

SMOKE ALARM MAINTENANCE CHECKLIST

Address: _____ Suite Number: _____

Date: _____

SMOKE ALARM HAS BEEN TESTED AS A RESULT OF:

<input type="checkbox"/> Routine test and maintenance	<input type="checkbox"/> Extended absence of occupants
<input type="checkbox"/> Annual test and maintenance	<input type="checkbox"/> Complaint _____
<input type="checkbox"/> Change of tenancy	<input type="checkbox"/> Other _____

A. ROUTINE TEST AND MAINTENANCE	YES	NO
(1) Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Ventilation holes on the smoke alarm are clean and free of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Smoke alarm signal sounds when the test device is operated.	<input type="checkbox"/>	<input type="checkbox"/>

B. ANNUAL TEST AND MAINTENANCE	YES	NO
(1) Smoke alarm is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>
(2) Smoke alarm shows no evidence of physical damage, paint application, or excessive grease and dirt accumulations.	<input type="checkbox"/>	<input type="checkbox"/>
(3) Smoke alarm has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>
(4) Smoke alarm is powered by: <input type="checkbox"/> AC wiring; <input type="checkbox"/> standard battery; <input type="checkbox"/> long life battery that expires in the year _____. For battery operated smoke alarms:		
Battery has been replaced and securely connected to the clips.	<input type="checkbox"/>	<input type="checkbox"/>
Battery is of the type _____ as recommended by the manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>
Battery terminals are free of corrosion and signs of leakage.	<input type="checkbox"/>	<input type="checkbox"/>
(5) Smoke alarm signal sounds when the "Test" device is operated.	<input type="checkbox"/>	<input type="checkbox"/>
(6) Smoke alarm signal sounds when the smoke alarm is tested using smoke produced from a burning: <input type="checkbox"/> incense stick, <input type="checkbox"/> punk stick, or <input type="checkbox"/> cotton string.	<input type="checkbox"/>	<input type="checkbox"/>

C. SERVICING AND REPLACEMENT (Complete this section if "No" is checked in sections A or B.)

Smoke alarm has been serviced as follows: _____

SMOKE ALARM HAS BEEN REPLACED AS A RESULT OF:	
<input type="checkbox"/> Failure to sound alarm during test	<input type="checkbox"/> Frequent false alarms
<input type="checkbox"/> Physical damage	<input type="checkbox"/> Battery leakage
<input type="checkbox"/> Painted exterior case	<input type="checkbox"/> Age
<input type="checkbox"/> Excessive stains, grease or dirt accumulations	<input type="checkbox"/> Other _____

Name and Title (please print): _____

Agency (please print): _____

Signature: _____