

## Fire Alarm Request Form for Service

The custodian shall follow the steps below to fill the Data Form that is necessary to process the Fire Alarm Service Contract Request Form:

A. Write in the gray area only.

1. First, select your District Number from the drop box.

District
1

2. Select the school code from the drop box

School Code
Select School

3. In Section B, fill in the following data:

a. write the system model

System Model/Type

b. write the manufacturer

Manufacturer

c. write the Serial number

Serial No.

d. write the year of installation (If known)

Installation Year (If known)

4. In subsection 2(Panel Tech Spec), fill in the following data:

a. select panel type from the drop box

Main Panel Type
Select Type

b. write main panel location

Main Panel Location

c. Write the number of subpanel

Insert No. of Subpanel

d. There are 5 options to select the subpanel type and subpanel type.

i. If the number of subpanels less than 5, then do not write in the extra Cells blank.

ii. If the number of subpanels more than 5, then mention the number of extra

SubPanel in the "Add additional notes" box in section 7 and use another form for those extra subpanels.

SubPanel #1 Type	SubPanel # 1 Location
Select Type	

5. In subsection 3 (Initiating Devices), fill in the following data:

a. Select yes if you have smoke detector and then select number of devices  
Or select no if you do not have and select unknown for (If Yes, Insert Number)

Smoke Detector	
Yes/No	If Yes, Insert Number

b. Repeat 'a' for duct detector, flame detector, heat detector, water flow devices and pull station

Duct Detector		Flame Detector		Heat Detector		Water Flow Devices	
Yes/No	If Yes, Insert Number	Yes/No	If Yes, Insert Number	Yes/No	If Yes, Insert Number	Yes/No	If Yes, Insert Number
Pull Station							
Yes/No	Pull Station Type	If Yes, Insert Number					

6. In subsection 4 (Annunciating Devices), fill in the following data:

a. Select yes if you have Strobes and then select number of devices  
Or select no if you do not have and select unknown for (If Yes, Insert Number)

Strobes	
Yes/No	If Yes, Insert Number

b. Repeat 'a' for duct detector, flame detector, heat detector, water flow devices and pull station  
Or select no if you do not have and select unknown for (If Yes, Insert Number)

Horns		Bells		
Yes/No	If Yes, Insert Number	Yes/No	Bell Type	If Yes, Insert Number

7. In subsection 5 (Purge/Deluge system), fill in the following data:

Select yes if you have Purge panel and then write the location, the manufacturer and model or select no if you do not have and write 'NA' for the other cells

a.

Purge Panel			
Present?	Location	Manufacturer	Model
Yes/No			

b. Repeat 'a' for Deluge system

Deluge system		
Present?	Location	Manufacturer
Yes/No		

8. In subsection 6 (More Details), fill in the following data:

a. Select 'yes or no' for the following:

- i. New installation in process (project to install fire alarm system by SCA)
- ii. Do you have a Central monitor station
- iii. Do you have a Computer monitor /printer

New Installation in Process	Central Monitor Station	Computer Monitor/Printer
Yes/No	Yes/No	Yes/No

b. If the school has a service contract for Fire alarm system answer the following:

- i. Does this contract valid (yes/no)
- ii. Write the name of contractor
- iii. Write the specification number.

If the school does not have a service contract:

- i. Select no for a valid contract (yes/no)
- ii. Select yes for (If you need service contract?)

Service Contract			
Valid Contract	If Yes		If No, Need Service Contract?
Yes/No	Name of Contractor	Spec. No.	Yes/No

9. In subsection 7 (Add additional notes below) add any information you believe may be needed to insure a proper specification that is not already covered in this Form.

10. Write your name, your phone number and the name of the Deputy Regional Facilities Manager responsible for your site.