



## ROSEBURG FIRE DEPARTMENT FIRE PREVENTION DIVISION

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### Fire Alarm System Plan Review Submittal Checklist

The fire alarm submittal checklist procedure describes the information needed to perform a complete plan review without delaying the project or creating a large correction letter.

#### I. GENERAL INFORMATION

- Project Description
- Owners' name, address, telephone, fax and e-mail numbers
- Project location, including street address
- Name, address, telephone number and contractor's license number
- Type Construction (Substitution using OSSC Section)
- Occupancy classification (Is this a required system?)

#### II. DOCUMENTATION

- Manufacturer's literature (specification sheets) of fire alarm system components
- Make, model, type, number and voltage of storage batteries for secondary power, ampere-hour rating and the battery calculations
- Number of indicating devices (Strobes, Horn Strobes, Horns)
- Number of initiating devices (Smoke, Heat, Manual Pull)
- Pre-recorded voice alarm systems
  - A printed message indicating what the message will be transmitting upon alarm
- Voltage drop calculations of conductors for multiplexing systems
- Monitoring information of system
  - Company
  - Phone number
- UL listing number and certification

#### III. THREE SETS OF FLOOR PLANS

- Compass direction with North Arrow and clearly marked scale
- Ceiling construction with reflected ceiling plan indicated
- Full height cross section with reflected ceiling indicated
- Where applicable, a scaled cross-section representing the detector mounting locations for all door closers service
- Means of protection for alarm detection or signaling circuits from physical damage and/or current.

#### IV. SYSTEM INFORMATION

- Legend showing all symbols, device descriptions, size, type of outlet box and mounting heights
- Make, model, type and location of all the following:
  - Fire alarm control panels
  - Fire alarm annunciator panels
  - Automatic detection or signaling devices
  - Manual initiation devices
  - Candela/decibel rating of all audible and/or visual alarm devices
  - Fire department command centers
  - Door Closures, smoke dampers, HVAC shut-down devices, elevator recall devices, fire protection system monitoring devices or similar devices or equipment affecting buildings regarding fire protection equipment services
  - Off-premises reporting devices
- Where applicable, the various zone designations and the area they service
- Fire Alarm Control Panel manufacture's installation standards

#### V. MISCELLANEOUS INFORMATION

- Maximum number of detection devices allowed on:
  - Two-circuits
  - Four-circuits
- Location of sprinkler system water flow and tamper supervision, if applicable
  - Including all tampers in fire service vault
- Location of range hood fire suppression system discharge contacts, if applicable
- Primary power for fire alarm panel shall be supplied by a dedicated circuit. Breakers shall be marked fire alarm.
- The secondary power source and location
- The signal initiating circuits and wiring diagram, including calculations of all signal circuits for loads, wire sizes in AWG and length
- Location of end-of-line resistors
- The configuration of the two separate transmission lines for all digital alarm communication transmitters