

## Fire Alarm Testing, Maintenance, and Repairs Attachment to USER'S GUIDE

**Introduction:** As an attachment to the USERS GUIDE for Maintenance and Repair Service Contracts, this Document is intended to provide additional information specific to The Fire Alarm Maintenance, Testing, and Repair Service Contract for LHA use. Please carefully review the full USER'S GUIDE and the information provided below prior to compiling your bid package. The items listed provide clarifications to the specific sections of the contract documents that LHAs may not be entirely familiar with and or not accustomed to using. For additional information or questions while working to procure your Fire Alarm Maintenance, Testing, and Repair Service Contract please reach out to your local RCAT office.

### 5.1 GENERAL SCOPE

This section references the licensing requirements for all employees performing under this contract. Prior to commencement of the work, the LHA shall ensure that it receives copies of the MA class D or E licenses along with proof of NICET Certification for all personnel conducting testing under this contract.

### 5.2 FIRE ALARM SYSTEMS COVERED UNDER THIS CONTRACT

This section is where the LHA will quantify the work for bidding purposes. The LHA shall use the fillable fields to provide the information needed to clearly describe the locations and quantify the device counts for each development.

To accurately populate this information, previous testing reports are typically the best resource. If these reports do not contain detailed device information, the LHA must complete a "count" of their own.

LHA staff can easily complete this count by calculating the number of devices in each unit or bldg., and then multiplying this quantity by the number of units or bldgs. in the development. We advise that community bldgs., community rooms, and or office spaces be calculated separately as they often have a much different layout and in turn device count. This goes the same with any portion of the bldg. or development that varies in size or layout.

Examples of the specific devices listed are as follows:

#### **Initiating Devices**

- Manual fire alarm boxes
- Smoke detectors
- Heat detectors
- Flame detectors
- Valve supervisory devices
- Pressure supervisory devices
- Level supervisory device

#### **AV (audio/visual) Devices**

- Chimes.
- Chime Strobes.
- Directional Sounders
- Horns.
- Horn Strobes
- Speakers
- Speaker Strobes

## Fire Alarm Testing, Maintenance, and Repairs Attachment to USER'S GUIDE

- ECS / MNS devices (Emergency Communication and Mass Notification Systems)

### **Peripheral Devices**

- Addressable manual call points
- Addressable modules
- Alarm indicators
- Floor repeater panels

### **Other Devices**

- Door Holders
- Sprinkler water flow detectors
- Switches indicating actuation of fire suppression systems (Tamper Switch)

### 5.3 TESTING

This section references a quarterly testing interval following the requirements of NFPA 72. If the LHA prefers to test at a different interval, for example, every 6 months with 50% of the devices tested at each visit, or even annually, this language may be modified. This change to the language in Section 5.3 will also require modification of the Form for Quotes. Please reach out to your local RCAT office for assistance with these tasks.

**NOTE: Any changes to the intervals of testing stated in Section 5.3 MUST be approved by the LHA's Local Fire Department (AHJ) prior to modification.**

### SECTION 6 Form for Quotes

- The LHA must enter the appropriate number of Developments in Line 1.
- The LHA must enter the appropriate number of Developments that contain elevators and in turn will require annual testing of the Recall System during the State Elevator Inspection in Line 2.
- The LHA (after review of the previous 3 years spending) shall enter the estimated quantities of required regular time and overtime service for repairs on lines 3 and 4.
- To further quantify the work the LHA shall enter the estimated amount of Materials that the contractor will use for repairs in Line 5.

The LHA shall review service slips and work with its Finance Department, Bookkeepers, Fee Accountants and Maintenance staff to properly estimate and populate this information.

**Note:** As every development varies in size and complexity when it comes to the specific, Fire Alarm Systems installed there is language in the Contract Documents stating:

“For scheduled testing, the awarded contractor shall break down his/her lump sum price from the form for quote in a schedule of values to differentiate the cost of testing for each system. This break down shall be furnished to the LHA prior to invoicing for testing services. If this documentation is not provided, the contractor shall evenly divide the lump sum pricing by the number of systems serviced and invoice accordingly upon completion of these scheduled tasks.”

This language will easily allow the costs of testing for different developments (167's, 689's, Federal) that have separate budgets to be invoiced accordingly.