Sample Fire Alarm Inspection Report

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SAMPLE FORMAT: This is an illustrative example created by Oklahoma Secured to show how an inspection report is organized. The facility, people, dates, devices and results are fictional. It is not a report from a real customer or a completed job.

1. Report summary

Item	Entry
Facility	Sample Elementary School (fictional)
Address	[Redacted]
Systems covered	One addressable fire alarm control panel; Building A and Building B
Date of visit	[Example date]
Inspection scope	Visual inspection and functional testing of the devices listed below, with the monitoring signal test coordinated through the facility's monitoring company
Facility contact	[Name redacted]
Technician	[Name and license number redacted]
Edition and requirements confirmed with AHJ	[To be confirmed with the authority having jurisdiction for the actual facility]

2. Device results (example)

ID	Location	Device	What was done	Result	Notes
A-01	Main entrance lobby	Manual pull station	Operated; panel indicated alarm	Pass	—
A-14	Corridor 2, above door	Smoke detector	Tested with listed test method	Pass	—
A-22	Room 112 ceiling	Smoke detector	Tested with listed test method	Deficiency	Detector did not initiate alarm; recommend replacement. Repair quoted separately.
A-31	Corridor 2	Horn/strobe	Audible and visible output observed	Pass	—
A-38	Gym storage room	Heat detector	Not tested	Inaccessible	Room locked; facility contact unavailable. Retest to be scheduled.
B-05	Mechanical room	Duct detector	Tested; air handler shutdown interface observed	Pass	—
B-09	Cafeteria	Horn/strobe	Strobe did not flash	Deficiency	Appliance replacement recommended.
PNL	Control panel, Building A	Panel, battery and power supply	Panel functions and trouble signals reviewed; battery condition recorded	Pass	Battery age recorded for owner planning.
MON	Monitoring	Signal transmission test	Test signals sent in coordination with the monitoring company	Pass	Receipt confirmed by monitoring company.

3. Deficiency and follow-up register (example)

Ref	Device and location	Finding	Recommended action	Status
D-1	A-22 smoke detector, Room 112	Did not initiate alarm	Replace detector and retest	Open
D-2	B-09 horn/strobe, cafeteria	Strobe did not flash	Replace appliance and retest	Open

Ref	Device and location	Finding	Recommended action	Status
D-3	A-38 heat detector, gym storage	Not tested: access	Gain access and test	Open

4. Items the owner should keep

• The signed report, filed by building and date

• Repair and retest records for each deficiency

• Updated device list and as-built drawings when changes are made

• Monitoring account contacts and test confirmation

• The next scheduled inspection date, confirmed with the applicable authority

5. Limits of an inspection report

An inspection documents conditions at the time of the visit. It is not an approved design, an acceptance test or a guarantee that a system will operate in a future event. Any impairment or trouble condition should be handled under the facility's procedures.

Educational information only. Confirm project-specific requirements with the applicable authority and qualified design professional.