



WEST COVINA FIRE DEPARTMENT
Fire Prevention Bureau
(Fire Alarm Installation Plan Notes)

1. All fire protection water supply control valves shall be electrically supervised.
2. A zone map and legend shall be provided at the Fire Alarm Control Panel (FACP) and annunciator/Remote Operator Control Panel (ROCP). These diagrams shall be durably posted and shall contain the location of all initiating devices or zones, as well as control and power equipment.
3. When the Fire Alarm Control Panel (FACP) is in a room accessed through a door, a permanent sign shall be provided on the door indicating, "Fire Alarm Control Panel" or equivalent. When there are sub-panels, door signs shall also indicate where the main FACP is located.
4. Inside the lockable FACP, provide instructions for silencing and resetting FACP, account numbers and contact information for the monitoring company and responsible party **SHALL BE PROVIDED**.
5. Inside the FACP, a label shall be placed with the location and name of the electrical panel as well as the circuit number that powers the fire alarm system.
6. A document panel with most current software and plans shall be provided at the main FACP.
7. At the electrical panel, a P-touch label maker shall be used to label the dedicated breaker for the FACP (a marking with red letters will also be acceptable). A lock shall also be provided to prevent the circuit from being shut off manually.
8. A P-touch label maker (or permanent marker) shall be used to indicate the date of manufacture and the date of installation on the batteries and shall be in the "MM/DD/YYYY" format. A printout from battery manufacturer/distributor is required for verification of date codes.
9. Additional notification may be required. If a kitchen hood suppression system is installed, it shall be connected/monitored to/by fire alarm system and shall activate notification devices.
10. A list of all initiating devices (program) shall be provided on a separate sheet at the time of acceptance test. This list shall be organized by floor in order to expedite testing.
11. At least two representatives from the fire alarm company shall be present at the time of the acceptance test and shall be equipped with all of the necessary testing equipment; such as reliable method of communication-radios/cell phone, canned smoke, heat gun, ladders, etc.
12. A 24-hour battery standby test shall be required followed by a 5/15-minute full alarm test at the end of the 24-hour test period.
13. Keys to reset the FACP, Pull Stations, and any other fire alarm equipment, shall be provided at time of test, shall be labeled and placed in a Knox Box or kept at the panel.
14. A 100% system pre-test shall be performed by installation contractor before scheduling an acceptance test with the fire department.
15. NFPA 72 System Record of Completion is required upon final.
16. A rough-in (prewire) inspection **MAY BE** required on large projects, and final test inspection shall be required and requested at least 48 hours in advance.
17. To schedule an inspection please call the City of West Covina Fire Department, Fire Prevention Bureau at (626) 939-8823.

Sole Path Communication:

1. Communicators shall be listed with the California State Fire Marshal.
2. Cellular alarm communication shall be installed following the requirements of NFPA-72 26.6.3 .3 and installer must follow manufactures recommendations.
3. Cellular communications shall be programmed so that the path shall be supervised at intervals not more than 60 minutes.
4. Where only one communication path technology is used, any failure of the communication path shall be annunciated at the supervising station within 60 minutes of the failure.
5. Installing technician shall indicate the signal strength indicator on each communicator to the Fire Inspector.
6. Sole Path communicator will be approved on a case by case basis.