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Chief of Department



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City of Manchester
Fire Department
Fire Communications Division

LISTED AGENT PROGRAM

This program was implemented so that those employed in the fire alarm or sprinkler business or who is a representative of a property owner ***and has a working knowledge of the operation of the Fire Alarm System***, may disconnect a fire alarm system from any Master Box in the City of Manchester, NH.

The procedure is as follows:

The company or Prospective agent would visit our website for the next Listed Agent Class. Website @ <http://www.manchesternh.gov/Departments/Fire/Fire-Communications/Listed-Agent>

They would complete the online application to become a Listed Agent. The individual is placed on a list – as class size is limited to 20. The company or individual is notified via Email to confirm the Date, Time and location of the class – and the individuals are scheduled to attend. It is required that if applying for Citywide Agent or Property Agent with a wired master box the individual shall bring a Short Arm to the class so that we may engrave their agent number on the part. This part #23429 may be purchased through Mammoth Fire Alarm @ 800-995-9808 or RB Allen @ 800-427-5748 or Progressive Alarm Services @ 603-347-8844.

Before class the individuals verify payment and are given a Listed Agent ID Card and have their short arm engraved.

During class Rules and Regulations are reviewed and instructions given on disconnect procedures. They are also issued a copy of the Rules and Regulations.

There is an initial fee of \$50.00, payable once application has been submitted. **There is also an annual fee of \$50.00. Renewal forms and invoices will be mailed annually on December 1st.** Any listed agent that does **NOT** return the renewal with the annual fee will be removed from the Listed Agent Program.

For more information about this program please visit our website @ <http://www.manchesternh.gov/Departments/Fire/Fire-Communications/Listed-Agents>

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