

FIRE ALARM SYSTEM MONTHLY TEST RECORD

Every month the following tests shall be conducted and if a fault is established appropriate corrective action shall be taken.

Month	(A) Location of Pull Station	(B) Bells	(C) Annunciator	(D) Trouble Signal	(E) Battery Condition	(F) Location of Emergency Telephone	(G) Paging Zone	Date (mm/dd/yy)	Testing Agency or Company	Signature
January										
February										
March										
April										
May										
June										
July										
August										
September										
October										
November										
December										

- (A) One (1) alarm initiating pull station device shall be operated on a rotational basis and shall initiate an alarm condition.
- (B) Intended function of all alarm audible signal appliances (bells) shall be ensured.
- (C) The annunciator panel shall be checked to ensure that the tested devices annunciate correctly.
- (D) Intended function of audible and visual trouble signals shall be ensured.
- (E) Fire alarm batteries shall be visually inspected.
- (F) One (1) emergency telephone shall be operated on a rotational basis and tested for clarity of voice messages.
- (G) One (1) emergency paging circuit shall be operated on a rotational basis and tested for clarity of voice messages.