

# INSTRUCTIONS FOR CREATING SUBFORM: 5.3-FM200-Monthly

**Follow these steps to create the form fields:**

## **STEP 1: Create an Info Text field**

**Content:** United Fire

## **STEP 2: Create a Single Select field**

**Description:** 5.3-M-FM200-1: Check releasing panel is powered. Record panel status, information, date and location. Power the panel if it is unpowered.

**Options:** Yes, No

## **STEP 3: Create a Single Select field**

**Description:** 5.3-M-FM200-2: Check releasing panel is free of supervisory, trouble, or alarm conditions. Record panel status, information, date and location. Address any supervisory, trouble, or alarm conditions.

**Options:** Yes, No

## **STEP 4: Create a Single Select field**

**Description:** 5.3-M-FM200-3: Check that manual controls (i.e. abort station and manual pull station) are unobstructed and untampered. Record manual controls status, information, date and location. Remove any obstructions where applicable.

**Options:** Yes, No

## **STEP 5: Create a Single Select field**

**Description:** 5.3-M-FM200-4: Check that system no physical damage or condition that could prevent operation. Record system damage or condition, component information, date and location.

**Options:** Yes, No

## **STEP 6: Create a Single Select field**

**Description:** 5.3-M-FM200-5: Inspect pressure gauges and ensure they are in the operable range. Record pressure gauge reading, condition, date and location. Make adjustments as necessary to bring into operable range.

**Options:** Yes, No

## **STEP 7: Create a Single Select field**

**Description:** 5.3-M-FM200-6: Inspect the room(s) being served. Check that equipment/hazards have not been changed or modified such as ducts, conduits, etc. penetrating enclosure.

**Options:** Yes, No

## **STEP 8: Create a Single Select field**

**Description:** 5.3-M-FM200-6A: Record any changes or modifications to room/protected equipment/hazards, room/protected equipment/hazard information, date and location.

**Options:** Yes, No

## **STEP 9: Create a Single Select field**

**Description:** 5.3-M-FM200-7: Check that any previously noted deficiencies of the system have been corrected or addressed. Record whether or not deficiencies have been corrected/addressed, date and location.

**Options:** Yes, No

### STEP 10: Create a Single Select field

**Description:** 5.3-M-FM200-14: Check detectors to assure they are in place, not damaged or coated with dirt, grease or any contaminating surface. Record status of detectors, date and location. Clean as needed.

**Options:** Yes, No

### STEP 11: Create a Single Select field

**Description:** 5.3-M-FM200-15: Check all alarm devices for dirt, damaged, corrosion, etc. Record any damage, dirt or corrosion of alarm devices, date and location. Clean, restore or schedule replacement of damaged devices.

**Options:** Yes, No

### STEP 12: Create a Single Select field

**Description:** 5.3-M-FM200-16: Check that the piping is secure and nozzles are in place. Make certain that nozzles are not covered with dirt or grease or paint, damaged, corroding and there is nothing structural blocking the discharge.

**Options:** Yes, No

### STEP 13: Create a Single Select field

**Description:** 5.3-M-FM200-16A: Record state of piping and nozzles including any obstructions, date and location. Secure piping and nozzles in place where possible. Clean nozzles where possible. Rectify any obstruction.

**Options:** Yes, No

### STEP 14: Create a Single Select field

**Description:** 5.3-M-FM200-17: Verify all pressure switches are in place and are in the correct non operated position. Record state of pressure switches, date and location. Restore pressure switches to non operated position if necessary.

**Options:** Yes, No

### STEP 15: Create a Single Select field

**Description:** 5.3-M-FM200-18: Check that each cylinder is secure and in place. Make certain all cylinders are secured in place, check for corrosion, damage or missing components. Record cylinders that are not secure, date and location. Secure cylinders as required.

### STEP 16: Create a Single Select field

**Description:** 5.3-M-FM200-19: Perform any other checks that may be required by the fire code or manufacturer's requirements. Record any deficiencies of the system according to fire code or manufacturer's requirement, date and location. Rectify deficiencies where possible.

**Options:** Yes, No

### STEP 17: Create a Single Select field

**Description:** 5.3-M-FM200-23: Inspect and test the following for the control panel as required per NFPA and Fire Code: 1.Power "ON" indicator 2.Common trouble signal 3.Common trouble lamp 4.AC Power failure trouble

**Options:** Yes, No

### STEP 18: Create a Single Select field

**Description:** 5.3-M-FM200-23A: 5.Ground detection trouble 6.Alarm signal silence operation 7.Trouble silence switch 8.Ground detection lamp 9.General alarm operation 10.Monitoring signal confirmed 11.Alarm signal lamp 12.Zone alarm lamps tested

**Options:** Yes, No

### STEP 19: Create a Single Select field

**Description:** 5.3-M-FM200-23B: 13.Audible signaling circuits in operation  
14.Auxiliary relays operated as programmed 15.Trouble lamps signaling  
circuits 16.Module alignment 17.Reset operation confirmed 18.Onsite  
manual present 19.Control panel lock secure. 20.Battery terminal secure

**Options:** Yes, No

**STEP 20: Create a Single Select field**

**Description:** 5.3-M-FM200-23C: 21.Alarm initiating circuits are operating  
22.Zone alarm designation confirmed. 23.Visual signal circuits operating.  
24.Trouble lamps initiating circuits Record any deficiencies, date and  
location. Rectify or schedule to rectify deficieincies.

**Options:** Yes, No