What to record: Fire alarm system inspection report

Name the occupancy and list the panel make, model and location.
Record monitoring company and account number when present.
Document notification to the monitoring center before and after tests.
Control equipment: power, batteries, trouble signals, ground fault, phone or IP communicator.
Initiating devices: smoke, heat, duct, pull stations, waterflow, tamper as applicable.
Notification appliances: horns, strobes, speakers, visible coverage notes.
Interfaces: elevator recall, HVAC shutdown, door holders tested per program.
Quantities: how many devices tested versus installed on this visit.
Deficiencies: device ID, location, code reference if your form uses one, correction deadline.
Next test dates: annual, semi-annual, quarterly tasks split when your contract requires it.
Attach the signed report the licensed contractor issued; FireCert Clock tracks the next due date.