Life Safety Test Checklist
Planning, Property & Development Department
Unit 31 – 30 Fort Street • Winnipeg • Manitoba R3C 4X7

**ELECTRICAL**

**Fire Alarm System**
- Audibility
- Annunciator panel zones
- Pull station locations
- Smoke detectors
- Heat detectors
- Central alarm reporting
  - Voice communication:
  - Zones
  - Intelligibility
  - Signal silence (timed inhibitor)
  - Emergency telephones

**Sprinkler System**
- Smoke exhaust
- Stairwell pressurization
- Vestibule pressurization
- Flow switches
  - Sprinkler supervision
  - Standpipe supervision
  - Fire pump supervision

**Electromagnetic Locks**
- Release on fire alarm activation
- Location of manual release switch
- Release on activation of manual release switch with no re-locking
- Emergency generator tests
- Exit and emergency lighting
- Elevator recall (manual, automatic, alternate floor)
- Fire protection of electrical conductors (elevator, fans etc.)

**MECHANICAL**

**Pressurization**
- vestibule
- stair
- corridor
- elevator shaft
- other
- smoke exhaust system operation
- smoke damper operation
- tamper switches on standpipe systems valves
- tamper switches on sprinkler systems valves
- fire pump test
- water flow test for sprinkler zones
- fresh air louver operation in emergency generator room
**BUILDING**

- Exterior stair shaft door hardware release
- Magnetic door hold open device(s) release on alarm activation
- Magnetic door locking device(s) release on alarm activation
- Maximum 15 second delay for hardware release
- Fire separations
- Rated closures
- Shutter doors
- Areas of refuge

- Panic hardware
- Guards and handrails
- Exiting
- Raised numbers in stairwells
- Street number posted on building
- Exit lighting location
- Barrier free access to balconies

**FIRE**

- At central alarm control facility or annunciator panel
  - Pressurization fans operation
  - Emergency phone clarity and at floor locations
  - Key and box provided for fire fighters

- Extinguishers
- Standpipe and hose
- Emergency access keys provided for fire fighters
- Emergency generator – fuel supply
- Stairway door opening pressure – maximum 20 lbs pressure
- Fire lane access route with signage
- Report on firefighting water supply (if private hydrant)

- Fire department connection
  - Location (multiple?)
  - Design and orientation
  - Identification

- Fire fighters elevator
  - Designation
  - Pressurization
  - Key and box

**Certifications**

- Electrical Certification
- Mechanical Certification (Fire protection)
- Mechanical Certification (HVAC)
- Structural Certification
- Architectural Certification

**Verifications/Reports**

- Fire damper test report
- Air balance report
- Fire protection piping test report
- Fire pump test report April 2010
- Fire alarm verification
- Central reporting connection – Schedule A
- Emergency generator report
- Shop drawings
- Standpipe flow test