Seattle Fire Prevention Division
220 3rd Avenue South
Seattle, WA 98104
SFD_FMO_SystemsTesting@seattle.gov

SYSTEM TEST REPORT

FIRE ALARM		STATUS		
☐ Confidence Test	☐ Deficiency Repair Test	☐ Red	☐ Yellow	☐ White

Occupancy Information

Premises Name:	Premises Address:
Contact Name:	Contact Phone:
Contact Address:	Contact Email:
Central Station Monitoring Req'd?: ☐ Yes ☐ No	Monitoring Company Name:
	Monitoring Company Phone:

Fire Alarm Inventory (M-mandatory)

Update inventory information below. All fields are mandatory at time of new system installation and encouraged for existing systems. After leaving this page, you will not be able to edit inventory, except by creating a new report.

Dialer ☐ Internal ☐ External	Reporting Type	☐ Zone ☐ Point ☐ Cellular ☐ Radio ☐ AES	
NFPA 72 Edition (Year):	Permit signed off?	☐ Yes ☐ No	

Permit #:

Approved plan set is uploaded to TCE and a copy of all required construction documents are stored in the document cabinet or at the FACP. ☐ N/A

Smoke Detector Sensitivity – Test Due Date (month/year):

FACP & Annunciators

Fire Alarm Control Panel/Unit Location (M):			
Fire Alarm Control Panel Manufacturer:		Fire Alarm Panel Model:	
FACP – location of key (M):		Annunciator location (M):	☐ N/A
Notification Power Expander(s) Installed? ☐ Yes ☐ No		Notification Power Expander(s) Location:	

Initiating Devices	*# of devices/items*		*# of devices/items*
Beam detectors		Smoke detectors - Regular	
Duct detectors		Smokes – above ceiling	
Heat trace cable supervisory signals		Smokes – under floor	
Heats – above ceiling/attic		Sprinkler flow switches	
Heats – regular		Sprinkler valve tamper switches	
Heats – under floor		Thermal alarm wire (protector wire)	
High/low air switches		Other supervisory switches	
Pull stations (manual stations)			

Notification Appliances	
Bells, chimes	Low frequency sounders
Exterior sprinkler alarm bell	Speaker strobes
Horn/strobe combo	Speakers
Horns only	Strobes only

Auxiliary Equipment	
Auto door release	Fire/smoke dampers
Auto door unlock	Gas Detection System
Elevator recall	Generators
Energy Storage System	Ventilation controls
Fire doors	Other (DAS/VESDA, FARS…)
Fire fighter phone jacks	Other (DAS/VESDA, FARS…)
Fire fighter phone sets	Other (DAS/VESDA, FARS…)
Stairway Door Locks	
Electric bolt	Other locking devices
Electric strike	

Battery and Power Supply Info						
Location	Vendor Assigned ID	*Charge Voltage*	*Battery Voltage*	*Load Voltage*	*Date*	*Size*

Power Expander Panels

Number of units

Installing Contractor Information	
Company Name: Address:	Phone: Emergency Phone: Email:

Inspector/Tester Information

Inspector Name:

Certification No.:

Test Information

Date of Test:

Test Type: ☐ Annual ☐ Quarterly ☐ Semi-annual ☐ Monthly

Area of building tested and general description of testing performed on this report (text field)

This is the final report for the testing year, indicating completion of 100% of the mandatory tests. (Reports confirming tests of 100% of devices must be submitted annually.) ☐ Yes ☐ No

The items on the checklists below shall be inspected and tested. This list does not constitute all of the required inspecting and testing of the fire and life safety system. Refer to the CURRENT FIRE CODE AND REFERENCED NFPA 72 STANDARD and the MANUFACTURER'S INSTRUCTIONS for weekly, monthly, and quarterly inspecting and testing requirements. ONLY SELECT N/A FOR ITEMS THAT DO NOT EXIST AT THE BUILDING, DO NOT USE N/A TO INDICATE THAT A TEST OR RESULT IS NOT AVAILABLE.

	PRE-TEST CHECKS			
	AVOID "FALSE ALARMS" TO FIRE DEPARTMENT BY PUTTING THE FIRE ALARM SYSTEM IN TEST MODE. Failure to place the Fire Alarm System (FAS) into test mode and/or taking other precautions may cause preventable alarms.			
1	The building occupants were notified.	☐ Yes	☐ No	☐ N/A
2	The onsite supervisory station was notified.	☐ Yes	☐ No	☐ N/A
3	The Central Station Monitoring Service was notified to place FAS in test mode.	☐ Yes	☐ No	☐ N/A
	GENERAL			
4	The key to the panel is available at the FACP.	☐ Yes	☐ No	☐ N/A
5	The operating instructions are available at the FACP, cabinet, or other approved location.	☐ Yes	☐ No	
6	Materials and equipment needed to restore pull stations are available at the main panel, e.g. glass rods, and plates; keys and allen wrenches, etc.	☐ Yes	☐ No	
	ALARM PANEL			
7	The FACP operates on AC power.	☐ Yes	☐ No	
8	If the system has batteries, the FACP operates on Battery power.	☐ Yes	☐ No	☐ N/A
9	If the system has emergency generator/standby power, the FACP operates on emergency generator/standby power.	☐ Yes	☐ No	☐ N/A
10	If the system has battery or standby power, the trouble indicators function properly and a trouble signal comes on with AC power off.	☐ Yes	☐ No	☐ N/A
	INITIATING DEVICES AND NOTIFICATION APPLIANCES			
11	Initiating & notification appliances tested operate properly on AC power.	☐ Yes	☐ No	
12	If system has generator/standby power, initiating and notification appliances tested operate properly on generator/standby power.	☐ Yes	☐ No	☐ N/A
13	If system has batteries, initiating and notification appliances tested operate properly on battery power.	☐ Yes	☐ No	☐ N/A

14	100% of the INITIATING DEVICES per circuit that were tested and included as part of this report were in accordance with the NFPA 72 Chapter 14 standards referenced by the current fire code.	☐ Yes	☐ No	
Note: 2 or 20%, whichever is greater, of restorable fixed-temperature, spot-type heat detectors need to be tested annually. Records shall be kept to ensure that every detector is tested every five years.				
15	The sensitivity test for smoke detectors is up-to-date in accordance with NFPA 72 and the next required sensitivity test date has been entered in the prior Inventory section. (After passing the 2nd required calibration test, sensitivity may be calibrated once every 5 years [2019 NFPA 72 Sec 14.4.4.3]).	☐ Yes	☐ No	☐ N/A
16	100% of the AUDIBLE NOTIFICATION APPLIANCES per circuit that were tested and included as part of this report were in accordance with 2019 NFPA 72 Chapter 14.	☐ Yes	☐ No	
17	The audible notification appliances tested operate at the levels required by NFPA 72.	☐ Yes	☐ No	
18	The audible notification appliances tested in residential units generates the required minimum dBA at the pillow in the sleeping areas (60 or 75 dBA depending on code year).	☐ Yes	☐ No	☐ N/A
19	100% of the VISUAL NOTIFICATION APPLIANCES per circuit that were tested and included as part of this report were in accordance with 2019 NFPA 72 Chapter 14. Only select N/A if no such devices in building.	☐ Yes	☐ No	☐ N/A
20	Positive alarm sequence programming and panel perform to standards.	☐ Yes	☐ No	☐ N/A
BATTERIES				
21	All batteries passed the load test.	☐ Yes	☐ No	☐ N/A
22	All batteries have been replaced within the last five years or per manufacturer's recommendation.	☐ Yes	☐ No	☐ N/A
INTERFACE DEVICES				
The FACP received signals from the following Interface devices: Tested by:		☐ Simulation	☐ Operation	
23	Emergency Generator(s)	☐ Yes	☐ No	☐ N/A
24	Flow Switch(es)	☐ Yes	☐ No	☐ N/A
25	Supervisory Switch(es)	☐ Yes	☐ No	☐ N/A
26	Range Hood Suppression System(s)	☐ Yes	☐ No	☐ N/A
27	Dry Chemical System(s)	☐ Yes	☐ No	☐ N/A
28	Clean Agent System(s)	☐ Yes	☐ No	☐ N/A
29	Pre-action Systems(s)	☐ Yes	☐ No	☐ N/A
30	Fire Pump(s)	☐ Yes	☐ No	☐ N/A
31	CO2 System(s)	☐ Yes	☐ No	☐ N/A
OTHER EQUIPMENT CONTROLLED BY FACP				
The following Fire Safety Functions responded to signals from the FACP: Tested by:		☐ Simulation	☐ Operation	
Note: This section replaces the Sequence Test Form. The checks in this section are only required during one of the quarterly tests. The functions in this section require testing during the annual confidence test for all other buildings.				
32	Fan Controls	☐ Yes	☐ No	☐ N/A
33	Smoke & Fire Dampers and Combination Fire/Smoke Dampers	☐ Yes	☐ No	☐ N/A
34	Elevator Recall system	☐ Yes	☐ No	☐ N/A
35	Elevator Shunt Switch(es)	☐ Yes	☐ No	☐ N/A
Note: Fire alarm tech only tests/reports on elevator shunt switches that are connected to fire alarm.				
36	Shaft Pressurization System	☐ Yes	☐ No	☐ N/A
37	Magnetic Door Holders (see inventory)	☐ Yes	☐ No	☐ N/A
38	Door Lock Devices (see inventory)	☐ Yes	☐ No	☐ N/A
39	Stage Amplifier/Audio-Visual Shut Down	☐ Yes	☐ No	☐ N/A
40a	General alarm automatic time delay:	☐ Yes	☐ No	☐ N/A

40b	General alarm automatic time delay minutes:	_____		
41	Remote Annunciator Panels	☐ Yes	☐ No	☐ N/A
COMMUNICATION EQUIPMENT				
42	All fire fighter phone sets function properly.	☐ Yes	☐ No	☐ N/A
43	All fire fighter phone jacks function properly.	☐ Yes	☐ No	☐ N/A
44	All fire fighter phone indicating signals at the FACP work properly.	☐ Yes	☐ No	☐ N/A
45	The public address equipment at the FACP works properly.	☐ Yes	☐ No	☐ N/A
ALARM PANEL MONITORING				
46	A signal was received at the Central Station monitoring company. If no is checked, please include information in the TCE deficiency remarks regarding what is not being received (Alarm, Supervisory, Trouble). This will help the AHJ and contractors assess the severity of the deficiency/impairment.	☐ Yes	☐ No	☐ N/A
STAIRWAY DOOR LOCKS [if no stairways in building, skip this section and proceed to final checks]				
This building has stairways:		☐ Yes		☐ N/A
47	All stairway door locking devices release simultaneously upon activation of the fire alarm system from anywhere in the building.	☐ Yes	☐ No	☐ N/A
48	All stairway door locking devices release simultaneously upon activation from the fire command center or inside main entrance of building.	☐ Yes	☐ No	☐ N/A
49	The door(s) to the roof unlocks upon activation of the fire alarm system.	☐ Yes	☐ No	☐ N/A
50	All of the doors appear to close and latch, or the responsible party has been advised of that issues were observed and their requirement to address the issues separate from the fire alarm ITM.	☐ Yes	☐ No	☐ N/A
FINAL CHECKS, MANDATORY TAGGING, AND REPORTS				
Put the Fire Alarm/monitoring system back into service and/or other precautionary measures that were made to restore fire alarm system to normal operation (includes removal of protective coverings.)				
51	A current red (impaired), yellow (deficient) or white (normal operations) tag was placed on the fire alarm control panel indicating the system's status consistent with my inspection today.	☐ Yes	☐ No	
	The color of the tag is:	☐ Red	☐ Yellow	☐ White
52	I will provide a copy of the confidence test report to the owner.	☐ Yes	☐ No	
53	I will submit this test report to the fire department through TCE.	☐ Yes	☐ No	

By accepting this statement, I, the certified technician shown on this form, certify that this fire protection system(s) has been properly inspected for functional operation in accordance with the current Fire Code (FC) used by the department that has jurisdiction and NFPA Standards adopted by the FC for this system. Any deficiencies found are noted in the report and have been reported to the building Owner/Manager for corrective action. I also certify that the report indicates the correct field inspection/repair date, and I have placed an accurate red, yellow, or white tag on the system indicating its status consistent with my inspection today and SFD Administrative Rule 9.02. By accepting this statement, I further attest that I am properly certified by the City of Seattle (and State of Washington if required for the work) to perform the work documented in this report or exempt from those requirements. Finally, by accepting this statement I attest that the contractor on whose behalf this report is submitted holds the appropriate Washington State licenses should any be required for the work documented in this report.

☐ I accept.	☐ I am authorized to submit this report for the certified technician who has accepted this statement.	(Initials of Employee)

SIGNATURE (OPTIONAL)

Signature of Technician

Signature of Building Representative

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