



This checklist is designed to contractors in recognizing the most commonly overlooked items prior to a final inspection. This is not an all-inclusive list and some items will not apply to every project. Please contact the Bedford Fire Department Risk Management Division with any questions prior to scheduling your final inspection. The Risk Management Division will utilize this same checklist when conducting your final inspection. An in-building radio communication system such as a bi-directional amplifier (BDA) may be required in new construction or where cumulative renovations are equal to or greater than fifty percent (50%) of the floor area of an existing structure (refer to Bedford ordinances chapter 130 for more information).

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| GENERAL |
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| Street number affixed to building in an easily visible location (<i>minimum of 4" numbers of a color that contrasts background</i>) |
| Unit numbers labeled as "UNIT 1" etc. and affixed over unit entrance (<i>minimum of 4" numbers of a color that contrasts background</i>) |
| Knox Box installed and a complete set of keys provided |
| Emergency contact names and numbers provided to FD |
| Sprinkler, Fire Alarm, and Electrical Rooms labeled |
| Roof access labeled |
| Rooftop units labeled as "RTU 1" etc. (<i>minimum of 4" reflective letters</i>) |
| EMERGENCY BACK UP LIGHTS |
| Double-headed EBU lights provided throughout exit access |
| Double-headed EBU lights provided in each restroom |
| Double-headed EBU lights provided inside and outside of every exit |
| ELEVATORS |
| Emergency phone dials 911 and reports correct name and address |
| All initiation devices recall elevator to primary floor, primary floor elevator lobby smoke detector recalls elevator to secondary floor |
| FD elevator barrel key provided for Knox Box |
| Elevator drop key provided in elevator machine room |
| Heat detector in elevator machine room and shunt trips power to elevator when activated |
| State of NH elevator inspection certificates in place |
| COMMERCIAL KITCHENS |
| Puff test – activation triggers fire alarm, shunts make up air, power and fuel to cooking line |
| Signage for manual hood suppression pull stations |
| K class fire extinguisher(s) provided |



| FIRE EXTINGUISHERS |
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| Minimum 2-A:40-B:C dry chemical extinguisher provided at every exit |
| Extinguishers provided to meet proper coverage and travel distance requirements |
| Signage provided above every extinguisher |
| Service tags attached to extinguishers |
| FIRE ALARM SYSTEMS |
| Proper device coverage in all areas and spot test of devices |
| All initiation devices labeled with device number and matches FACP read out |
| Modules labeled with device number and plain English |
| Test tampers and flow devices from sprinkler system |
| Test time to alarm received by dispatch |
| NFPA 72 test report provided |
| FACP, annunciators, pull stations keyed to CAT-30 |
| Graphic map of initiation devices hung next to annunciator and FACP |
| Monitoring company information and account number/password within FACP |
| Programming password and instructions for disabling devices in FACP |
| HVAC units exceeding 2000 CFM shut down upon fire alarm activation |
| Circuit breaker serving FACP labeled |
| Lockout provided on FACP circuit breaker |
| Red exterior strobe or beacon provided above Knox Box |
| Supervisory and trouble alarms notify emergency contacts, not the FD |
| Strobes remain on when system is silenced |
| 120v single station smoke alarm installed in break room/kitchenettes |
| SPRINKLER SYSTEMS |
| Proper coverage in all areas |
| Test time for water flow alarm at FACP |
| Test time for water-dry system trip test |
| 200lb underground and aboveground reports provided |
| Hydraulic design stickers on risers |
| All valves are labeled |
| “Lockout” for air compressor switch (different from light switch) |
| Spare head cabinet with heads and wrench provided |
| FDC chained cap and strainer provided |