

**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 COMPLETE	
		YES	NO
TO BE PERFORMED AT EACH INSPECTION			
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). Repairs exceeding \$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:**