UNIVERSITY OF COLORADO
FIRE ALARM TESTING PROCEDURE

STEP 1.
SYSTEM INSTALLATION VERIFIED AS COMPLETE BY CONTRACTOR

A. Installation is complete with all devices.

B. Wiring is checked for opens, shorts, ground faults, improper branching, etc.

C. Fill out and sign attached Fire Alarm Certification and Description Form and turn over to CU Facilities Management before 100% test.

STEP 2.
100% SYSTEM OPERATION TEST

The 100% fire alarm test shall be scheduled with the Contractor only after receipt of the "Contractor Pre-Test and Application for Final Acceptance Test" is received by Facilities Management Fire Systems Shop and Project Manager.

The 100% fire alarm test shall be scheduled by the contractor with all appropriate University parties notified by the Facilities Management Project Manager. The 100% test is to be run by the design electrical engineer, all tests to be conducted by the contractor/manufacturer and witnessed by the University. The Contractor shall submit to Facilities Management Project Manager, and Fire Systems Shop the agenda/schedule of the test and a letter stating proposed methods of testing all devices a minimum of two weeks prior to the date of test so all University personnel can be scheduled. The University may require the test to be rescheduled if conflicts arise.

The following tests will be required, depending upon the particular installation, and the following parties will be required to attend. All people noted as “inform the following” shall be notified of the test, they will use their discretion to determine if the need to be present. The Contractor shall schedule (i.e. set up specific times) the various tests and arrange for the proper contractors to attend. CU Facilities Management will schedule University personnel.

A. ELEVATOR RECALL OPERATION (if applicable)

1. Attendance required by:
   a. Contractor(s)
   b. CU - Fire Systems
   c. Manufacturer’s Representative
   d. Design Engineer
   e. CU - Elevator
   f. Elevator supplier (on new installations)
   g. CU-Fire Life Safety

2. Inform the following
   a. CU - Owner’s Representative
   b. CU - EH&S

B. FAN SHUTDOWN/SMOKE EVACUATION OPERATION (if applicable)

1. Attendance required by:
   a. Contractor(s)
b. CU - Fire Systems
c. Manufacturer’s Representative
d. Design Engineer(s)
e. CU - Controls
f. Controls Contractor (on new installations)
g. CU-Fire Life Safety

2. Inform the following:
   a. CU - Owner’s Representative
   b. CU - Mechanical Engineer
   c. CU - EH&S

C. PREACTION SYSTEM(S) OPERATION (if applicable)

1. Attendance required by:
   a. Contractor(s)
   b. CU - Fire Systems
c. Manufacturer’s Representative
d. Design Engineer(s)
e. Sprinkler Contractor (new systems only)
f. Fire Protection Code Consultant
g. CU-Fire Life Safety

2. Inform the following:
   a. CU - Owner’s representative
   b. User

D. FLOW DEVICE OPERATION

1. Attendance required by:
   a. Contractor(s)
   b. CU - Fire Systems
c. Manufacturer’s Representative
d. Design Engineer(s)
e. Sprinkler Contractor (new systems only)
f. Fire Protection Code Consultant
g. CU-Fire Life Safety

2. Inform the following:
   a. CU - Owner’s representative

E. INITIATION OF ALL OTHER SERVICES

1. Devices to be tested include:
   a. Smoke detectors
   b. Duct detectors
c. Pull stations
d. Horn/strobes
e. Speakers/strobes
f. Master panels and sub-panels
g. Door releases
h. Remote annunciation
i. Remote reset
j. Connection to central station
k. All other

2. Attendance required by:
   a. Contractor(s)
   b. CU - Fire Systems
   c. Manufacturer’s Representative
   d. Design Engineer(s)

3. Inform the following:
   a. CU - Owner’s representative
   b. CU - EH&S
   c. CU - Fire Life Safety

F. HORN/SPEAKER AUDIBILITY TEST

1. Attendance required by:
   a. Contractor(s)
   b. CU - Fire Systems
   c. Manufacturer’s Representative
   d. Design Engineer(s)
   e. CU - Fire Life Safety

2. Inform the following:
   a. CU - Owner’s representative

A punch list will be developed during the 100% test. The final punch list will come within two weeks from the design engineer and shall incorporate all relevant University items. The Contractor shall correct all items on the punch list and reschedule through the Project Manager re-testing of all devices to show compliance with the punch list (first retest). All costs incurred for all re-tests above and beyond the first retest shall be borne and paid for by the Contractor.

After all punch items have been corrected all parties shall sign the “Certification of System Operation.” The Contractor shall turn this form over to the Facilities Management Project Manager with a copy to the Facilities Management Electrical Engineer. The contract cannot be closed out without this form.

STEP 3.

After receipt of the signed “Certification of System Operation” the demonstration and training shall take place. The intent of this demonstration will be to show how the system operates in general terms. It will be done in conjunction with the presentation of operating and maintenance data and/or and instructional session. All of the above parties plus Boulder Fire Department, the owner/occupant and other interested parties will be invited to attend.