

Fire Protection Systems Request for Acceptance Testing

Instructions: The Prime or Subcontractor must complete this form to request final acceptance testing of fire protection systems (fire alarm, sprinkler, suppression systems) installed or modified on 1) line item projects, 2) general plant projects, and 3) major space renovation projects that significantly modify fire protection systems in the building. Allow 14 days for approval from the date this form is submitted. Requests submitted fewer than 14 days before the request date are subject to a revised start date at the discretion of Sandia. **Failure of a system to pass the acceptance test will require resubmittal of this form.**

Step 1 — Project Information: Fill out the information requested below.

Prime Contract Requester:		Phone Number:	
Prime Contractor Company Name:		Cell Phone/Pager Number:	
Building Number:		Work Location:	
Contract Number:		Project/Task Number:	

	Company Name	Contact Name	Phone/Pager Numbers
Electrical Contractor:			
Fire Alarm Sub:			
HSSD/Fire Suppression Sub:			
Fire Protection Sprinkler Sub:			
SDR:			
Electrical SCO:			
Mechanical SCO:			

Fire Protection Systems Requiring Acceptance Testing (Check All That Apply)

Detection/Suppression Systems	Fire Safety Function Controls
<input type="checkbox"/> Fire Alarm System	<input type="checkbox"/> HVAC Control System (e.g., AHU shutdown, dampers)
<input type="checkbox"/> Fire Protection Sprinkler System	<input type="checkbox"/> Power Shunt Trip of Non-Fire Protection Systems
<input type="checkbox"/> Fire Suppression System (e.g., FM-200)	<input type="checkbox"/> Elevator Controls
<input type="checkbox"/> Air Sampling (HSSD) System	<input type="checkbox"/> Smoke Removal Systems

F M O C

Type of Fire Alarm System Test	Type of Sprinkler System Test
<input type="checkbox"/> Test for Occupancy (complete building test)	<input type="checkbox"/> New Sprinkler System Installation
<input type="checkbox"/> Partial Test (test of modified space)	<input type="checkbox"/> Additions to Sprinkler System
<input type="checkbox"/> Device (IDC, SLC, NAC) Additions/Relocations	<input type="checkbox"/> Removal/Relocation of Sprinkler System Components

Step 2 — Schedule Acceptance Test: List the requested date and time to perform acceptance testing.

The Contractor is responsible for completing the requested Acceptance Test Schedule below and for coordinating the testing dates and times of each of the following systems with each Subcontractor and with the Sandia Construction Observer (SCO).

System	Test Date	Start Time	End Time	Test Meeting
HVAC Controls/Smoke Removal				
Elevator Control				
Air Sampling (HSSD) System				
Fire Suppression System (e.g., Clean Agent)				
Fire Alarm/Protection Sprinkler System				
Fire/Smoke Barriers				

Step 3 — Deliverables: Provide the deliverables listed below to the SDR.

Fire Alarm System

- Deliver a set of the as-built or red-lined Fire Alarm System drawings (hard copy **and** electronic).
- Deliver an electronic copy of the fire alarm control panel programming.

Fire Protection Sprinkler System

- Deliver a set of the as-built or red-lined Fire Protection Sprinkler System drawings (hard copy **and** electronic).
- Subject the system to the tests required by NFPA 13 for the completion of the Contractor's Material and Test Certificate. This must be performed in the presence of the SDR. Attach the Contractor's Material and Test Certificate to this form.
- Test and certify backflow preventer (for new installations only). Attach certification documentation to this form.

F M O C

Fire Suppression System

Deliver a set of the as-built or red-lined Fire Suppression System drawings and the sequence of operations (hard copy and electronic) to the SDR.

Step 4 — Approval Signatures: Obtain signatures from Sandia Construction Observer(s) and SNL Fire Protection Engineer for approval to proceed with Acceptance Test.

I acknowledge by my signature below that the fire alarm system, fire protection system, subsystem(s), and control system(s) are ready to be functionally acceptance tested and commissioned by the Prime Contractor, the Subcontractor, or both.

Electrical SCO:	Date:
Mechanical SCO:	Date:

I acknowledge by my signature below that 1) all required deliverables have been received, 2) any required programming at the Fire Alarm Monitoring Proprietary Supervising Station has been completed, and 3) that any programming required at the fire alarm control panel has been reviewed and approved.

SNL Fire Protection Engineer:	Date:
-------------------------------	-------

The SNL Fire Protection Engineer forwards this completed and signed form to the Maintenance Planner to generate the Maximo work order to schedule SNL Maintenance personnel to support the Acceptance Test and any required checklists to document acceptance testing.

Step 5 — Preacceptance Test Meeting: The SCO arranges the date and time before the Acceptance Test to discuss objectives and concerns. The meeting may be conducted immediately before the Acceptance Test.

A Preacceptance Meeting must be scheduled with the designated SNL Fire Protection Engineering designee(s), Fire Protection Maintenance, Construction Manager, Construction Inspector, and Sprinkler and Fire Alarm Contractors to review the specifications, acceptance test checklists, and to discuss objectives and concerns before performing acceptance testing.

Date:	Time:	Location:
-------	-------	-----------

Step 6 — Acceptance Testing: Perform Acceptance Testing at the date and time requested or at the time negotiated with the Maintenance Planner.

Step 7 — Postacceptance Meeting: Perform Postacceptance Test Meeting immediately after Acceptance Test to review deficiencies or concerns found during testing.

A Postacceptance Meeting must be conducted after completion of acceptance testing with the designated SNL Fire Protection Engineering designee(s), Fire Protection Maintenance, Construction Manager, Construction Inspector, and Sprinkler and Fire Alarm Contractors to review deficiencies associated with the acceptance testing. If no significant deficiencies are found, the Postacceptance Test meeting will not be required.

Date:	Time:	Location:
-------	-------	-----------