



FIRE SYSTEM CONSTRUCTION CHECKLIST – For “Preliminary” Testing

Instructions: Prior to any attempt of scheduling a **PRELIMINARY** Fire Alarm/Suppression System Test, the following checklist items must be considered. Circle the proper response and write the date completed. Any ‘No’ response will prevent testing activities from being scheduled. Use of this form is required by BOSS but may be optional for other construction organizations. [] = typical responsible party

CONTRACT #: _____ **LOCATION/FACILITY:** _____ **FACILITY #** _____

Note: Operations & Maintenance (O&M) responsibility may vary, depending upon job location. This form may be used throughout the Spaceport by multiple agencies. F&PSE (Fire and Protective Systems Engineering) is BOSS.

(Circle) _____ Date _____

Yes No N/A _____ Verify panel is clear of any issues that would interfere with the proper completion of the preliminary test. Initiate specific shop request to address those issues and follow-up with shop management as necessary to ensure completion. **[Construction inspector]**.

Yes No N/A _____ Support requests submitted/contracts approved for shop support and/or BOSS GSFA console support. Request Shop and ENG WONS with tentative need date @ least 10 working days prior to anticipated need date. List WON: _____ **[Construction Inspector]**.

Yes No N/A _____ Verify CRMS reporting has been tested during “contractor check-out” and/or other entity for communications including (Data Tap) program downloads have occurred as necessary for fire system reporting. **[Construction Inspector w/ Fire & Protective Systems Engineering assistance/oversight]**.

Yes No N/A _____ For software modifications to existing systems, the required 10% devices have been identified by the fire alarm Vendor and/or Fire & Protective Systems Engineering, for incorporation into the test procedure documents. Included on submitted test plan. **[Vendor/sub-contractor]**

Yes No N/A _____ Fire alarm/fire suppression system transmittals are submitted and approved for equipment, connections, programs and test procedure(s). **[Vendor/sub-contractor]**

Yes No N/A _____ Electrical system wiring checked for continuity/insulation resistance and submitted, as required. **[Vendor/sub-contractor]**

Yes No N/A _____ Revisions to original submitted programming, identified during review or “check-out” testing have been reviewed and accepted by the responsible system engineering organization. **[Vendor/sub-contractor] [Fire & Protective Systems Engineering] & [Construction Inspector]**.

Yes No N/A _____ Fire alarm system or fire suppression system installation is **completed**. This includes “contractor check-out” to verify compliance with specifications, drawings and applicable NFPA, USAF & NASA fire codes by the vendor, completed software downloads to any/all necessary locations and operational communications to CFMS (PSCC). **[Vendor/Subcontractor & Construction Inspector]**

Yes No N/A _____ NFPA 72 Record of Completion form is started for the installation. See NFPA 72, 1-6.2.1 **[Vendor/Subcontractor & Construction Inspector]**

Yes No N/A _____ System drawings are available for addition of “red-lines.” **[Vendor/Subcontractor & Construction Inspector]**

Yes No N/A _____ Verify the shop and ENG (GSFA Console) support work orders and/or contracts, necessary for supporting a PRELIMINARY TEST is funded and ready. See BOSS Procedure **PPS-P-0008**. **[Construction Inspector]**

Yes No N/A _____ In support of the PRELIMINARY TEST, the necessary shop, and/or engineering support (including GSFA console support) has been coordinated, as required. A minimum of two (2) working days [(48) hours] notice is required to re-confirm expected date/time of test. **[Construction Inspector]**

The undersigned attests that, per the information provided by others and/or witnessed and gathered personally, the subject fire system is ready for PRELIMINARY TEST;

Name: _____ Signature: _____
[Construction Inspector Representative]

Form Completion Date: _____ Proposed Preliminary Test Date(s): _____

Scan and Email completed form to Fire & Protective Systems Engineering (KSC-DL-BOSS-Alarms-ESS@mail.nasa.gov). Submit copy of completed form to Construction Supervisor and file original in main files.