**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 stationsSmoke all detectorsCheck all horns, speakers and lightsCheck all horns, speakers and lightsCheck flow switch (if applicable)Check that wiring matches our color codeCheck that wiring is proper typeRun 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 MapCheck FAAP for proper operation | One week |  |
| 4 | Check for FACP protection by a detector Show location of main junction boxesShow physical location of any AUX relaysCheck that all junction boxes painted redCheck 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 |  |