurisdiction:

I have witnessed a satisfactory acceptance test of this system and find it to be installed and operating properly in accordance with its approved plans and specifications, with its approved sequence of operations, and with all NFPA standards cited herein.

Signed: Jack Jones Printed name: Jack Jones Date: 9/10/2010
Organization: Pleasantville Fire Dept. Title: Inspector Phone: 444/444-4444

SAMPLE