



# Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555  
(540) 658-8648 · FAX (540) 658-9128 · [www.staffordfirerescue.com/fm](http://www.staffordfirerescue.com/fm)



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