SELF-INSPECTION REPORT
for
LOCAL FIRE ALARM SYSTEM

Business Name:_________________________________________________Phone:_____________________

Address:__________________________________________Building ID:_____________________________

This inspection checklist is intended to be used ONLY as a guide to inspect local fire alarm systems without a
control panel or remote annunciator panel. The completed and signed Self Inspection Checklist is designed to
be used in lieu of a state licensed alarm company’s annual certification inspection. An annual inspection of the
fire alarm system is a minimum requirement. The system must be monitored throughout the year to ensure
proper operation.  Exposure to the elements causes the fire alarm devices to corrode which adversely effects
their operation. Therefore, all defects found should be corrected immediately.

Applying the following questions as you conduct your inspection will help determine the condition of your fire
alarm system.

- Does each manual pull box when pulled, cause the alarm to sound?  Yes[  ]  No[  ]
- Does the alarm silence when each pull box is reset?  Yes[  ]  No[  ]
- Are all horns in place and operating?  Yes[  ]  No[  ]
- Is the volume of each horn sufficient to awake someone who is sleeping?  Yes[  ]  No[  ]
- Do all staff personnel know the location of the electrical circuit breaker that
  controls the fire alarm system?  Yes[  ]  No[  ]
- Is the circuit breaker clearly identified?  Yes[  ]  No[  ]

Please sign and return this report to _____________________________ on or before_____________________.

I, ____________________________________certify that the fire alarm system for the above business has been
inspected and all necessary repairs have been completed. As of ______________________ the system is fully
operational.

____________________________________  __________________
(Signature)  (Date)