



Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555
(540) 658-8648 · www.staffordfirerescue.com/fm



Acceptance Testing/Inspection Checklist for:

Fire Pump Testing (861)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 13 – NFPA Standard for the Installation of Automatic Sprinkler Systems (2016)

NFPA 20 – NFPA Standard for the Installation of Fire Pumps (2016)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately.

Key Information:

| Yes | No | Item | Code Section |
|-----|----|---|------------------------|
| | | If the fire pump is connected to the fire alarm system, has the monitoring company and Stafford County ECC been notified? | VSFPC 901.7 |
| | | Does the “fire pump run” signal initiate a SUPERVISORY signal at the fire alarm panel? | VCC 913.1. |
| | | Are the system pressures set up approximately as follows: <ul style="list-style-type: none">• Jockey Pump Shut-Off: normal system pressure• Jockey Pump Activation: 10psi below system pressure• Fire Pump Activation: 20psi below system pressure• Fire Pump Shut-off: normal system pressure | NFPA 20, 14.2.5 |
| | | Are all valves, name plates, access doors and components labeled appropriately? Ensure that the fire pump test header is clearly labeled with a sign showing: “Fire Pump Test Valve” | VSFPC 509.1 |
| | | Is the pump room separated from the rest of the building by a 1 or 2 hour fire barrier? Does it have adequate heating, lighting, ventilation, access/clearances and drainage? | VCC 913.2 VCC 901.8 |
| | | Complete the fire pump test per NFPA 20 and the checklist provided below (The National Fire Sprinkler Association Fire Pump Acceptance Test form). | VCC 913.5 |



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Centrifugal Fire Pump Acceptance Test Form

Information on this form covers the minimum requirements of NFPA 20-2007 for performing acceptance tests on pumps with electric motors or diesel engine drivers. Other forms are available for periodic inspection, testing and maintenance.



Owner: _____
Owner's Address: _____

Property on which pump is installed: _____

Property Address: _____

Date of Test: _____

Demand(s) of Fire Protection Systems Supplied By Pump: _____

Pump: ☐ Horizontal ☐ Vertical

Manufacturer: _____ Shop/Serial Number: _____

Model or Type: _____

Rated GPM _____ Rated Pressure _____ Rated RPM _____

Suction From _____ If Tank, Size and Height _____

Driver: ☐ Electric Motor ☐ Diesel Engine ☐ Steam Turbine

Manufacturer: _____ Shop/Serial Number: _____

Model or Type: _____

Rated Horsepower: _____ Rated Speed: _____

If Electric Motor, Rated Voltage _____ Operating Voltage _____

Rated Amps _____ Phase Cycles _____ Service Factor _____

Controller Manufacturer: _____

Shop/Serial Number: _____ Model or Type: _____

Jockey Pump on System? ☐ Yes ☐ No Settings: On _____ Off _____

Note: All questions are to be answered Yes, No or Not Applicable.
All "No" answers are to be explained in the comments portion of this form.

I. Flush Test (Conduct before Hydrostatic Test)

Suction piping was flushed at _____ gpm? ☐ Yes ☐ No ☐ N/A

(See Table 14.1.1.1(a) of NFPA 20.)

Certificate presented showing flush test? ☐ Yes ☐ No ☐ N/A

II. Hydrostatic Test

Piping tested at _____ psi for 2 hours? ☐ Yes ☐ No ☐ N/A

(Note: NFPA 20 requires 200 psi or 50 psi above maximum

system pressure whichever is greater.)

Piping passed test? ☐ Yes ☐ No ☐ N/A

Certificate presented showing test? ☐ Yes ☐ No ☐ N/A

III. People Present

Were the following present to witness the test:

A. Pump manufacturer/representative ☐ Yes ☐ No ☐ N/A

B. Engine manufacturer/representative ☐ Yes ☐ No ☐ N/A

C. Controller manufacturer/representative ☐ Yes ☐ No ☐ N/A

D. Transfer switch manufacturer/rep. ☐ Yes ☐ No ☐ N/A

E. Authority having jurisdiction/rep. ☐ Yes ☐ No ☐ N/A

IV. Electric Wiring

Was all electric wiring including control interwiring for multiple pumps, emergency power supply, and the jockey pump completed and checked by the electrical contractor prior to the initial start-up and acceptance test? ☐ Yes ☐ No ☐ N/A

V. Flow Test

Run the pump at no-load, rated load and peak load (usually 150% of rated load) conditions. For variable speed drivers, run the test with the pressure limiting control "on" and then again at rated speed with the pump isolated from the fire protection system and the relief valve closed.

A. Was a copy of the manufacturers' certified pump test characteristic curve available for comparison to the results of the acceptance test? ☐ Yes ☐ No ☐ N/A

B. Equipment and gages calibrated? ☐ Yes ☐ No ☐ N/A

C. No vibrations that could potentially damage any fire pump component? ☐ Yes ☐ No ☐ N/A

D. The fire pump performed at all conditions without objectionable overheating of any component? ☐ Yes ☐ No ☐ N/A

E. For each test, record the following for each load condition:

| Test | Driver Speed rpm | Suction Pressure psi | Discharge Pressure psi | Nozzle Size inch | Pitot Readings or Flow | | | | | |
|------|---------------------|-------------------------|---------------------------|---------------------|------------------------|---|---|---|---|---|
| | | | | | 1 | 2 | 3 | 4 | 5 | 6 |
| 0 | | | | N/A | | | | | | |
| 100% | | | | | | | | | | |
| 150% | | | | | | | | | | |

F. For electric motor driven pumps also record:

| Test | Voltage | Amperes |
|------|---------|---------|
| 0 | | |
| 100% | | |
| 150% | | |

G. Calculate Net Pressures and Total Flow

$$P_{Net} = P_{Discharge} - P_{Suction} \quad Q = 29.83 \text{ cd}^2 \sqrt{P}$$

| Test | Net Pressure | Flow | | | | | | Total Flow |
|------|--------------|------|---|---|---|---|---|------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | |
| 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 100% | | | | | | | | |
| 150% | | | | | | | | |

H. For electric motors operating at rated voltage and frequency, is the ampere demand less than or equal to the product of the full load ampere rating times the allowable service factor as stamped on the motor nameplate? ☐ Yes ☐ No ☐ N/A

I. For electric motors operating under varying voltage:

1. Was the product of the actual voltage and current demand less than or equal to the product of the rated full load current times the rated voltage times the allowable service factor? ☐ Yes ☐ No ☐ N/A

2. Was the voltage always less than 5% below the rated voltage during the test? ☐ Yes ☐ No ☐ N/A

3. Was the voltage always less than 10% above the rated voltage during the test? ☐ Yes ☐ No ☐ N/A

J. Did engine-driven units show no signs of overload or stress? ☐ Yes ☐ No ☐ N/A

K. Was the governor set to properly regulate the engine speed at rated pump speed? ☐ Yes ☐ No ☐ N/A

L. Did the gear drive assembly operate without excessive objectionable noise, vibration or heating? ☐ Yes ☐ No ☐ N/A

M. Was the fire pump unit started and brought up to rated speed without interruption under the conditions of a discharge equal to peak load? ☐ Yes ☐ No ☐ N/A

N. Did the fire pump perform equal to the manufacturer's characteristic curve within the accuracy limits of the test equipment? ☐ Yes ☐ No ☐ N/A

O. Electric motor pumps passed phase reversal test on normal and alternate (if provided) power? ☐ Yes ☐ No ☐ N/A



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VI. Controller Test

- A. Did the pump start at least 6 times from automatic sources? ☐ Yes ☐ No ☐ N/A
- B. Was each automatic starting feature tested at least once? ☐ Yes ☐ No ☐ N/A
- C. Did the pump start at least 6 times manually? ☐ Yes ☐ No ☐ N/A
- D. Was the pump run for at least 5 minutes during each of the operations in Parts A, B and C above? ☐ Yes ☐ No ☐ N/A
(Note: An engine driver is not required to run for 5 minutes at full speed between successive starts until the cumulative cranking time of successive starts reaches 45 seconds.)
- E. Were the starting operations divided between both sets of batteries for engine-driven controllers? ☐ Yes ☐ No ☐ N/A
- F. Electric Driven Pump Controllers
1. Were all overcurrent protective devices (including the controller circuit-breaker) selected, sized and set in accordance with NFPA 20? ☐ Yes ☐ No ☐ N/A
 2. Was the fire pump started at least once from each power service and run for at least 5 minutes? ☐ Yes ☐ No ☐ N/A
 3. Upon simulation of a power failure, while the pump is operating at peak load, did the transfer switch transfer from the normal to the emergency source without overcurrent protection devices on either line? ☐ Yes ☐ No ☐ N/A
 4. When normal power was restored, did retransfer from emergency to normal power occur without overcurrent protection devices opening on either line? ☐ Yes ☐ No ☐ N/A
 5. Were at least half of the automatic and manual starts required by Parts A and C performed with the pump connected to the alternate source? ☐ Yes ☐ No ☐ N/A
- G. Were all signal conditions simulated demonstrating satisfactory operation? ☐ Yes ☐ No ☐ N/A
- H. Was the pump run for at least 1 hour total during all of the above tests? ☐ Yes ☐ No ☐ N/A
- I. For engines with BCM fuel management systems, primary and alternate BCM passed function test? ☐ Yes ☐ No ☐ N/A

VII. Information For Owner

- Was the owner given all of the following? ☐ Yes ☐ No ☐ N/A
- A. A manual explaining the operation of all components.
- B. Instructions for routine maintenance and repairs.
- C. Parts list and parts identification.
- D. Schematic electrical drawings of controller, transfer switch and alarm panels.
- E. Manufacturer's Certified Shop Test curve or Acceptance Test Curve.

VIII. Tester Information

Tester: _____

Company: _____

Company Address: _____

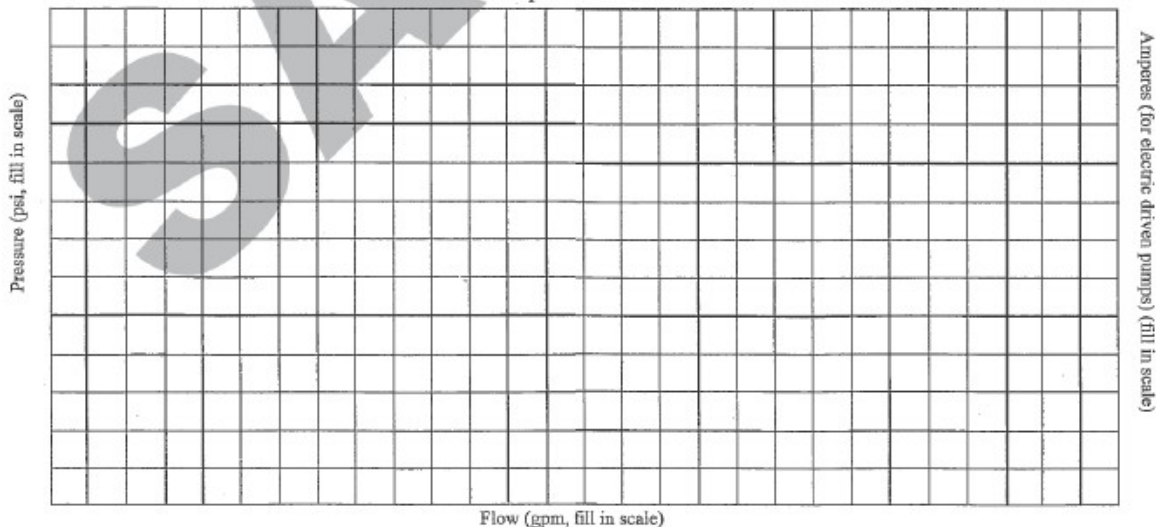
I state that the information on this form is correct at the time and place of my test, and that all equipment tested was left in operational condition upon completion of this test except as noted in the comments section below.

Signature of Tester: _____ Date: _____

License or Certification Number if Applicable: _____

IX. Comments (Any "No" answers, test failures, or other problems must be explained here.)

Pump Test Results





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Acceptance Testing/Inspection Checklist for:

Kitchen Hood Suppression System Test (862)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 17A – NFPA Standard for the Installation of Wet Chemical Fire Protection Systems (2017)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately.

Key Information:

| Yes | No | Item | Code Section |
|-----|----|--|-------------------|
| | | Is the suppression system AND COKKING EQUIPMENT the same type/style identified on the approved plans? | VCC 904.11 |
| | | Does the suppression system include a gauge or other signal to illustrate that the system has operated? | NFPA 17A, 5.2.1.8 |
| | | Is there a manual pull station located along the path of egress, about 4 feet from the floor, properly labeled and clear of any obstructions? | VCC 904.11.1 |
| | | Is there a type-K fire extinguisher along the path of egress within 30 feet of the kitchen equipment? | VSFPC 904.11.5 |
| | | Is the suppression system controller, containers and expellant gas assemblies located in an environmentally safe location free from damage, high temperatures, and clearly accessible? | NFPA 17A, 5.4 |
| | | Are the discharge nozzles the type specified in the plans and include a protective cap or other suitable device to prevent the entrance of grease vapors or moisture? | NFPA 17A, 4.3.1.5 |
| | | If the suppression system protects more than one hood or multiple hoods have a common duct, does it comply with NFPA 17A, 5.6 (simultaneous operations)? | NFPA 17A, 5.6 |
| | | Is there at least one UL listed fusible link or heat detector provided above each cooking appliance (or group of appliance protected by a single nozzle)? | NFPA 17A, 5.6.1.6 |
| | | Is all the piping non-combustible and all conduit penetrations of the hood properly sealed? | NFPA 17A, 5.6.1.7 |
| | | If the building is equipped with a fire alarm system, is the suppression system tied into the building for alarm and trouble signals? PRIOR to testing any alarms, ensure that the fire alarm monitoring company and Stafford County ECC have been notified. | VSFPC 901.7 |
| | | Ensure that the contractor is set up to do a proper discharge test from all nozzles per the manufacturers requirements/instructions. Activate the system via the manual pull station. Did every nozzle appear to flow evenly and appropriately? | NFPA 17A, 6.4.2 |



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| | | |
|--|--|-------------------|
| | Reset the system and test an "automatic" activation by testing the LAST (most remote) fusible link or detector. Ensure that all equipment under the hood is on and power/gas is being supplied. Did the system activate and "discharge" appropriately again? | NFPA 17A, 5.2 |
| | Did the activation of the system on both tests activate at least one local notification device/bell and activate an alarm signal (clearly illustrating the type and location of alarm) at the fire alarm panel if equipped? | VCC 904.3.5 |
| | Did the activation of the system shut down power and fuel supply to ALL equipment protected under the hood? Does it have to be manually reset after system activation? | VCC 904.11.2 |
| | Did the activation of the system turn on or keep on the exhaust fan and did they continue to operate during and after then system discharge? | NFPA 17A, 4.4.3.5 |
| | Is the system fully functional, wiring completed and appear to be compliant with the IMC and NFPA 17A? Are grease filters in place and stamped "listed grease filter" on the side? Is the duct work and exhaust fan completed and per the approved plans? | VCC 904.11 |
| | Has the NFPA 17A "Test Certificate" been completely filled out and a copy provided to the AHJ? (Required for approval as this is typically the "final" inspection for this system) | NFPA 17A, 6.4.1 |



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Acceptance Testing/Inspection Checklist for:

Fire Alarm System Device Rough-In Inspection (864)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 72 – NFPA Standard for the Installation of Fire Alarm Systems (2016)

NEC – National Electric Code (2017)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|---|--|
| | | If testing devices, prior to initiating any alarm signal contact the alarm company, building occupants and Stafford County ECC and place the system out of service for testing. | VSFPC 901.7 |
| | | Is the NFPA 72 Record of Completion being filled out? This form must be completed and the system pre-tested prior to final inspection. | VCC 907.7.2 |
| | | Are all devices the same devices listed on the plans, installed and secured in a neat, workmanlike manner wired in accordance with the NEC? Wiring is to be run in conduit, raceways, or fastened along to structural members with straps, staples, cable ties, hangers or similar fittings (not unsecured/sloppy). Where less than 7ft from the floor wiring shall be fastened at intervals of about 18 inches and in rigid conduit where passing through a floor or wall. Wiring shall not be supported by ceiling grids or other system conduit, piping, etc. Any wiring terminations/splices are to be in proper, secured enclosures/boxes. | NFPA 72,12.2.4 NEC 760.130(B) NEC 760.24 NEC 300.11 |
| | | Are all devices spaced appropriately for any new walls or rooms? All public and common areas must have visual notification including hallways, conference rooms, bathrooms, etc. | VCC 907.5.2.3 |
| | | Are visual notification devices unobstructed from view? Are wall mounted devices typically 80”-96” from the floor and ceiling devices no more than 30 feet above the floor? | NFPA 72, 18.5.4 |
| | | Are manual pull stations located between 42” and 48” from the floor, within 5 feet of an exit and unobstructed from access? | VCC 907.4.2 |
| | | Ensure that ceiling mounted heat/smoke detection devices are NOT located within 4” of a wall and wall mounted devices ARE located between 4”-12” of the ceiling in most cases. | NFPA 72, 17.6.3 |
| | | Do ALL notification device locations appear to be sufficient to meet the audible characteristics of the building and NFPA 72 when doors are closed? (Note if a decibel meter will be required for final testing). | NFPA 72, 18.4.3 VCC 907.5.2.1.1 |
| | | Ensure that a Knox Box will be provided at the front entrance or other appropriate location. At final inspection the box should include labeled keys for the building including: Building Master Key, Fire Alarm Key, Firefighter Operation Key for Elevators, etc. | VSFPC 506.1 |
| | | Ensure a floor plan will be provided at annunciators for final inspection. | NFPA 72, 10.16.3 |
| | | Is the system on a dedicated power circuit that is clearly labeled in red letters as “Fire Alarm System” at the main electrical panel? | NFPA 72, 10.5.5.2 |



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Acceptance Testing/Inspection Checklist for:

Duct Smoke Detector Test (865)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 72 – NFPA Standard for the Installation of Fire Alarm Systems (2016)

VMC – Virginia Mechanical Code (2018)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately.

Key Information:

| Yes | No | Item | Code Section |
|-----|----|---|----------------|
| | | If the building is provided with a fire alarm system, the duct smoke detectors must be tied into that alarm system (and clearly illustrate the type and location of signal). | VUSBC 907.3.1 |
| | | If the duct smoke detectors are tied into the fire alarm system, has the fire alarm system monitoring company and Stafford County ECC been notified? | VSFPC 901.7 |
| | | Is the duct smoke detector accessible and any concealed access labeled appropriately (including air handling unit number)? Does the sampling tube appear oriented correctly to the air flow path? | VUSBC 907.3.1 |
| | | Upon activation of the detector, did the associated air handling unit shut down? | VMC 606.4 |
| | | Did activation of the detector provide a visible and audible SUPERVISORY alarm signal that clearly illustrated the type and location at the fire alarm panel? | VCC 907.3.1 |
| | | If no fire alarm is present, is the remote annunciator for the duct smoke detector located in an occupied or common area near the associated detector/equipment and clearly labeled? | VCC 907.3.1(2) |
| | | Disconnect power to the detector. Did a trouble signal activate at the appropriate location? | VCC 907.3.1 |
| | | Does the detector appear to be installed per the approved mechanical OR fire alarm plans per NFPA 72? | VMC 606.3 |



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Acceptance Testing/Inspection Checklist for:

Fire or Smoke Damper Test (866)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)
VSFPC – Virginia Statewide Fire Prevention Code (2018)
NFPA 72 – NFPA Standard for the Installation of Fire Alarm Systems (2016)
VMC – Virginia Mechanical Code (2018)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately.

Key Information:

| Yes | No | Item | Code Section |
|-----|----|---|-----------------------|
| | | Is the fire or smoke damper accessible for inspection and maintenance? Is any concealed access clearly labeled? Ensure that access panels in the duct work provided adequate access and are properly sealed. | VMC 607.4 |
| | | Is the fire or smoke rated penetration clearly labeled as to its rating and type? (For penetrations of assemblies less than 3 hours, 1.5 hour damper must be provided. For penetrations of assemblies equal to or greater than 3 hours, a 3 hour damper is typically required). | VCC 716.3 |
| | | For fire dampers, are listed fusible links provided and securely attached? | VMC 607.3.1 |
| | | For fire/smoke dampers or smoke dampers, are they connected to the fire alarm system for activation? | VMC 607.3.2.1 & 606.3 |
| | | If the dampers are connected to the fire alarm system, has the monitoring company and Stafford County ECC been notified of testing? | VSFPC 901.7 |
| | | For fire dampers, have a fusible link cut or removed for testing. Did the damper immediately close completely without intervention? | VMC 607.3.1 |
| | | For fire/smoke or smoke dampers, did the correct sequence of operations activate the damper and did it close completely/appropriately. | VMC 607.3.3 |
| | | For fire/smoke or smoke dampers, verify a power or device disconnection. Did the alarm system illustrate a signal and clearly indicate the type and location of the signal? | VMC 606.3 |
| | | Is the damper installed per the approved plan, VMC and NFPA 72? | VMC 607.3 |



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Acceptance Testing/Inspection Checklist for:

Life Safety Systems Test (868)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)
VSFPC – Virginia Statewide Fire Prevention Code (2018)
NFPA 17 – NFPA Standard for Dry Chemical Extinguishing Systems (2017)
NFPA 72 – NFPA Standard for the Installation of Fire Alarm Systems (2016)
NFPA 2001 – NFPA Standard on Clean Agent Fire Extinguishing Systems (2015)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VUSBC 110.5 |
| | | Applicable construction permit posted? | VUSBC 110.5 |
| | | Approved plans on site? | VUSBC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|--|------------------|
| | | If the system is connected to the building fire alarm system, has the monitoring company, building occupants and Stafford County ECC been notified of the testing? | VSFPC 901.7 |
| | | Is the system and all components installed per the approved plans and the associated NFPA Standards? Use the attached testing checklists for clean agent and dry chemical systems. | VCC 904.1 |
| | | If initiating devices are provided, complete a 100% test of all devices. Did all devices activate appropriately and per the approved sequence of operations? (See VCC 1008 for DELAYED EGRESS and ACCESS CONTROL LOCKING requirements). | VCC 901.5 & 1008 |
| | | Verify that at least one supervisory and one trouble signal from an initiating device. | VCC 901.5 |
| | | Did all alarms, supervisory signals and trouble signals communicated back to the main fire alarm panel? Does the fire alarm panel clearly indicate the type and location of all associated signals? | NFPA 72, 10.16.3 |
| | | Test the activation of any suppression system per the NFPA standards. Did the system activate successfully? | VCC 904.4 |
| | | Did the system activate appropriately when activated by the associated manual pull station or other manual device? | VCC 904.4 |
| | | Did the system activate appropriately when activated by the associated automatic devices? | VCC 904.4 |
| | | Are all controls, valves, emergency switches, alarm notification devices and other system components clearly labeled and accessible? | VSFPC 509.1 |
| | | Is the system fully operational and installed per the approved plan and the appropriate NFPA standards (including NFPA 72)? A copy of the appropriate NFPA Certificate of Completion is to be completed, signed and provided to the AHJ for records. | VCC 901.5 |



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Clean Agent System Acceptance Inspection IFC 904.10, 2008 NFPA 2001, and 2007 NFPA 72

Date of Inspection: _____ Permit Number: _____
Business/Building Name: _____ Address of Project: _____
Contractor: _____ Contractor's Phone: _____

Reference numbers following worksheet statements represent an NFPA code section unless otherwise specified.

| Pass | Fail | NA | |
|-----------|-------|-------|--|
| 1. _____ | _____ | _____ | Received clean agent system certification from installer. |
| 2. _____ | _____ | _____ | Control panel and components match approved plans. |
| 3. _____ | _____ | _____ | Approved drawing on site, as-builts required when installation is not the same as the plans. |
| 4. _____ | _____ | _____ | Control panel, piping, nozzles, and other components location are the same as shown on the plans. |
| 5. _____ | _____ | _____ | Zones are properly identified on panel(s). |
| 6. _____ | _____ | _____ | Verify dedicated 120 AC branch circuit and labeling, 7.7.2.4.3. |
| 7. _____ | _____ | _____ | Device location same as plans. |
| 8. _____ | _____ | _____ | Devices are located in all areas required by the code. |
| 9. _____ | _____ | _____ | Devices are properly wired and in raceways, 4.3.1.3. |
| 10. _____ | _____ | _____ | Type and gauge of wire or cable match plans. |
| 11. _____ | _____ | _____ | 24 hour monitoring service agency received signals and conveys the type signals received, 7.7.2.5.3 |
| 12. _____ | _____ | _____ | Verify proper operation of magnetic door-releasing hardware and/or ventilation shutdown, 6.7.2.3. |
| 13. _____ | _____ | _____ | Battery load test: system switched to battery operation 24 hours earlier, then activate audible circuit for 5 minutes, 7.7.2.5.4(2). |
| 14. _____ | _____ | _____ | Pull stations comply with NFPA 72, distinct appearance, and mounted at proper height and location which is no more that 4 ft. above the floor, 4.3.3.7, 7.7.2.4.11 |
| 15. _____ | _____ | _____ | Under primary and secondary power operational tests are performed including, 7.7.2.5: |
| _____ | _____ | _____ | A. power light on and in normal condition. |
| _____ | _____ | _____ | B. supervisory signals: pressure switches, valves, etc.. |
| _____ | _____ | _____ | C. silence switches. |
| _____ | _____ | _____ | D. trouble signals and panel light operate for each circuit tested, disconnect wires. from devices and end-of-line resistors. |
| _____ | _____ | _____ | E. trouble and alarm reset switches operate. |
| _____ | _____ | _____ | F. a second initiating zone overrides silence switch. |
| _____ | _____ | _____ | G. audible and visual operation. |
| _____ | _____ | _____ | H. panel lamp test switch operates. |
| _____ | _____ | _____ | I. field zone signals correspond with panel zones. |
| _____ | _____ | _____ | J. detection devices and manual pull stations operate. |
| _____ | _____ | _____ | K. abort switch is in protected area; requires manual pressure and initiates visual/audible devices, 4.3.5.3, 6.7.2.5. |
| 16. _____ | _____ | _____ | Piping and nozzles are restrained so no unacceptable movement occurs, prior to the pressure test, 7.7.2.2.4. |
| 17. _____ | _____ | _____ | Piping pneumatically tested for 10 minutes at 40 PSIG and the pressure drop shall not exceed 20 percent of the test pressure, 7.7.2.2.12. |
| 18. _____ | _____ | _____ | Nozzles shall not be installed at a location where injury can occur. |
| 19. _____ | _____ | _____ | Release circuit is tested at the storage container. |
| 20. _____ | _____ | _____ | Pull stations activate system and override abort switch, 7.7.2.4.13. |
| 21. _____ | _____ | _____ | Test connection to a monitoring company or a location receiving signal, 7.7.2.5.1. |
| 22. _____ | _____ | _____ | Protected area is properly sealed and tested using a fan and smoke pencil, 7.7.2.3. |
| 23. _____ | _____ | _____ | An enclosure or room integrity room leakage test (fan test) may be required, 6.7.2.3. A quantitative method shall be used and results provided that confirm 85 percent of the concentration holds for 10 minutes, 5.6. |
| 24. _____ | _____ | _____ | Warning and instruction signage is properly posted. |
| 25. _____ | _____ | _____ | Perform a flow test with compressed air or inert gas to verify unobstructed pipes and nozzles, 7.7.2.2.13. |



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Acceptance Testing/Inspection Checklist for:

Building Site Inspection (870)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)
VSFPC – Virginia Statewide Fire Prevention Code (2018)
SCC – Stafford County Code

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|--|------------------------------|
| | | Is the permanent address posted and visible from the street (6” letter/numbers contrasting background, etc.)? Also, verify that approved street name signs have been provided. | VSFPC 505.1 |
| | | Is each suite address clearly illustrated and also posted on all rear doors in strip-malls or similar buildings? | SCC 12-23 |
| | | Are all fire lane pavement markings and signs provided in the locations shown on the approved site plan or detail? | SCC 12-22 VSFPC 503 |
| | | Have fire hydrants been provided per the approved plan and available for fire department operations? | VSFPC 507.5.1 |
| | | Are the exterior fire protection system components (FDCs, PIVs, etc.) clearly located per the site plan and clearly labeled with signs to identify the address(es) they serve? | VSFPC 912.4 |
| | | Are caps provide for FDC connections? Does the FDC sign comply with the Stafford County detail? | VSFPC 912.1 |
| | | Are any potential obstructions (bushes, landscaping items, walls, equipment, etc.) removed from within 4 feet of any fire hydrant or FDC? (Exception: Vehicle impact protection as required) | VSFPC 507.5.4 VSFPC 912.3 |
| | | Is there adequate spacing provided between the building and combustible storage/equipment or other hazardous facilities per the approved site plan? Has vehicle impact protection been provided where necessary? | VSFPC 315.4 & 312 |
| | | If a fire alarm system is provided for the building, is a Knox Box installed and approved (Provide labeled keys including: Building Master Key, Fire Alarm Key, Elevator Firefighter Operation Key, other door keys and emergency contact information for the box) | VSFPC 506.1 |
| | | Are all exit discharges and points of fire department access clear of any potential obstructions? Consider door or floor marking requirements to ensure any required clearance. | VSFPC 504.2 |
| | | Are all exterior sprinkler, fire alarm, or stairwell doors labeled for fire department access? (“Sprinkler Room”, “Stair 1”, “FACP Room”, “Electrical Room”, “Mechanical Room”, etc.) | VSFPC 509.1 |
| | | Are gas shutoff valves, electric meters, or other utility equipment clearly identifiable or labeled as to what/where they serve? | VSFPC 509.1.1 |



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Acceptance Testing/Inspection Checklist for:

Elevator Recall Inspection (875)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 72 – NFPA Standard for the Installation of Fire Alarm Systems (2016)

ASME A17.1 – American Society of Mechanical Engineers Safety Code for Elevators (2016)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VUSBC 110.5 |
| | | Applicable construction permit posted? | VUSBC 110.5 |
| | | Approved plans on site? | VUSBC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|---|--------------------|
| | | Have the fire alarm system monitoring company, building occupants and Stafford County ECC been notified of the testing? | VSFPC 901.7 |
| | | Is the NFPA 72 Record of Completion being filled out? This form must be completed and the system completely pre-tested prior to final inspection of the fire alarm system. | VUSBC 907.7.2 |
| | | Are all devices the same devices listed on the plans, installed and secured properly and wired in accordance with NFPA 70? | NFPA 72, 12.2.2.4 |
| | | Test all devices initiating <i>Designated Level</i> elevator recall per the approved sequence of operations and NFPA 72. (Typically includes: elevator lobby smoke detectors above the 1 st floor and top of hoistway smoke detectors) | NFPA 72, 21.3.12.1 |
| | | Test all devices initiating <i>Alternate Level</i> elevator recall per the approved sequence of operations and NFPA 72 (Typically includes: 1 st floor elevator lobby, 1 st floor elevator machine room, and elevator pit smoke detectors if provided). | NFPA 72, 21.3.12.2 |
| | | Test the function of elevator firefighters operation key to recall elevators to the Designated Level and In-car operation (Phase II recall) | ASME A17.1 |
| | | Test any heat detection or dedicated water flow switch for power shutdown where provided. Ensure that smoke detection is also provided to initiate recall prior to shut down. | NFPA 72, 21.4 |
| | | Verify that appropriate signage including typical “in case of fire, do not use elevators, use exit stairs” sign in each lobby, as well as lights/instructions for Phase II firefighter operation. | VSFPC 607.2 |
| | | For new buildings, ensure that a Knox Elevator Box is provided in the lobby of the <i>Designated Level</i> (typically 1 st floor) and contains firefighter operation keys as well as a large door key. | VSFPC 607.4 |
| | | Ensure that any elevator designed to accommodate a stretcher is marked with a “Star of Life” in the door frame on each level. | VCC 3002.4 |
| | | Ensure that the elevator equipment room door is properly labeled | VSFPC 509.1 |



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Acceptance Testing/Inspection Checklist for:

Fire Alarm System Final Inspection (899)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 72 – NFPA Standard for the Installation of Fire Alarm Systems (2016)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|--|---------------------|
| | | Prior to initiating any alarm signal, has the alarm company, building occupants and Stafford Emergency Communications Center (540-658-4440) been notified of system testing? | VSFPC 901.7 |
| | | Is a Record of Completion on site and available for review? Has pre-testing and an 864 Rough-in inspection been completed? | VCC 907.7.2 |
| | | Are all annunciators and the main FACP clear of any alarms/signals and the contractor has verified that the panel has been clear for about 24 hours? | VCC 907.7 |
| | | Is the electrical room door to the main FACP labeled as “Fire Alarm Control Panel” | VSFPC 509.1 |
| | | Is the system on a dedicated power circuit that is labeled in red letters as “Fire Alarm System” at the electrical panel? | NFPA 72, 10.5.5.2 |
| | | Is the panel and associated components the same as the device specified in the plans? | VCC 907.1.2 |
| | | Do ALL notification devices provide a temporal three alarm sound and are audibly in sync? | NFPA 72, 18.4.2.1 |
| | | If equipped, are voice evacuation messages clearly understood? | NFPA 72, 18.4.10 |
| | | Are all areas provided with adequate audible coverage when doors closed and carpet is installed? (Typically min 60, max 110 dBA) | VUSBC 907.5.2.1 |
| | | Do ALL notification devices have the proper candela rating as per the plan or NFPA 72? Do they flash in sync when in the same field of view? | NFPA 72, 18.5.4.4.7 |
| | | Are visual notification devices unobstructed from view? Are wall mounted devices typically 80”-96” from the floor and ceiling devices no more than 30 feet above the floor? | NFPA 72, 18.5.4 |
| | | Select a few random notification devices and initiate a trouble signal. Did the alarm panel respond appropriately? | NFPA 72, 10.7.1 |
| | | Do ALL initiating devices activate with a reasonable level of initiating source (can of smoke, heat, etc)? | NFPA 72, 14.1.1 |
| | | Are manual pull stations located between 42” and 48” from the floor, within 5 feet of an exit and unobstructed from access? | VCC 907.4.2 |
| | | Ensure that ceiling mounted heat/smoke detection devices are NOT located within 4” of a wall and wall mounted devices ARE located between 4”-12” of the ceiling in most cases. | NFPA 72, 17.6.3 |
| | | Does the activation of a second fire alarm signal re-activate the alarms after the first alarm has been silenced? | NFPA 72, 10.10.5 |

Checklist Updated on 7/1/2021



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| | | | |
|--|--|--|----------------------|
| | | Are the secondary power batteries connected and functional? Are all devices fully functional in alarm condition under secondary power? (Also verify a supervisory signal for "AC Power Failure") | NFPA 72, 10.5.6 |
| | | Are the annunciator panels located per the plan and immediately accessible to emergency responders? Is a permanent floor plan posted above the annunciator to illustrate the location of all initiating devices as well as rooms, exits, stairs, elevators, etc? | NFPA 72, 10.16.3 |
| | | Do all initiation devices illustrate their type and location in PLAIN SIMPLE LANGUAGE on all panels and does the description provided coordinate with the floor plan posted? | NFPA 72, 10.16.3.1 |
| | | Have all interconnected systems or components (two-way communication, voice evacuation systems, elevator recall, HVAC units, generators, fire pumps, fire suppression, etc.) been tested and function properly per the approved. | VUSBC 907.3 |
| | | Is there a DACT or other communication panel with TWO means of transmitting signals to the monitoring company (such as two phone lines, phone line and cellular, etc.)? If only ONE path is provided (particularly for VOIP and IP situations), ensure that ALL ON-SITE components in that path (such as routers, utility provider box, etc.) are equipped with at least 24-hour secondary power and are monitored directly by the fire alarm system for power failure. | NFPA 72, 26.6.3.1.12 |
| | | Do ALL alarm signals make the proper notifications? Use at least one device to ensure that the alarm signal goes to Stafford ECC within 5 minutes of activation. | NFPA 72, 26.3.7.1.2 |

Final Items:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Is the system fully operational with all devices and system components in-service ("green panel")? | VSFPC 901.6 |
| | | Is a Knox Box provided for the building and are fire alarm keys labeled and provided in the box? | VSFPC 506.1 |
| | | Is the installing contractor or other fire alarm service company contact information illustrated at the FACP along with the monitoring company information? Verify that the system plans/instruction manual is also available. | VCC 907.7.3 |
| | | Have all other related inspections and permits been passed? (864, 875, related permits such as special locks/egress, sprinklers or other fire protection systems) | VSFPC 901.5 |
| | | Is the system placed back in-service with Stafford ECC? | VSFPC 901.7 |
| | | Does the entire system appear to be fully NFPA 72 compliant? Is a signed copy of the Record of Completion available for AHJ record purposes? | VCC 907.7.2 |



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Acceptance Testing/Inspection Checklist for:

Sprinkler System Final Inspection (899)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 13 – NFPA Standard for the Installation of Automatic Sprinkler Systems (2016)

NFPA 13R – NFPA Standard for the Installation of Automatic Sprinkler Systems in Residential (2016)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VCC 110.5 |
| | | Applicable construction permit posted? | VCC 110.5 |
| | | Approved plans on site? | VCC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|---|-----------------------------|
| | | Is the NFPA 13 Above Ground Piping Certification completed by the installer and a copy available for your records? | NFPA 13, 24.1 |
| | | Is the sprinkler valve room clearly labeled on the access door? | VSFPC 509.1 |
| | | Are all valves open to allow water to flow into the system? | |
| | | Are all valves and flow switches being monitored by an approved and operational fire alarm system? | VCC 903.4 |
| | | Is there normal pressure on the system gauges? | |
| | | Is there at least one system calc plate posted illustrating the design residual/static pressures and other required design information? New systems also must have a permanent General Information Sign posted at the system/riser. | NFPA 13, 24.5 and 24.6 |
| | | Are there at least 6 sprinkler heads (at least two for each type of head) and a sprinkler wrench in the sprinkler valve room? | NFPA 13, 6.2.9.1 |
| | | After a visual inspection of the system layout, is the system installed per the approved plans? | VCC 903.3 |
| | | Is the spacing between sprinkler heads at or below the maximum permitted by NFPA 13 or the listing (typical spacing between heads does not exceed 15ft in light or ordinary hazard systems) | NFPA 13, 8.5.3 |
| | | Is the spacing between sprinklers and walls no greater than ½ the allowed spacing between heads? | NFPA 13, 8.6.3.2.1 |
| | | Are all sprinklers at least 4” from any wall? | NFPA 13, 8.6.3.3 |
| | | Are additional sprinklers provided under fixed obstructions greater than 4 feet wide (HVAC duct work, low ceilings, etc)? | NFPA 13, 8.6.5.3.3 |
| | | Is adequate clearance to storage provided (typically 18 inches) | NFPA 13, 8.5.6 |
| | | Are sprinkler heads located within 12 inches of the ceiling or roof peak? (See NFPA 13 Chapter 8 for spacing and distances near obstructed construction) | NFPA 13, 8.6.4.1.1 |
| | | Are there any dirty, painted, damaged or obstructed sprinkler heads? | NFPA 13, 6.2.6.2 |
| | | Are all enclosures, ceiling assemblies and ceiling tiles completely installed? Check for proper heating and insulation of piping. | NFPA 13, 3.7.2 and 8.16.4.1 |
| | | Are all valves and system components clearly labeled and accessible? This includes sectional control valves and drains throughout the system. | NFPA 13, 8.1.2 |

Checklist Updated on 7/1/2021



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Main Drain Test and Flow Tests:

| Yes | No | Item | Code Section |
|-----|----|--|------------------|
| | | Has notification been made to the alarm company, building occupants, and Stafford Emergency Communications Center (540-658-4440) to advise them that the system is being tested? | VSFPC 901.7 |
| | | Can the main drain be opened fully without causing water damage? | NFPA 13, 24.2.3 |
| | | Be sure to note the static pressure and the designed residual pressure prior to beginning the test. Open the main drain valve and let it run. When the pressure stabilizes, did the pressure drop and stay at or above the designed residual pressure? | NFPA 13, 2.3.4.1 |
| | | Did the fire alarm activate within 90 seconds? Be sure to test all flow alarms. | VCC 903.4.2 |
| | | Did the alarm company and Stafford ECC receive the exact building address(es) involved and the specific type/ location of alarm? Test at least one alarm all the way through to dispatch. | VCC 903.4.1 |

Dry System/Pre-Action System Trip Test:

| Yes | No | Item | Code Section |
|-----|----|---|---------------------|
| | | Has notification been made to the alarm company, building occupants, and Stafford Emergency Communications Center (540-658-4440) to advise them that the system is being tested? | VSFPC 901.7 |
| | | Can the remote inspectors test valve be opened fully without causing water damage? | NFPA 13, 24.2.3.2.1 |
| | | Be sure to note the static pressure and the designed residual pressure prior to beginning the test. Open the inspectors test valve and let it run. Was there clear, consistent water flow present at the inspectors test valve discharge within about 60 seconds? | NFPA 13, 24.2.3.2.2 |
| | | Did the fire alarm activate within 90 seconds? Be sure to test all pressure alarms (water flow switches prohibited in dry systems). | VCC 903.4 |
| | | Did the alarm arriving at the dispatch center receive the exact building address(es) involved and the specific type and location of alarm? | VCC 903.4.2 |
| | | Are the high and low pressure supervisory signals functional at about 2psi above/below the normal system air pressure? | NFPA 13, 7.2.6.6 |

Final Items:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Is the system fully operational with all valves and system components in-service? | VSFPC 901.6 |
| | | Have all other related inspections and permits been passed? (Possibly including: 858, 859, 860 or 852, 854, 856, etc.) | VSFPC 901.5 |
| | | Is the system completely monitored by a functional and approved fire alarm system without any current trouble, supervisory, or alarm signals? (Verify that the fire alarm system is not out-of-service with Stafford ECC). | VSFPC 901.7 |
| | | Does the entire system appear to be installed per NFPA 13 or 13R and the proper certificates of completion submitted to the AHJ? | VCC 903.3 |



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Acceptance Testing/Inspection Checklist for:

NFPA 13D Sprinkler System Final Inspection (899)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

NFPA 13D – NFPA Standard for the Installation of Automatic Sprinkler Systems in One and Two Family Dwellings (2016)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VUSBC 110.5 |
| | | Applicable construction permit posted? | VUSBC 110.5 |
| | | Approved plans on site? | VUSBC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|--|-----------------|
| | | Is the water supply control valve installed such that shutting off the sprinkler system ALSO shuts down the domestic system? A separate sprinkler control valve is NOT permitted. | NFPA 13D, 7.1 |
| | | Is the system main drain installed to drain the entire system? Additional auxiliary drains must be provided if piping is trapped and cannot be drained. Ensure that all drains are labeled and accessible. | NFPA 13D, 7.2 |
| | | Is the system at street pressure? | NFPA 13D, 7.3 |
| | | Check that the main drain or inspectors test is available for testing and will not cause water damage when opened (a garden hose is sometimes required for testing). Flow the main drain or inspectors test valve to verify that an adequate water supply exists and all valves are open. | NFPA 13D, 7.2.5 |
| | | Are the sprinkler head temperature ratings appropriate for the area of installation and distances from heat sources? | NFPA 13D, 7.5.5 |
| | | Are all the sprinkler heads free from paint, damage, and provided with protective cages where necessary? | NFPA 13D, 7.5.6 |
| | | Is adequate insulation provided throughout the attic and other non-heated spaces where there is sprinkler piping? | NFPA 13D, 7.7 |
| | | Has the owner been provided with their own information packet and DVD about the system? (often attached to the system riser) | NFPA 13D, 4.1.1 |
| | | Is a warning sign or tag provided at the shut-off valve indicating: <i>WARNING: The water system for this home supplies fire sprinklers that require certain flows and pressures to fight a fire. Devices that restrict the flow or decrease the pressure or automatically shut off the water to the fire sprinkler system, such as water softeners, filtration systems, and automatic shutoff valves, shall not be added to this system without a review of the fire sprinkler system by a fire protection specialist. Do not remove this sign.</i> | NFPA 13D, 6.5.3 |
| | | Does the system appear to be installed per the approved plans and NFPA 13D? | VCC 901.5 |



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Acceptance Testing/Inspection Checklist for:

Building Final Fire Inspection (899)

Applicable Codes and Standards:

VCC – Virginia Construction Code (2018)

VSFPC – Virginia Statewide Fire Prevention Code (2018)

Inspection Basics:

| Yes | No | Item | Code Section |
|-----|----|--|--------------|
| | | Building address posted and visible from the street? | VUSBC 110.5 |
| | | Applicable construction permit posted? | VUSBC 110.5 |
| | | Approved plans on site? | VUSBC 109.5 |

If any of these are “No”, the inspection may be failed immediately

Key Information:

| Yes | No | Item | Code Section |
|-----|----|--|---|
| | | Have all required inspections and permits been passed (fire suppression, fire alarm, 870 site inspection if necessary, etc)? For existing buildings, have the required routine (typically annual) fire protection system inspections been completed and documentation available? | VSFPC 901.5 |
| | | If a fire alarm system is provided, is a Knox Box installed and secured with labeled contents (master keys, fire alarm keys, any other door keys and emergency contact information)? Is an elevator Knox Box required and installed with the proper keys? | VSFPC 506.1 |
| | | Are ALL paths in the means of egress throughout the space clear of any obstructions including door swing, furniture or planned storage areas? | VSFPC 1003.3 |
| | | Are all doors along the means of egress free of any locking devices that secure these doors from the egress side? See these code sections for specific exceptions. If the assembly occupant load is greater than 50, is panic hardware included on all egress doors? | VSFPC 1008.1.2 VSFPC 1008.1.4 VSFPC 1008.1.10 |
| | | Are maximum occupant load signs posted for all rooms with more than 50 persons? Multipurpose rooms may need a seating plan. | VSFPC 403.2.1 and 1004.3 |
| | | Are all egress stairwell doors able to be opened from BOTH sides? | VSFPC 1008.1.8.7 |
| | | Are all exit signs installed per the approved plan and clearly illustrate the path of egress from any location in the areas with more than one required exit? | VSFPC 1011.1 |
| | | Is emergency lighting provided throughout the path of egress? | VSFPC 1006.3 |
| | | Do all exit signs and emergency lights function properly when primary power is removed (do not just push the test button on each device, but shut down primary power where possible)? | VSFPC 1006.4 VSFPC 1011.2 |
| | | Are fire extinguishers (minimum 2A:10BC rated) provided at EACH exit, near cooking areas, AND within 75 feet of travel distance? Each fire extinguisher must be tagged with the date of installation/inspection (additional extinguishers may be required for special hazards). | VSFPC 906.1 |
| | | Does the owner/occupant understand storage arrangement and height limitations? Storage is not permitted in most electrical, sprinkler, mech. or stairwell areas. Check for high-pile storage. | VSFPC 315.2 |



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| Yes | No | Item | Code Section |
|-----|----|--|----------------------------|
| | | Does all wiring appear to be secured and completed per the applicable National Electric Code including extension cords for temporary wiring only, and required clearances from electrical panels? All circuit breakers and disconnects should be labeled. | VSFPC 605.1 |
| | | Are all fire or smoke rated walls/barriers/partitions labeled on their surfaces above the ceiling (ex: "ONE HOUR FIRE WALL")? Are all penetrations properly sealed? | VCC 703.7 |
| | | In group I or R occupancies, are smoke alarms and/or carbon monoxide alarms required? Are they installed properly and connected to the fire alarm system if required? | VCC 907.2.11 VCC 908.7 |
| | | Have the doors to all electrical, mechanical, elevator equipment, roof access and fire protection equipment rooms been labeled properly? | VSFPC 509.1 |
| | | Are all interior stairwells labeled with the stair number, floor number, the availability of roof access, and level of exit? For buildings more than 3 stories in height, see specific mandatory requirements. | VSFPC 504.3 |
| | | Are all exterior sprinkler, fire alarm or stairwell doors labeled for fire department access ("Sprinkler Room", "Stair 1", "Fire Alarm Control Panel")? Any non-functioning doors must be labeled "THIS DOOR BLOCKED". Are "FIRE EXIT - DO NOT BLOCK" signs needed for any exterior doors near storage or other items? | VSFPC 509.1 VSFPC 504.2 |
| | | Where multiple utility meters are provided, are they labeled as to what unit or address they serve? | VSFPC 509.1.1 |
| | | Have all tanks, containers and doors to rooms and containing hazardous materials been labeled per NFPA 704 (red, yellow and blue diamond)? | VSFPC 407.3 |
| | | Is the permanent address posted and visible from the street? In multiple tenant buildings, are the suite numbers clearly posted including on the exterior rear doors? | VSFPC 505.1 |

Final Items:

| Yes | No | Item | Code Section |
|-----|----|---|--------------|
| | | Is a fire safety and evacuation plan required and if so, is it being developed and posted by the occupant? | VSFPC 403.1 |
| | | Has the building owner or occupant applied for any required operational permits from the Fire Marshal's Office for hazardous uses, operations or storage? | VSFPC 107.2 |
| | | Has Stafford ECC been advised of the new address and emergency contact information? Is the new information also updated in the FMO inspection software (Mobile Eyes)? | VSFPC 501.1 |