

Final Inspection Checklist

- Must have Civil Engineering approval on all routed projects. Contact Mel Hall at 918-5217.
- Must have Zoning and Landscaping approval on all routed projects. Contact Tracy Spillman at 371-4864. Note that a bond may have to be posted on the owner's share of the landscaping that is not complete.
- Fire Department approval (should contact the Fire Department on all larger projects, daycares, schools, nightclubs etc.). Contact Tony Rhodes at 501-918-3757.
- Contact Jason Lowder for approval from Central Arkansas Water Works (501-377-1245).
- Final Electrical inspection.
- Final Plumbing inspection.
- Final Mechanical inspection.
- Final Building inspection.
- Sprinkler certification.
- Fire Alarm certification.
- Testing tamper switch.
- Testing flow switch.
- Testing pull stations.
- Testing duct detectors.
- Testing smoke detectors (the activation of any two detectors should sound general alarm).
- Certification on the elevator including testing recall and generator functions.
 - Copy of the certification
 - If alarm is activated on the lowest floor the recall will be the floor above.
 - If alarm is activated on other floors the recall will be to the lowest floor.
 - Any general alarm should recall the elevators.
- Checking emergency lighting and exit lighting (if two exits are required must have exit lights and emergency lighting including exterior emergency lights).
- Check for an accessible entrance, landings, handicapped parking and signage.
- Check for accessible restrooms, grab bars, door swing with 32" minimum clearance, insulating drain and hot water lines, exhaust fans.
- Check all stair doors for correct labels and proper latching (doors must close and latch).
- Address posted on building or sign.

First Test

Disconnect main power to the building.

Open a sprinkler test valve to flow water.

Leave fire alarm system on line till Inspectors make way from 20th floor to 1st floor.

All elevator lobby doors must be on hold and must operate properly

All stair enclosure doors must close and latch properly

Elevators must recall and remain open

Fireman's phones must operate properly (provide test phones)

Stair pressurization fans must be running.

Voice evacuation system must function

Emergency lighting system should work

Second Test

Reset alarm system

Leave power off generator on

Reset elevators

Check elevator function on emergency generator

Activate one smoke detector (should send trouble signal)

Activate second smoke detector (should sound general alarm)

All life safety functions should operate