I. PURPOSE

This procedure establishes guidelines on the testing of Supervisory Conditions for fire alarm systems at the University of Rochester.

II. PERSONNEL AFFECTED

Fire Safety Coordinators
Facilities HVAC personnel
Public Safety Dispatch

III. DEFINITIONS

A. PSD – Public Safety Dispatch
B. FACP- Fire Alarm Control Panel

IV. RESPONSIBILITIES

A. Prior to doing any work on a fire alarm system, PSD must be notified to disregard, and in some cases verify the work that you are doing.
B. Know where the supervisory devices are located, and how they function in the building that you are working in.

V. PROCEDURES

A. Inform PSD as to the job that you are performing.
B. Unlock the FACP; bypass any functions that could alarm when testing Supervisory Conditions (water flow switch when testing low air alarm for Pre-action systems).
C. If an assistant is necessary/possible, instruct this person on the operation of the FACP for what you are doing.
D. Locate the device you are testing, and test as outlined below
   1) Sprinkler Valve Tamper Switch.
      A. Unlock (if valve is equipped with a lock) and turn the valve two revolutions.
      B. Verify the tamper condition was reported to the FACP.
      C. Verify the tamper condition was reported to the PSD.
      D. Turn the valve back to the original position, verify the tamper condition cleared.
      E. Re-lock (if provided) the valve, move to the next and test in the same manner.
      F. Document test results on test report.
   2) Duct Detector
      A. Remove the plastic cover on the detector housing.
B. Spray testing smoke into the housing and recover the housing.
C. Verify the Supervisory condition was reported to the FACP.
D. Verify the supervisory condition was reported to the PSD.
E. Clean the smoke detector using canned air.
F. Reset the condition at the FACP.
G. Replace the cover on the housing, and move to the next detector and test in the same manner.
H. Document test results on test report.

3) Supervisor Low Air Condition on Pre-Action Sprinklers
A. Follow the instructions on the Pre-Action Sprinkler testing form for low air test.
B. Verify the Supervisory condition was reported to the FACP.
C. Verify the supervisory condition was reported to the PSD.
D. Follow system restore procedures on the Pre-Action Sprinkler testing form.
E. Document test results on test report.

4) Supervisory Local Smoke Detector
A. Test the local smoke detector using a SOLO Tester and approved test smoke.
B. Verify the Supervisory condition was reported to the FACP.
C. Verify the supervisory condition was reported to the PSD.
D. Verify the detector functions as outlined in the Fire Alarm System Disconnect/Reconnect Procedure form for that building.
E. Complete testing on remaining detectors in the same manner.
F. Document test results on test report.

5) Special System Releasing Panels (troubles may activate FACP Supervisory)
A. Activate bypass switch on releasing panel causing trouble condition.
B. Verify the Supervisory condition was reported to the FACP.
C. Verify the supervisory condition was reported to the PSD.
D. De-activate bypass switch and verify trouble clears.
E. Remove terminal from battery back-up circuit
F. Verify the Supervisory condition was reported to the FACP.
G. Verify the supervisory condition was reported to the PSD.
H. Replace terminal, completing circuit and verify trouble clears.
I. Document test results on test report.
6) Fire Pump A/C Power Fail
   A. Disconnect main power breaker to the fire pump (breaker locations can be found in fire pump book), taking caution as to not start the generator if one is in place.
   B. Verify the supervisory condition was reported to the FACP.
   C. Verify the Supervisory condition was reported to the PSD.
   D. Reconnect by turning on the main power breaker to the fire pump.
   E. Verify the fire pump is ready to properly function if needed.
   F. Document test results on test report.

   E. Ensure that all Alarms, Troubles, and supervisory conditions on the FACP have been cleared by resetting the FACP.

   F. Turn any system bypasses off, back to the normal position, verify panel is completely restored. Relock FACP cabinet.

   G. Notify PSD that the testing has been completed in that building.

   H. Verify all testing records have been completed and generate work orders for any deficiencies identified.

VI. REFERENCES

VII. APPENDICES/FORMS

VIII. REVISION HISTORY

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<thead>
<tr>
<th>Date</th>
<th>Revision No.</th>
<th>Description</th>
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<tr>
<td>12/13/2010</td>
<td>New</td>
<td>New procedure written to identify proper procedure for testing various supervisory signals</td>
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<tr>
<td>1/15/2014</td>
<td>1</td>
<td>Regular review and updated Public Safety name</td>
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<tr>
<td>1/24/2018</td>
<td>2</td>
<td>Triennial Review– no changes.</td>
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