**PPD Construction Administration Checklist**

CM/GC shall be responsible for following inspections and reviews and obtaining PPD approval for the building sub-system for substantial completion.

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| **14** | **Building Fire Alarm** | | Approved for Substantial Completion:  (Required for Substantial Completion Approval by PPD Office.) | |
|  | Inspection/Review Item | **Notice Required** | **Remarks** |
| 1 | Fill out fire alarm data sheet | One week | The items indicated will be checked along with contractor to ensure proper installation and that all PPD standards have been met before signing off this release. |
| 2 | Test all pull stations  Smoke all detectors  Check all horns, speakers and lights  Check all horns, speakers and lights  Check flow switch (if applicable)  Check that wiring matches our color code  Check that wiring is proper type  Run battery test | One week | Pull down at least one pull station and one detector. Remove wire and check for trouble indication. |
| 3 | Check FAAP Zone Map  Check FAAP for proper operation | One week |  |
| 4 | Check for FACP protection by a detector  Show location of main junction boxes  Show physical location of any AUX relays  Check that all junction boxes painted red  Check to insure that all detectors are readily accessible.  Check the remote LEDs for the detectors to insure they are visible. | One week | This includes AHU shut down, magnetic doors, etc. These relays should be indicated on the prints. |
| 5 | Field check the accuracy of all documents |  |  |
|  | Inspection/Review Item | **Notice Required** | **Remarks** |
| 6 | Turn in all keys, tools, etc. for the system | One week |  |