

University Housing Facilities Fire Alarm Testing/Repair Procedures

Responsible Administrator: Assistant Fire Marshal
Revised: October 2023

Summary: This section outlines the policy and procedures related to the University Housing Facilities Fire Alarm Testing/Repair Procedures that are administered through the Environmental Health and Safety (EHS) Department.

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1. Program Description

This document serves as a guideline for testing/repairing fire alarm devices in all UC Irvine's housing facilities.

2. Scope

To be considered a completed 'fire alarm test', 100% of the building devices shall be tested. Devices that shall be tested include all initiating devices, horns, strobes, mag door holders, smoke dampers, won-doors, and other fire alarm devices and auxiliary systems that are affected by the fire alarm system. It is up to the technicians, prior of testing, to verify all the different type of devices and their locations in the building. (Refer to prints located at the Fire alarm Control Panel location) It is advisable to review the scheduled buildings and its fire alarm components with the supervisor approximately one month in advance of its scheduled testing date.

3. Definitions

- I. **Campus Fire Marshal (CFM)**
Final authority of the University & to the State of California to approve and sign-off the final and approved fire alarm/sprinkler summary reports.
- II. **Fire Alarm Supervisor (FAS)**
Person responsible for staff supervision, review testing schedule, review submitted summary reports, and submit the final and approved summary reports to the Campus Fire Marshal. The FAS is not permitted to perform any fire alarm testing or non-emergency repair related duties.
- III. **Fire Sprinkler Supervisor (FSS)**
Person responsible for staff supervision, review testing schedule, review submitted summary reports, and submit the final and approved summary reports to the Campus Fire Marshal. The FSS is not permitted to perform any fire alarm/fire sprinkler testing or non-emergency repair related duties.
- IV. **Fire Alarm Technician (FAT)**
Person with overall responsibility to perform and insure that proper fire alarm testing procedures are followed when testing fire alarm system/devices, assist with fire sprinkler testing, reviewing submitted fire alarm summary reports, submit final and approved fire alarm summary reports to Housing, and repair system/device failures

V. Fire Sprinkler Technician (FST)

Person with overall responsibility to perform and ensure that proper fire sprinkler testing procedures are followed when testing fire sprinkler system/devices, assist with scheduled fire alarm testing and reviewing submitted fire sprinkler summary reports, submit final and approved fire sprinkler summary reports to Housing, and assist with the repair of fire sprinkler system/device failures

VI. Fire Testing Assistant (FTA)

Person assisting in scheduled fire alarm and fire sprinkler testing, scan/record device data, data transfer into Bar Code Database, inventory reconciling, and generate a Fire Alarm Inspection Report and Bar Code Database inventory discrepancy report.

VII. Database Administrator

Person responsible for keeping the Bar Code Database data standardized via the Bar Code Database inventory discrepancy reports, troubleshoot Bar Code Database software & hardware malfunctions, and print new bar code labels.

VIII. Building Survey Inspector (BSI)

Person responsible for surveying housing buildings for safety hazards and shall assist with scheduled fire alarm and fire sprinkler testing.

4. Responsibilities

I. TESTING PREPARATION

- A. A designated FAT shall be present for all fire alarm tests and a replacement FAT will be provided for fire alarm testing when the regular FAT is absent (vacation, sick, etc.).
 - 1. The FAT will notify the FAS in advance when possible that a substitute FAT will be needed for F/A testing.
- B. BSI, FTA, or FAT to confirm in person at the housing unit office that the residents have been notified.
- C. In Phoenix software, FAT or FTA shall program the building fire system account for '**No-action**', preventing the fire alarm testing signals from causing active alarms at UC IRVINE PD dispatch for the daily testing period. See "Attachment F" for programming process.
 - 1. For the dialer test, program the '**No-action**' to begin 10-15 minutes after the schedule start time
- D. FAT or FTA shall notify UC IRVINE PD Dispatch (4-5223) and the Housing Unit office of testing; provide Housing Complex location, building name, and address.
- E. Fire Alarm testing will begin with
 - 1. Initiate the building fire alarm system to trigger a dialer signal transmission test.
 - a. Verify with UC IRVINE PD dispatch that the fire alarm signal was received as a fire alarm.
 - 2. FACP (Fire Alarm Control Panel) battery test & systems check.
 - 3. Testing of devices/auxiliary systems in the common areas
 - a. FTA: At the FACP relaying panel information to FAT until the BSI has completed "Building inspection"
 - 4. After the "Building inspection" has been completed, the BSI shall assist the Testing Team
- F. The Fire Alarm Testing Team will be composed of the following four persons:
 - 1. BSI: At the FACP relaying panel information to the Testing Team
 - a. Unless otherwise directed by the FAS or CFM, the BSI shall be at the FACP for fire alarm testing.
 - 2. FAT: Shall perform the testing/activation of fire system initiation/notification devices
 - a. Unless otherwise directed by the FAS or CFM, the FAT shall perform fire alarm testing/activation activities.
 - 3. FTA: Shall record device data with PDA bar code scanner or on "*Fire Alarm Testing Log*" and assist with fire alarm testing/activation of fire system initiation/notification devices.

4. FST: Shall open all doors, inspect student room sprinkler heads, and assist with fire alarm testing/activation of fire system initiation/notification devices.
- G. When only three persons are available, the Fire Alarm Testing Team will be composed as follows:
 1. 1st- BSI or 2nd- FTA: At the FACP relaying panel information to Testing Team
 - a. Unless otherwise directed by FAS or CFM, the BSI or FTA shall be at the FACP for fire alarm testing.
 2. FAT and/or FTA and/or FST: Share responsibility to test all initiation/notification devices, record device data with PDA bar code scanner or on "*Fire Alarm Testing Log*", open doors, and inspect room sprinkler heads.
 - a. Unless otherwise directed by the FAS or CFM, the FAT, and FTA, BSI or FST shall perform fire alarm testing/activation activities.
 3. Avoid canceling scheduled tests. Test cancelation will only occur when two or more team members (FTA, BSI, or FST) are absent (vacation, sick, etc.) at the same time. When one member of the team is unavailable for testing, make every effort to find a substitute.
- H. Simi-Annual/Annual Water flow testing requires a minimum of two persons:
 1. 1st- FTA, 2nd- BSI, or 3rd-FAT: At the FACP relaying panel information to Testing FST (FAT will assist only in the event of the absence [vacation, sick, etc.] of both the FTA and the BSI)
 2. FST: Performs the testing/activation of water flow system devices and records device data with PDA bar code scanner or on "*Fire Alarm Testing Log*"
 3. Avoid canceling scheduled tests. Test cancelation will only occur when the FST is absent (vacation, sick, etc.) and the FSS shall notify the FAS, FTA, BSI and FAT that testing has been canceled.
- I. If complications arise during the testing process, it may be necessary for the BSI and FAT to temporally exchange places in the assignments.
- J. Perform Device Testing Procedures

5. Program Components

I. DEVICE TESTING PROCEDURES

- A. Activate the device as per NFPA Standards. (**Discuss with Supervisor if not sure how to test device**)
- B. Audio/visual device verification shall be performed during the fire alarm testing.
- C. Record device data utilizing PDA OR "*Fire Alarm Testing Log*":
 1. PDA
 - a. Scan Bar Code and answer questions
 - b. If Bar Code does not scan, record device data on "*Fire Alarm Testing Log*."
 2. "*Fire Alarm Testing Log*"
 - a. Record device data on "*Fire Alarm Testing Log*"
 - b. If there is No Bar Code on device, add New Bar Code and record device data on "*Fire Alarm Testing Log*"
- D. Sensitivity testing (As per NFPA 72-2016)
 1. Frequency of Sensitivity Testing
 - a. Within 1 year after installation (year 1)
 - b. At year 3 (this is the second consecutive 100% test)
 - c. After the year 3 test, the maximum time span between tests shall not exceed 5years (year 8, 13, 18, etc.)
 2. Approved Sensitivity Testing Methods
 - a. Calibrated test method (Sensitivity smoke machine)
 - b. Beginning with year 8, permitted to verify programmed smoke obscuration range for smoke detectors at the FACP and perform 10% sensitivity test per floor with approved method
- E. Smoke Fire Dampers (As per NFPA 80-2016)

1. Periodic Inspection and Testing frequency
 - a. Each damper shall be inspected and tested a year after installation (year 1)
 - b. Inspection and test frequencies shall be every 4 years thereafter (year 5, 9, 13, 17, etc.)
 2. Approved inspection and testing methods (**Performed by Facilities**)
 - a. Full unobstructed access to the combination fire/smoke damper shall be verified.
 - b. The operational test of the damper shall verify that there is no closing interference.
 - c. Check for rusted, bent, misaligned, or damaged; frame, blades, defective hinges or other moving parts.
 - d. Frames shall free of penetrations
 - e. The damper shall not be blocked from closure by any foreign objects in any way.
- F. Smoke/Fire Doors (As per NFPA 80-2016) (**Performed by 3rd Party Testing Vendor and/or Facilities**)
1. Defined as, but not limited to:
 - a. Fire Rated doors
 - b. Roll down doors
 - c. Won-doors
 - d. Elevator smoke guard curtains
 2. Periodic Inspection and Testing Frequency
 - a. Shall be performed annually.
 3. Approved inspection and testing methods
 - a. Shall include an operational test.
 - i. Door shall release, close, and/or latch.
 - ii. Door shall reset after successful test.
- G. Action required when any tested device or part of the fire system fails test
1. Record failure utilizing the PDA or "*Fire Alarm Testing Log*"
 2. Inform Unit Housing office of all immediate/critical repairs and request that a FMR be submitted for immediate repair.
 3. Non-critical repairs can be included in final summary report sent to Unit Housing office requesting FMR's for remaining repairs.
- H. Damaged or faded bar code replacement
1. Record the following information:
 - a. Old Bar code number; and
 - b. Device type; and
 - c. Manufacture; and
 - d. Device location
 2. Provide a copy of the recorded information or e-mail the recorded information to the Database Administrator and FAS
 - a. Database Administrator will perform the following tasks:
 - i. Print replacement barcodes and return to requester.
 3. Requester will replace the bar codes on the field devices.
- I. Continue testing until 100% of all building devices have been verified/tested.

II. **END OF TESTING PROCEDURES**

- A. Once all testing is completed, Reset Fire Alarm Panel
 1. Ensure that no devices are in Alarm
 - a. If so, address the device issue
 2. Do not leave until panel is "Reset"
 3. If the FACP has a trouble alarm, document and request the Housing office to submit a FMR to troubleshoot and repair the trouble
 - a. Notify UC IRVINE PD Dispatch (4-5223) and the Housing Unit office that testing has been completed.

- B. In Phoenix software, remove or verify expiration of 'No-action' for the buildings tested.
- C. FTA to reconcile any Bar Code issues.

III. BAR CODE RECONCILING

- A. At completion of testing, manually input all un-scanned device data from the "Fire Alarm Testing Log" into the PDA.
- B. For New Bar Codes:
 - 1. Identify any untested Bar Codes in the current Bar Code Database inventory.
 - 2. Based on the device type and location, FTA will determine if the New Bar Code matches any untested Bar Code:
 - 3. If there is a match, New Bar Code will be submitted as a replacement for the untested Bar Code.
 - 4. If there is no match, New Bar Code will be submitted as a New Bar Code.
 - 5. Report all findings on the Bar Code Database Inventory Discrepancies Report
 - 6. Generate Report
 - 7. For Bar Code that did not scan:
 - 8. Identify any untested Bar Codes in the current Bar Code Database inventory.
 - 9. Based on the device type and location, FTA will determine if the Bar Code matches any untested Bar Code:
 - 10. If there is a match, the Bar Code will be submitted as a replacement for the untested Bar Code.
 - 11. If there is no match, the Bar Code will be submitted as a New Bar Code.
 - 12. Report all findings on the Bar Code Database Inventory Discrepancies Report.
 - 13. Generate Report
 - 14. Deletions
 - 15. Once all device data has been manually inputted from the "Fire Alarm Testing Log" into the PDA, identify any untested Bar Codes in the current Bar Code Database inventory.
 - 16. If Bar Code has not be reconciled as either a New or Replacement Bar Code, Bar Code may need to be deleted from inventory:
 - 17. Based on the device type and location, FTA will perform a site visit to determine if the Bar Code exists.
 - 18. If not, Bar Code will be submitted as a deletion.
 - 19. If it exists, reconcile as either a New or Replacement Bar Code.
 - 20. Report all findings on the Bar Code Database Inventory Discrepancies Report
 - 21. Generate Report

IV. MISSING BAR CODE DURING FIRE ALARM OR FIRE SPRINKLER REPAIRS

- A. If the device is missing its bar code, make appropriate repairs, test the device to ensure proper operation, add a new bar code onto the device, and record the following information for database corrections:
 - 1. Bar code number; and
 - 2. Device type; and
 - 3. Manufacture; and
 - 4. Device location
- B. Provide a copy of the recorded information or e-mail the recorded information to the Database Administrator and Supervisor
 - 1. Database Administrator will perform the following tasks:
 - a. Identify the old bar code number in the Bar Code Database and replace the number with the new bar code number.

- b. If unable to identify the old bar code number in the Bar Code Database, input the new bar code number as a new bar code and make sure it is put into the appropriate zone.
 - C. Sign/complete work order and return to Supervisor.

V. REPLACING BAR CODE DURING FIRE ALARM OR FIRE SPRINKLER REPAIRS

- A. After the device has been replaced, test the new device to ensure proper operation, and put a new barcode on the device and record the following information for database corrections:
 - 1. Old and New Bar code number; and
 - 2. Device type; and
 - 3. Manufacture; and
 - 4. Device location
- B. Provide a copy of the recorded information or e-mail the recorded information to the Database Administrator and Supervisor
 - 1. Database Administrator will perform the following tasks:
 - a. Replace the old bar code number with the new bar code number in Bar Code Database
 - b. If the old bar code number cannot be located in Bar Code Database, input the new bar code number as a new bar code and make sure it is put into the appropriate zone
- C. Sign/complete work order and return to Supervisor.

VI. NEW BAR CODE

- A. All new/replaced devices shall require a new bar code.
- B. Any bar code additions, deletions, replacements, or retests will not show up on this year's report but will be reflected on the next years testing summary report.

VII. TECHNICIAN ROLE DURING REPAIRS

- A. FAT
 - 1. Performs or assists with all repairs that involve programming (disable & enable), replacement, adjustment, or repair of any fire alarm device/system connected to the FACP.
- B. FST
 - 2. Performs or assists with all repairs that involve flowing, draining, replacement, adjustment or repair of the fire sprinkler system.

VIII. REPAIR CLASSIFICATIONS

- A. Emergency repairs: Work to be done immediately.
 - 1. This is a catastrophic failure to all or part of the building fire alarm system.
- B. Non-emergency repairs: Work to be scheduled for Friday's unless otherwise requested by the Housing Unit Office
 - 2. These repairs are requested by customer via: FMR (on-line request), phone call, e-mail, afterhours call-back request, or other communication method.
- C. All repairs require a work order: Please request one if you do not already have one prior to starting the repairs.

6. Reporting Requirements

I. REPORTS

- A. Once all device data has been entered into the PDA, sync device to upload data into Bar Code Database
- B. Within two weeks following the completion of testing, the FTA will generate the following two reports:
 - i. "EHS Fire Safety Fire Alarm Inspection Report"

- ii. "Bar Code Database Inventory Discrepancy Report"
- C. "EHS Fire Safety Fire Alarm Inspection Report"
 - i. Run a "Fire Alarm Inspection Summary" report for each building from the Bar Code Database Program.
 - ii. Create the "EHS Fire Safety Fire Alarm Inspection Report".
 - iii. Submit printed report to the FAT for review.
 - 1. Attach "*Summary Report Routing Log*"
 - 2. Include all supporting documents (i.e., "Fire Alarm Testing Log" and "Fire Alarm Inspection Summaries")
 - 3. If corrections are required, return to FTA for changes.
 - iv. Once reviewed, the report shall be submitted to the CFM for review, verification, and approval.
 - 4. If corrections are required, return to FTA for changes.
 - 5. If approved, the CFM shall sign the report.
 - v. The signed report is returned to the FAT
 - vi. The FAT shall e-mail the signed report to the Housing Director
 - 6. Each housing unit is responsible to submit Work Order requests for all repairs.
 - vii. FAT shall file a copy of the signed report and supporting documents and update the "Housing Testing & Repair Status Attachment" spread sheet (see FAS for file location) **NOTE:** The departmental goal is to have the "EHS Fire Safety Fire Alarm Inspection Report" completed and sent within 3-4 weeks from the last test date.
- D. "Bar Code Database Discrepancy Report"
 - i. Report shall be submitted to Database Administrator.
 - ii. Database Administrator will review report and make corrections in the Bar Code Database

7. References

Attachments:

- A – Fire Alarm Testing Log
- B – Summary Report Routing Log
- C – Sample: EHS Fire Safety Fire Alarm Inspection Report
- D – Sample: EHS Fire Safety Fire Sprinkler Inspection Report
- E – Sample: "Bar Code Database Inventory Discrepancy Report"
- F – No-Action Process

Attachment A

Fire Alarm Testing Log

Attachment A is to be used for recording information while fire alarm testing necessary to complete fire alarm testing documentation for the "*Fire Alarm Summary report*".

Attachment B

Summary Report Routing Log

Attachment B is to be used for tracking the progress of the "*Fire Alarm Summary Report*" prior to sign off by DCFM.

Summary Report Routing Log

Building Name:					
Last Test Date:					
		Tech Initials	Date	DCFM Initials	Date
Initial Submittal for review:					
Initial DCFM review:					
		DCFM Initials	Date	Tech Initials	Date
Returned for Corrections:	Yes	No			
		Tech Initials	Date	DCFM Initials	Date
Final Submittal for review:					
				DCFM Initials	Date
DCFM for review:					

Summary Report Routing Log

Building Name:					
Last Test Date:					
		Tech Initials	Date	DCFM Initials	Date
Initial Submittal for review:					
Initial DCFM review:					
		DCFM Initials	Date	Tech Initials	Date
Returned for Corrections:	Yes	No			
		Tech Initials	Date	DCFM Initials	Date
Final Submittal for review:					
				DCFM Initials	Date
DCFM for review:					

Summary Report Routing Log

Building Name:					
Last Test Date:					
		Tech Initials	Date	DCFM Initials	Date
Initial Submittal for review:					
Initial DCFM review:					
		DCFM Initials	Date	Tech Initials	Date
Returned for Corrections:	Yes	No			
		Tech Initials	Date	DCFM Initials	Date
Final Submittal for review:					
				DCFM Initials	Date
DCFM for review:					

Attachment C

Sample: EHS Fire Safety Fire Alarm Inspection Report Attachment

C is a sample report of what is sent to the Housing Units.



UC IRVINE EHS
FIRE SAFETY
FIRE ALARM INSPECTION REPORT

Date: April 1, 2022

BEYERLY CHANEY
DIRECTOR
VERANO PLACE
HOUSING

JASON ESPINOZA
ASSOCIATE DIRECTOR - OPERATIONS
VERANO PLACE HOUSING

Dear Director Chaney or Associate Director Espinoza:

RE: Fire Alarm Inspections

During April 7-16, 2015, Environmental Health and Safety conducted annual fire alarm inspections pursuant to California Code of Regulations (CCR) Title 19 requirements.

There are a few conditions that require immediate attention:

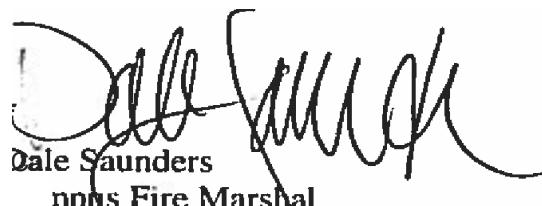
Building	Description	Action By	Correction Date	Approved By
Building 5400	No problems found	No Action Needed	-	-
Building 66000	Keys did not give access to Apartment 66308, therefore devices FAILED: <ul style="list-style-type: none">• Hom (#VP10424)• Hom (#VPI0425)	Housing to submit Work Order		
Building 67000	No problems found	No Action Needed	-	-
Building 68000	No problems found	No Action Needed	-	-
Building 69000	Hom/strobe (#VPI040) 2 nd floor Hallway by Apt. 69212 FAILED to strobe	Housing to submit Work Order		
Complex5	No problems found	No Action Needed	-	-
Complex6	No problems found	No Action Needed	-	-
Complex 7	No problems found	No Action Needed	-	-
Laundry 14	No problems found	No Action Needed	-	-
Laundry 15	Not Tested; currently under renovation	No Action Needed	-	-

UC IRVINE EHS FIRE SAFETY FIRE ALARM INSPECTION REPORT


I certify that all deficiencies outlined above have been corrected.

SIGNATURE: _____ DATE _____

We are available to present these findings at a time and place of your choosing. Increasingly, units are finding it useful for the general issues to be presented at staff meetings so that questions and comments can be resolved immediately. Please do not hesitate to contact us if you have any questions or concerns. We can be reached at (949) 824.4077.



Dale Saunders
npqs Fire Marshal



Cc: Jose Candia
Rito Rincon
Melissa
Falkenstien

Attachment D

Sample: EHS Fire Safety Fire Sprinkler Inspection Report

Attachment D is a sample report of what is sent to the Housing Units.



UC IRVINE EHS
FIRE SAFETY
FIRE SPRINKLER INSPECTION REPORT

February 1, 2020

JOE HARVEY
DIRECTOR
ARROYO VISTA HOUSING

Dear Director Harvey

RE: Fire Sprinkler Inspections

On January 15th 2015, Environmental Health and Safety conducted an annual & semi-annual fire sprinkler inspections pursuant to California Code of Regulations (CCR) Title 19 requirements.

Building	Description	Action By	Correction Date	Approved By
1000	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1002	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1006	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1008	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1010	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1012	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1014	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1016	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1018	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1020	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1022	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1024	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1026	Corroded sprinkler heads in bathroom- Under repair.	Housing		
1028	Corroded sprinkler heads in bathroom- Under repair.	Housing		

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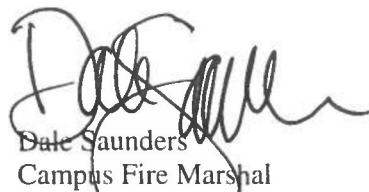
February 11, 2020

UC IRVINE EHS
FIRE SAFETY
FIRE SPRINKLER INSPECTION REPORT

I certify that all deficiencies outlined above have been corrected.

SIGNATURE: _____ **DATE:** _____

We are available to present these findings at a time and place of your choosing. Increasingly, units are finding it useful for the general issues to be presented at staff meetings so that questions and comments can be resolved immediately. Please do not hesitate to contact us if you have any questions or concerns. We can be reached at (949) 824-4077.



Dale Saunders
Campus Fire Marshal

Environmental Health and Safety

CC: Melissa Falkenstien
Mark Day

Attachment E

Sample: "Bar Code Database Inventory Discrepancy Report"

Attachment E is a sample report of what is sent to the Database Administrator.

Palo Verde Inventory/Bar Code Discrepancies

Building	Issues
7200	Replace the following Bar Coded device: <ul style="list-style-type: none"> • H/S (#10338) with (#PV10874)
7300	Replace the following Bar Coded device: <ul style="list-style-type: none"> • H/S (#10439) with (#PV10875) • H/S (#10444) with (#PV10876) • H/S (#10401) with (#PV10877) • H/S (#10410) with (#PV10878)
7400	Following device is Bar Coded but Not Inventoried: <ul style="list-style-type: none"> • Annunciator (#PV10803) • H/S (#PV1006) Apt. 7410, bedroom
7500	Following device is Bar Coded but Not Inventoried: <ul style="list-style-type: none"> • Strobe (#PV0010) Apt. 7501 bathroom • Strobe (#PV0008) Apt. 7501 bedroom B • Strobe (#PV0007) Apt. 7501 bedroom A
7600	Following devices are Bar Coded but Not Inventoried: <ul style="list-style-type: none"> • Strobe (#PV0013) Apt. 7604, bedroom "C" • Strobe (#PV0014) Apt. 7604, bedroom "B" • Strobe (#PV0015) Apt. 7604, bedroom "A" • Strobe (#PV0016) Apt. 7604, bathroom • Strobe (#PV0017) Apt. 7604, bathroom Replace the following Bar Coded device: <ul style="list-style-type: none"> • Annunciator (#11204) with (#PV10879) • Strobe (#11184) with (#PV10880) • Strobe (#11166) with (#PV10883)

Attachment F

No-Action Process

Attachment F is the current "No-Action" process

No-Action Process

Page 1

Page 2

1. Log in to Data Entry Application
2. Click on the "Wizards" tab and select "No-Action"
3. Type the fire alarm account number in the "Transmitter ID" space (Page 1)
4. Click with the mouse in the "Site ID" space (Page 1)
 - a. This will automatically fill in the Hierarchy for the selected account
5. Select the "New" button at the bottom of the window (Page 1)
6. Click the mouse in the "Effective Date/Time" space and enter the date and time you will begin testing. Allow time to travel to testing site and initiate the fire alarm system to test dialer transmission.
7. Click the mouse in the "Expiration Date/Time" space and enter the date and time you will be complete and allow alarms to resume transmitting to the PD Dispatch
8. Click on the "Requested By" space and enter your name
9. Click on the "Reason" space and enter the reason you are placing this fire system on No- Action
10. Add by clicking on the "Green" plus sign at the top of the main window
11. Your No-Action is now complete and you may log out of the application. If you have additional accounts that need a No-Action programmed, click on the "Start over" button at the top right of the window (page 2) and follow the instructions above starting with #3 (page 1)