

FREE FACILITIES & PROPERTY FIRE ALARM SYSTEM TEMPLATE

Fire Alarm System Inspection Checklist

Use this 60-point checklist to inspect fire-alarm panels, manual stations, detectors, notification appliances, power and backup, supervision, monitoring, integrated interfaces, testing, impairments, corrective actions, retesting, and final verification.

Property / building

Inspection date

Panel / zone

Inspector / life-safety owner

Internal Facilities & Property template. Apply the current fire code, authority requirements, insurer rules, manufacturer instructions, and qualified fire-alarm service requirements. Where U.S. OSHA general-industry rules apply, relevant 29 CFR 1910.165 requirements should be included.

1. Inspection scope, alarm-system profile, zones, responsibilities, records, and previous issues

- 1
- Confirm the property, building, floor or zone, inspection date, occupancy status, and fire-alarm inspection scope are clearly identified.
- CRITICAL
- FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

- 2
- Identify the fire-alarm control panel, annunciators, detection zones, initiating devices, notification appliances, monitored interfaces, and remote signaling arrangements included in scope.
- CRITICAL
- FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

- 3
- Verify current system drawings, zone lists, device lists, test records, service reports, impairment logs, alarm history, and open corrective actions are available where applicable.
- CRITICAL
- FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

- 4
- Review recent alarm, supervisory, trouble, disabled-point, false-alarm, communication-failure, and system-outage events before the field inspection.
- FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

- 5
- Confirm responsibility is defined across facilities, fire or life safety, EHS, security, monitoring provider, maintenance, specialist contractor, and property management.
- CRITICAL
- FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

- 6
- Record property, system or panel ID, inspection date, inspector, life-safety owner, service contractor where applicable, management representative, and next review date.
- FIRE ALARM

FINAL STATUS | Enter

LIFE-SAFETY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

2. Fire alarm control panel, annunciators, normal status, faults, disabled points, and access

7

Confirm the fire-alarm control panel or approved status interface shows normal operating condition with no unexplained alarm, supervisory, trouble, or disabled indications.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

8

Check panel doors, locks, displays, LEDs, labels, zone descriptions, buttons, keys, cabinets, and surrounding area for damage, obstruction, or unauthorized access.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

9

Verify panel and annunciator locations are accessible to authorized personnel and are not blocked by furniture, storage, construction, or temporary equipment.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

10

Review active trouble, supervisory, isolated, disabled, bypassed, or faulted points and confirm each has an identified owner, reason, control, and restoration target.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

11

Confirm panel zone descriptions and displayed device information match the actual building layout closely enough to support emergency response and service.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

12

Escalate unexplained system faults, disabled critical zones, inaccessible panels, or abnormal system status under the approved impairment process.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

3. Manual call points, pull stations, buttons, initiating devices, accessibility, and physical condition

13

Inspect manual call points, pull stations, alarm buttons, or equivalent manual initiating devices for visibility, accessibility, secure mounting, and obvious damage.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

14

Confirm manually operated alarm devices are unobstructed, conspicuous, and readily accessible where OSHA 1910.165 applies.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

15

Check covers, protective guards, labels, seals, reset features, and nearby signage for damage, missing parts, or conditions that delay manual activation.

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

16

Verify renovation, furniture, partitions, displays, storage, or security equipment has not hidden or blocked manual initiating devices.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

17

Confirm tested manual devices correctly identify at the panel or monitoring interface according to the approved test procedure.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

18

Escalate missing, blocked, damaged, mislabeled, or nonresponsive manual initiating devices for qualified service and interim risk control.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

4. Smoke, heat, beam, duct, specialty detectors, spacing clues, obstruction, contamination, and condition

19

Inspect visible smoke, heat, beam, duct, aspirating, or specialty fire-detection devices for damage, missing parts, paint contamination, dirt buildup, or obstruction.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

20

Check that storage, partitions, temporary ceilings, decorations, shelving, equipment, or construction have not obviously blocked or isolated installed detectors.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

21

Verify detector locations have not been altered, removed, covered, bagged, taped, or disabled without authorization and documented impairment controls.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

22

Inspect detector bases, remote indicators, test points, protective guards, labels, and visible wiring interfaces for damage or loose components.

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

23

Review recurring detector alarms, contamination reports, sensitivity issues, environmental nuisance causes, or repeat faults for corrective maintenance.

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

24

Escalate missing, covered, damaged, repeatedly faulting, or intentionally disabled detection devices for qualified assessment and restoration.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

5. Audible, visual, voice, tactile notification appliances, coverage, recognizability, and condition

25

Inspect bells, horns, sounders, speakers, strobes, beacons, tactile devices, and other notification appliances for visible damage, obstruction, paint contamination, or missing components.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

26

Confirm alarm devices are positioned so audible, visible, or tactile signals are not obviously blocked by partitions, storage, displays, temporary works, or equipment.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

27

Verify the employee alarm is distinctive and recognizable for the emergency action required where OSHA 1910.165 applies.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

28

Review areas with high ambient noise, bright light, hearing-support needs, isolated rooms, or changed layouts for reported notification-coverage concerns.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

29

Confirm voice or emergency communication speakers, prerecorded messages, tones, and priority functions operate as intended during approved testing where applicable.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

30

Escalate failed, obstructed, inaudible, invisible, damaged, or confusing notification devices for qualified assessment and corrective action.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

6. Primary power, batteries, chargers, backup supply, supervision, and out-of-service alarm provisions

31

Confirm the fire-alarm system has no unresolved primary-power or backup-power fault indication at the control panel or supervisory interface.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

32

Inspect visible batteries, battery cabinets, chargers, terminals, power supplies, enclosures, and labels for swelling, corrosion, leakage, damage, overheating, or loose connections where safely accessible.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

33

Verify battery or backup-power maintenance and replacement records are current under the manufacturer's and governing fire-alarm requirements.

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

34

Confirm supervised alarm circuitry provides positive notification of system deficiencies where required and that reported supervision faults are investigated.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

35

Where the system is out of service, confirm approved backup means of alarm or compensatory measures are established as required by the site's impairment process.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

36

Escalate failed backup power, charger faults, battery deterioration, loss of supervision, or unavailable backup alarm arrangements immediately.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

7. Monitoring, communications, supervisory signals, interfaces, remote transmission, and integrated systems

37

Confirm remote monitoring, central-station, security-control-room, or other approved receiving arrangements are connected and have no known unresolved communication fault.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

38

Verify alarm, supervisory, and trouble signals are received, identified, and routed to the correct responsible party during approved testing where applicable.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

39

Check visible interfaces to sprinklers, fire pumps, suppression systems, smoke control, dampers, lifts, doors, access control, generators, or other life-safety systems for unresolved faults.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

40

Review communication pathways, network interfaces, telephone, radio, IP, or redundant signaling arrangements for known outages or degraded service.

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

41

Confirm emergency messages have priority over non-emergency messages where the communication system also serves as the employee alarm system and OSHA 1910.165 applies.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

42

Escalate failed remote signaling, missing supervisory input, unresolved interface fault, or impaired integrated life-safety function under the approved impairment process.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

8. Testing, maintenance, trained service personnel, reliability, adequacy, and restoration after tests or alarms

43

Verify fire-alarm servicing, maintenance, and testing are performed by persons trained in the designed operation and functions required for reliable and safe operation.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

44

Where OSHA 1910.165 applies to non-supervised employee alarm systems, verify reliability and adequacy testing is completed at least every two months.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

45

Where OSHA 1910.165 applies to supervised employee alarm systems, verify reliability and adequacy testing is completed at least annually.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

46

Confirm the site's governing fire code, manufacturer instructions, authority requirements, and service programme define additional inspection and testing frequencies for installed devices and interfaces.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

47

Verify the fire-alarm system is restored to normal operating condition as promptly as possible after each test or alarm.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

48

Confirm spare alarm devices or components subject to wear or damage are available as needed for prompt restoration where OSHA 1910.165 applies.

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
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Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

9. Impairments, isolations, disabled zones, construction, nuisance alarms, contractor controls, and temporary measures

49

Review every active alarm-system impairment, isolation, disabled point, bypass, disconnected device, communication outage, or temporary configuration.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

50

Confirm each impairment has an authorized reason, start time, affected area, responsible owner, compensatory measures, notification process, and restoration target.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

51

Check construction, dust-producing work, ceiling work, hot work, painting, renovations, temporary partitions, or contractor activity has not damaged, covered, contaminated, or disabled alarm devices without control.

CRITICAL

FIRE ALARM

Normal

Needs service

Critical

LIVE PHOTO | Add

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

52

Verify nuisance or false-alarm patterns are investigated for root causes rather than managed by repeated unauthorized isolation of devices or zones.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

53

Confirm restored devices and zones are retested and returned to normal service after construction, maintenance, or temporary isolation.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

54

Escalate prolonged, uncontrolled, undocumented, or high-risk impairments that reduce reliable fire warning or emergency notification.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

10. Inspection findings, corrective actions, retesting, records, recurring faults, and final sign-off

55

Classify each finding by control panel, initiating device, detector, notification appliance, power supply, supervision, monitoring, interface, testing, impairment, documentation, or other approved category.

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

56

Prioritize findings using loss of warning capability, number of occupants affected, protected area criticality, system redundancy, recurrence, and urgency.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

57

Create or link specialist fire-alarm service, detector replacement, notification repair, battery replacement, monitoring repair, interface correction, labeling, documentation, or contractor action with named owners and due dates.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

58

Apply approved interim measures such as fire watch, backup communication, occupancy restriction, additional patrol, or other compensatory control where required during impairment.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

59

Verify corrective action through retesting, panel-normal status, restored monitoring, service reports, device test evidence, updated impairment logs, or qualified sign-off before closure.

CRITICAL

FIRE ALARM

Alarm-system item	Status	Owner	Evidence	Service / action
-------------------	--------	-------	----------	------------------

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.

60

Record final fire-alarm status, critical open impairments, disabled points, temporary measures, overdue actions, next inspection date, inspector, life-safety owner, service provider, and management approval.

CRITICAL

FIRE ALARM

FINAL STATUS | Enter

LIFE-SAFETY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Treat any alarm-system fault or isolation as a controlled impairment until the affected warning function is restored and retested.