

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

**SITE AND BLDG #:** NY065-02

**MECHANIC SIGNATURE:** Bill Davis

**DATE:** 7/2/24

**LOCATION/RM #:** WO# 15961 ASSET # G164

**START TIME:** \_\_\_\_\_

**FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
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 material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**