

# QUALITY CONTROL CHECKLIST

## FIRE ALARM INSPECTIONS DEPARTMENT

- ☐ PANEL CLEAN
- ☐ PANEL STICKER UP TO DATE
- ☐ BOOSTER // NAC PANELS STICKERED AND CLEAN
- ☐ MONITORING STICKER FILLED OUT WITH CORRECT INFORMATION
- ☐ ANNUNCIATOR STICKERS (IF APPLICABLE)
- ☐ BATTERY STICKERS
- ☐ BATTERIES TESTED?
- ☐ BATTERIES UP TO DATE
- ☐ LOG BOOK PRESENT AND FILLED OUT CORRECTLY
- ☐ CLEANED LOG BOOK (2016+ REPORTS IS TO BE KEPT, 2015 REPORTS AND PRIOR IS TO BE THROWN AWAY)
- ☐ OEM MANUALS PRESENT IN LOGBOOK
- ☐ RECORD OF COMPLETION PRESENT IN LOG BOOK
- ☐ AS-BUILTS PRESENT IN LOG BOOK
- ☐ VERIFY MONITORING SIGNALS RECEIVED
- ☐ VERIFY INSPECTION REPORTS
- ☐ VERIFY DEVICE PART NUMBERS AND TYPES
- ☐ TYPE OF PANEL AND DIALER LISTED IN EXCEL
- ☐ DEVICE LOG COMPLETED (WITH PANEL AND DIALER LISTED)
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