Fire alarm inspection checklist

Your staff's checks between visits

01 The building and visit

Building and panel location

Date

Monitoring company and phone

Checked by (printed name)

02 At the panel

4 checks

CHECK	OK	FAIL	NOTE
Power-on light lit	☐	☐	
No trouble, supervisory or alarm signal showing	☐	☐	
Remote annunciators show the same, where fitted	☐	☐	
Panel and its keys reachable, nothing stored in front	☐	☐	

Every day in Canada (CAN/ULC-S536). In the US, every week where no alarm company monitors the panel (NFPA 72). Each look goes on the panel log.

03 Walk-through between visits

5 checks

CHECK	OK	FAIL	NOTE
Pull stations visible, reachable, not blocked	☐	☐	
Smoke and heat detectors not covered, painted or damaged	☐	☐	
Horns, strobes and speakers not blocked or damaged	☐	☐	
No new walls, racks or room uses near devices	☐	☐	
Last company report on site; each deficiency has a work order	☐	☐	

04 Monthly test (Canada)

8 checks

CHECK	OK	FAIL	NOTE
Monitoring company and occupants told before the test	☐	☐	
One pull station or device, in turn, starts the alarm	☐	☐	
Alert and alarm signals heard, in at least one zone	☐	☐	
Annunciator shows the tested device correctly	☐	☐	
Trouble signals, audible and visual, work	☐	☐	
Batteries: terminals clean, clamps tight	☐	☐	
Emergency phone and voice paging, one in turn, where fitted	☐	☐	
Monitoring company told the test is over	☐	☐	

CAN/ULC-S536, made on emergency power (batteries or a generator). Write the device tested in the note, so the next one in turn is plain. It may be skipped in the month of the yearly test.

05 Defects and sign-off

Defects found, or no defects

Work orders written

Signature

06 Panel log, one month

DATE	POWER ON	NO TROUBLE SHOWING	INITIALS	NOTE OR ACTION TAKEN

A trouble or supervisory signal that stays on: call the fire alarm company and write down what was done.