



# Madison Fire Department Contractor Checklist for Approvals and Certificate of Occupancy



### Fire Alarm

- Permit acquired
- Permit letter reviewed and required conditions addressed
- Rough-in inspection
- Pre-test completed
- Coordination of labels and location descriptions of all devices confirmed with all trades and building components
- 24-hour battery test completed
- Acceptance test completed
- Alarm panel key in key vault
- Record of Completion

### Fire Sprinkler System

- Permit acquired
- Permit letter reviewed and required conditions addressed
- Rough-in inspection
- 2-hour hydrostatic test completed
- 24-hour air test completed (dry systems only)
- Flow switches and tamper switches tested
- Outside horn/strobe installed and tested
- Backflow device tested
- Final walk-through completed
- Fire department connection and required signage installed
- Permit acquired

### Fire Pump

- Rough-in inspection completed
- Flow test completed
- Operation on normal and emergency generator verified
- Diesel fuel tank permit and inspection completed

### Standpipe System

- Rough-in inspection
- 2-hour hydrostatic test completed
- Flow test completed if required
- Pressure reducers tested
- Final walk-through completed
- Fire department connection and required signage installed

### Key Vault

- Ordered
- Received
- Location Approved
- Installed
- (3) sets of keys secured in vault

### Emergency Generator

- Tank permit and plan review completed
- Tank inspections and approvals completed
- Fire pump operation verified by MFD
- Elevator operation verified by MFD
- Smoke control/stair pressurization verified by MFD

### Exterior

- Permit acquired for underground water main (B.I. or Fire)
- Underground Hydrostatic test completed
- Underground flushed at 10 ft. per min.
- Address posted visible from the street
- FDC signs installed
- Exits complete to the public-way
- Fire lanes completed and unobstructed
- Fire lane signs posted if noted on site plan

### Private Fire Hydrants

- Flushed at full flow
- Large outlet facing fire lane
- Valves fully open
- Landscaping completed around hydrant
- No obstructions within 5-ft

### Signage

- Requested signage on plan review letter installed
- Fire suppression equipment access signs posted
- Controls and lock controls
- Stairwell signs installed

### Access Control and Electronic Locking

- Permit acquired
- Permit letter reviewed and required conditions addressed
- Rough-in inspection
- Verify installation follows approved sequence (Fail safe vs. Fail Secure)
- Overrides are present & functioning
- Connected to the fire alarm system and key switch (if required)
- Signage complete

### Smoke Control and Stair Pressurization

- Permit acquired
- Permit letter reviewed and required conditions addressed
- Fan and vent sequence is per design
- Proper pressure differentials pre-tested
- Doors opening force at or below code maximums
- Acceptance test completed
- Operation on emergency power verified by MFD

### Kitchen Fire Suppression System

- Permit acquired
- Permit letter reviewed and required conditions addressed
- Final inspection and acceptance test completed

### Clean Agent or Alternate Fire Suppression System

- Permit acquired
- Permit letter reviewed and required conditions addressed
- Enclosure of the protected room is air-tight
- Room integrity Pre-test completed
- Signage installed
- Final inspection and acceptance test completed

### Radio Repeater

- Radio signal strength checked by contractor
- System installed (if required based on contractor test)
- FD acceptance test completed

### Housekeeping

- Construction debris removed from site
- Sidewalks, handrails, & lighting completed out to public way
- Protective shipping covers removed from smoke detectors
- Address and other signage posted
- Exit hardware installed