



# Nashua Fire Rescue – Fire Alarm Division

## Application for Listed Agent



Agent Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Agent Cellular Phone/Direct Contact Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Listed for: \_\_\_\_\_ Date: \_\_\_\_\_

### **Listed Agent:**

An individual who has applied and becomes listed with the Nashua Fire Rescue to place Master Fire Alarm boxes in the manual or automatic mode.

### **Who may apply**

Any individual in the employ or a company in the business of servicing or installing the Fire Alarm Systems, sprinkler systems, or other services that interface with a Fire Alarm System may apply to be listed as a responsible agent. Any individual designated by a property owner or sole business tenant may apply to be a listed as a responsible agent for that one location. Example: Property owner, head of maintenance, head guard, etc.

### **Duration of Listing:**

The Nashua Fire Rescue shall list agents to change status of master boxes as a means to track the individual's record of competence and professionalism. In an effort to limit this function to qualified and responsible persons. The goal being ready access to equipment for service and maintenance which would ultimately result in a higher state of readiness and reliability of fire alarm systems. In this pursuit, the Nashua Fire Rescue does not by virtue of listing an agent, guarantee, warrantee, qualify, approve, or certify any individual, company, or performance thereof.

As a listed agent, **I agree** to abide by the following procedures when accessing a Master Fire Alarm Box in the City of Nashua, New Hampshire.

1. **I shall notify the Fire Department before entry into a Master Box to change the status.**
2. **I shall describe the work or tests about to be preformed and answer any questions asked about the intended work or tests.**
3. **When opening the white inner door, I shall first place the test plug in the "test" slots. When I have completed phase in process, I shall remove the test plug and return it to its holder on the inside of the white door.**
4. **To place the box on manual, I shall remove the long arm and replace the screw into the handle. The long arm will be left on the bottom of the white box.**
5. **To place the box on automatic, I shall return the long arm to the handle.**
6. **If at any time during access to the box, the bell coil starts tapping a box, I shall stop and wait for no activity before proceeding.**
7. **If at any time during access to the box, I should inadvertently trip the box while the test plug is out of the test position, I shall wait for the box to send all four rounds of code. I shall then use the telegraph key to transmit four rounds of code two. I shall then immediately locate a telephone and advise the Fire Department that the box was an accidental trip.**
8. **At no time shall I disconnect or jump out any wiring in the Master Box.**
9. **I shall insure that there are no keys, short arms, or other metal objects in contact with wiring points before closing the door.**
10. **After placing a box on automatic, I shall return to the control panel and verify that all conditions are returned to normal.**
11. **I shall notify a property representative and the Fire Department of any changes in status of the Master Box.**

In addition to the above procedures, **I further understand and agree** that during the time period that a box in the "Manual Mode", it will be incapable of automatically reporting an alarm, and that **I shall be responsible** to notify the Fire Department of a fire at that location.

**I also agree** that if for some reason, I am unable to restore a box to automatic, **I shall** not leave the property until that matter is resolved, or I am released by the property owner, or Fire Department representative. If released by a property owner, **I shall** notify the Fire Department that I was unable to place the box on automatic, and that the property owner has been notified.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_