PORTLAND FIRE & RESCUE

Fire Marshal's Office
Prevention Division
1300 SE Gideon St.
Portland, OR, 97202
Phone: (503)823-3770

NON-MONITORED 110V BELL AND PULL STATION QUARTERLY TEST REPORT FORM

OCCUPANCY NAME: _____

ADDRESS: _____

OWNER / AGENT: _____ PHONE _____

MAILING ADDRESS: _____

EMAIL: _____

Non-monitored fire alarm systems that consist exclusively of pull stations and bells shall be tested quarterly by a competent person.

The test shall consist of:

1. Notify people on site that there is going to be a test of the alarm system.
2. Actuate a pull station, and then walk the premises to determine if all of the bells are working.
3. In the course of a year all pull stations are to be tested, therefore, on large systems it may be possible that more than one pull station has to be tested per quarter. Note: All bells shall be tested each quarter.

All deficiencies shall be corrected immediately.

A record of the past three year's quarterly tests shall be kept on the premises and surrendered to the Fire Inspector upon request.

For further information, contact the Fire Marshal's Office at (503) 823-3770

TEST DATE (M / DAY / YR)	SIGNATURE	COMMENTS