

Attachment C: Work Order Completion Form

Smoke Detectors (Check if completed):

- All detectors shall be tested with a listed spray test smoke.
- All detectors shall be tested in all areas accessible to the contractor.
- Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).

Heat Detector:

- All *restorable* heat detectors shall be tested utilizing a heat gun (on low setting) or a hair dryer.
- Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).
- Non-restorable heat detectors SHALL NOT be tested using a heat source.

Pull Station:

- All pull stations shall be tested and re-set.
- Validation of all building interfaces shall be noted on test report (HVAC shut-down, elevator recall, etc).

Beam Detector (in building so equipped):

- The beam detector shall be tested using the manufacturer's obscuration screen or equivalent.
- Test detector for total blockage of beam (trouble).

Flow-switch (building equipped with sprinklers only):

- The Contractor shall activate each flow switch utilizing the inspector's test valve.
- Time delay of alarm activation shall not exceed 90 seconds.

Tamper Switch (building equipped with sprinklers only):

- Each system valve tamper switch shall be tested by partially closing the valve to initiate a tamper signal, locking in the nearby monitor module.

Dry Valve (building equipped with sprinklers only):

- Test pressure switch using the inspectors test located on valve.

System Checks:

- Verify receipt of fire signal to central station monitoring facility (in Post so equipped)
- Building Interfaces: HVAC shutdown, elevator recall, smoke evac, fire partition, door locks
- All strobes, horns and bells should operate properly, and be free from any visible tampering
- Check system printer for paper and ink. Print-out of test to be included in test report
- Visually check batteries for leakage or damage
- Disconnect battery for supervision signal
- Open dedicated electrical breaker for supervision signal

I certify that the above actions as noted have been completed.

Contractor/Technician

Date

Contract Completion Statement

Contracting Office	US Embassy – Sofia General Services Office 16 Kozyak Street Sofia 1408, Bulgaria
Requisition Number	PR3243993
Purchase Order Number	SBU800-14-_-0__
Contractor Name and Address	
Invoice Number	
Invoice Date	
COR Certification: All contract administration functions have been fully and satisfactorily completed. As a result of a final review of the contract file, it is determined that to the best of my knowledge all terms and conditions of the subject contract have been complied with and the file so documented. The Work Order completion form and COR's checklist have been completed indicating that all requested deliverables under the contract, as modified, if applicable, have been received and are acceptable. The terms and conditions applicable to all the General and Special Provisions of the contract have been met. All actions relating to the settlement and to the disposition of the Government property have been documented. The final invoice has been received and processed, giving consideration for any adjustments, which may be necessary as a result of the above. Consequently, all necessary actions required to close the subject contract are hereby considered complete.	

Kevin Sessink
Contracting Officer Representative

David McKay
Contracting Officer