

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FIRE DETECTION AND ALARM SYSTEM (VISUAL INSPECTION ONLY)**

SITE AND BLDG #: **NY030 BLDG3**MECHANIC  
SIGNATURE:DATE: **7/12 23**LOCATION/RM #: **BLDG3** WO# **13166** ASSET # **G159**START TIME: **8:45am**FINISH TIME: **9am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		TO BE PERFORMED AT EACH INSPECTION
		YES	NO	
1	FIRE ALARM CONTROL PANEL AND ANNUNCIATOR EQUIPMENT - Visually inspect pannel condition (connections, fuses, light-emitting diodes [LEDs]) Note any trouble signals and last annual certification date.	✓		
2	BATTERIES - Inspect for corrosion or leakage. Verify tightness of connections.	✓		
3	PULLS HANDLES - Verify all appear in working order without damage.	✓		
4	HEAT SENSORS - Verify all appear in working order without damage.	✓		
5	AUDIO VISUAL ALARMS - Verify all Alarms appear in working order without damage.	✓		
6	SMOKE DETECTORS - Verify all Smoke Detectors appear in working order without damage	✓		
7	MASS NOTIFICATION - Verify system is in good condition.	✓		
8	FIRE SPRINKLERS WET AND DRY TYPE - Verify system is in good condition. Inspect fire riser for leaks and/or damage.	✓		
9	FIRE HYDRANTS - Verify that fire hydrants are not leaking and have not been damaged.	✓		



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials). If the repair cost exceeds \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**