



Nashua Fire Rescue

Fire Marshal's Office

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NashuaNH.gov

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Final Inspection Check Sheet

Listed below are the most common failed items encountered during final inspections. Please take the time to review the checklist in order to avoid failed inspections. Failed inspections will require a re-inspection and a **\$150.00 re-inspection fee** (Reference O-22-023) to be paid prior to scheduling the next inspection.

Final C of O:

- All permits **shall** be posted on site.
- Building number with contrasting colors is required on the building and/or unit.
- Knox Box to be installed near the main entrance. (More than one box may be required, see Knox box form).
- All emergency lights tested (EBU's outside exits are required).
- All exit signs tested.
- Emergency contact form shall be completed.
- Fire Extinguisher placement within 75 feet of travel with the proper inspection tag.
- Rated Door labels. (shall be in-place and the labels not painted)
- Signs posted on sprinkler, fire alarm and electrical rooms.
- Annual Sprinkler and Fire Alarm inspection and test reports. (if applicable)

Contractor Initials: _____ Date: _____

Fire Alarm:

- Permit **shall** be posted on site.
- Final Acceptance form and record of completion is required at the time of the inspection
- Two personnel are required to conduct the Fire Alarm Test. (One to run the Fire Alarm Panel and another to test the devices).
- As-built. (If applicable).
- A pretest must be performed prior to the inspection with the Nashua Fire Marshal's Office with a copy of the test supplied at the time of the inspection.
- Point List (Test page) with all the devices IDs, labels and location shall be shall be listed and passed on the test page.
- Fire Alarm document cabinet by FACP.
- Test panel through the master box or central monitoring station.
- Master box should not be able to be re-set while FACP is in alarm status.
- Master box in the "tripped" position should indicate a trouble signal on FACP.
- Exterior beacon is required.
- Smoke detectors are tested with canned smoke.

- Duct smokes tested. (Upon activation of the duct smoke the unit shall shut down and the fire alarm system will activate).
- All devices labeled, smoke detectors, pull stations, CO, duct smokes, etc. (Smokes and heats shall be labeled on the base).
- A label on the exterior of the Fire Alarm panel indicating which key type to open.
- Passcode on the inside of the keyed panel.
- Smoke detectors to be placed no closer than 3 feet from any air diffuser.
- Smoke detector to be installed in the area above the Fire Alarm panel.
- Breaker locks to be installed on the circuit breaker for the Fire Alarm Panel and marked in red on side of breaker panel.
- Battery disconnects and AC power interruption will be tested.
- Dates of install clearly on the batteries.
- Main FACP map layout (Graphic map).
- A disabled device should come in as a trouble signal with the rest of the system maintaining full alarm capability.
- All exits from the building and/or the floors shall have a pull station installed.

Contractor Initials: _____ **Date:** _____

Automatic Sprinklers:

- Permit shall be posted on site.**
- Final Acceptance form is required at the time of the inspection.
- As-built drawings (If applicable).
- Contractor's Material and Test Certificate for Underground Piping (If applicable).
- Contractor's Material and Test Certificate for Aboveground Piping (If applicable).
- Test inspectors test ports.
- Armover supports and hangers.
- Seismic bracing (If applicable).
- All Shut off valves on the riser and branches on the sprinkler system shall have Tamper switches reporting back to the Fire Alarm panel as a trouble signal or central monitoring as supervisory.
- Supervised (New) or chains and locks (Existing) on all control valves keyed alike labeled and in the Knox box.
- All water flow & low pressure switches to be located on the system side of the OS&Y. Valves to report back to the Fire Alarm as alarm.
- Test motor gong or electric bell.
- FDC, caps, ball drip valve.
- Hydraulic reference plate (Placard) shall be affixed to the risers.
- All valves shall be labeled on the device or ceiling, (Control valve, Inspectors test, etc.).
- Sprinkler head escutcheons in place.

Contractor Initials: _____ **Date:** _____

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