4.1 DAILY

4.1.1 The following daily inspections shall be conducted to confirm the operability of the fire alarm system:

A Status of the primary and remote trouble signal indicators; and

B Status of the primary ‘power-on’ or equivalent indicator.

4.2 MONTHLY

NOTE: The inspection and test requirements in this Subsection, may be omitted during the month when the yearly tests required by Section 5, Periodic Inspections and Tests – Yearly, are being performed.

4.2.1 While on the emergency power supply, inspect and test the following to confirm the operability of the fire alarm system (See Appendix D for an example of a test record form):

NOTE: It is recommended that tests be coordinated with emergency power generator tests.

A One initiating field device or manual pull station shall be operated on a rotational basis and the system inspected for operation as follows:

(i) An alert signal or an alarm signal confirmed on a rotational basis to a minimum of one zone or as may be required by the Fire Safety Plan for the building;

(ii) The primary annunciator inspected to determine that the tested device annunciated correctly;

B Operation of the common audible and visual trouble signs;

C Batteries shall be inspected for the following:

(i) Terminals are clean and lubricated;

(ii) Terminal clamps are secure;

(iii) Electrolyte level and specific gravity, where applicable, are as specified by the manufacturer;

D One emergency telephone shall be tested on a rotational basis for two-way Communication and correct indication at the control unit; and

E Voice paging capability to one zone confirmed on a rotational basis.
## APPENDIX D (INFORMATIVE) - MONTHLY FIRE ALARM SYSTEM TEST RECORD

(Reference Clauses 3.7, 4.2.1)

<table>
<thead>
<tr>
<th>BUILDING NAME</th>
<th>BUILDING ADDRESS</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>DATE</th>
<th>INSPECT</th>
<th>FIRE ALARM SYSTEM</th>
<th>BATTERY</th>
<th>VOICE COMMUNICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>LOCATION OF ALARM INITIATING DEVICES</td>
<td>OPETATION AND INSPECTION OF ONE INITIATING DEVICE - ROTATIONAL</td>
<td>ALERT / ALARM SIGNAL ANNUNCIATED - ROTATIONAL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>OPERATION OF COMMON AUDIBLE AND VISUAL TROUBLE SIGNAL - ROTATIONAL</td>
<td>TERMINAL CLAMPS SECURE</td>
<td>TERMINAL CLAMPS LUBRICATED</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ELECTROLYTE LEVEL AND SPECIFIC GRAVITY TO SPECIFICATIONS</td>
<td>LOCATION OF EMERGENCY TELEPHONE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TEST (ROTATIONAL): ONE EMERGENCY TELEPHONE FOR TWO-WAY COMMUNICATION AND INDICATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>TEST (ROTATIONAL): VOICE PAGING TO ONE ZONE</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR</th>
<th>SYSTEM TROUBLE SIGNAL INDICATOR “OFF”</th>
<th>POWER INDICATION LAMP “ON”</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

JAN  
FEB  
MAR  
APR  
MAY  
JUNE  
JULY  
AUG  
SEPT  
OCT  
NOV  
DEC  

✓ - SATISFACTORY  
✗ - UNSATISFACTORY  
N/A – NOT APPLICABLE  
N/T – NOT TESTED

**NOTES:**  
1. National Fire Code of Canada requires that these records be retained a minimum of two (2) years.  
2. Tests to be conducted in accordance with this Standard (CAN/ULC-S536).  
3. The monthly test is not required during the month that the annual test is completed.