

**Pembina Trails School Division
Miscellaneous Life Safety System Inspection/Test Log**

School: _____

Year: _____

FIRE ALARM SIGNALS: Monthly test of all audible and visual fire alarm signaling devices.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

SPRINKLER/STANDPIPE WATER CONTROL VALVES: Monthly inspect all non-monitored valves (no tamper switch connected to fire alarm system) and unlocked valves to ensure they are open.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

CO DETECTORS: Monthly inspect all CO detectors. Press the test button to ensure the unit is operating properly. If the unit is operating properly, you will hear 4 quick beeps – followed by 5 seconds of silence – followed by 4 quick beeps. (For model 900-0230 with digital display: The display will show three “eights” and then show a number – usually around 200). The red LED will flash along with the beeps. Within several seconds the unit will return to monitor for CO.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

DOORS EQUIPPED WITH AUTOMATIC HARDWARE: Monthly test all fire doors equipped with automatic releasing hardware to ensure they fully close and latch. Test all exit doors that are equipped with manual and/or automatic unlocking hardware to ensure doors can be unlocked during an emergency.

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Note: emergency eye wash stations must be run weekly for plumbed stations and refilled every 6 months for portable 15 min eye wash stations. Please document testing on the equipment tags.