

**COMMERCIAL ALARM SYSTEM - CHECK LIST**

April 1, 2024

USE IN ADDITION TO OTHER APPROPRIATE CHECK LISTS, UNLESS ONLY THIS SYSTEM IS BEING INSPECTED. This check list does not apply to one or two family PRIVATE RESIDENTS.

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF FAILS

1. Alarm systems shall be serviced, inspected and tested by a State licensed technician annually. An approved service tag showing the date of the inspection should be affixed to the system, usually inside the control panel or a current certificate of service from a licensed alarm company is available.
2. A monitoring alarm company should use the proper fire department dispatch emergency telephone number - (512) 864-8282.
3. In the case of monitored and automatic alarm systems, the owner, operator or manager's contact phone number should be posted on or near the alarm panel.
4. Many newer automatic alarm panels have a digital zone read-out showing where the alarm problem is located, make sure these can be deciphered. If a read-out is not available, or is not clear, each zone must be clearly marked showing its location on a building drawing that is attached to the control panel or nearby.
5. Inform the business owner or manager that, in the case of monitored and automatic alarm systems, we are obligated to investigate fire alarms by entering the structure. They may install a Knox Box containing keys. Otherwise, we will gain entry by the least destructive means readily available.
6. Manual pull stations, if installed, shall be near each exit door on each story and shall be readily visible and accessible.
7. Alarm panels will be properly installed and maintained. Wires will be properly arranged, not hanging haphazardly from the panel.
8. The panel will show "System Normal" with a green "AC" light illuminated and will **NOT** indicate "Alarm", "Supervisory", "Trouble" or "Silenced."
9. The panel will have a green annual inspection sticker dated within the last 12 months. If the panel has a yellow or red sticker, there will be legible notations for the reason why.