



**UNIVERSITY OF WEST FLORIDA**  
**Facilities Management**

**Pensacola, FL 32514-5750**  
**Effective January 20, 2005, Revised March 6, 2020**  
**Reviewed July 1, 2024**

**STANDARD OPERATING PROCEDURE # FAC 5.015**

**Subject: Fire Alarm Indicating Devices - Supervised**

**Purpose and Scope:** To formalize Facilities Maintenance departmental procedures for ensuring fire alarm remote annunciators function correctly in the event of a fire.


**Procedure:** Facility Maintenance, Fire and Security unit is responsible for maintain all fire alarm annunciators are functioning properly in accordance with NFPA.


Fire alarm remote annunciator is generally located by entrance doors and clearly visible. These devices light up to help locate the trouble are alarm device in larger buildings. NFPA requires these devices be inspected annually. The following is the required steps of inspection.

1. Locate devices throughout building.
2. Visually inspect devices to insure they are attached properly to wall or ceiling.
3. Look around device to ensure no obstructions will impair device from operating or allow access the device.
4. Initiate repairs on any problems found.

**Developed by: Facilities Maintenance**

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