



Department of Building Safety
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Fire Alarm Worksheet

Building Information	
Building address	
Building or Project Name	
Approx. Fire Alarm Work Start Date	Value of Alarm Contract
Fire Alarm Contractor	
Alarm Project Manager	
Email Address	
Alarm Project Designer	
Email Address	
Building Description	
Approx. Footprint Size	Number of Stories
Type of Construction per MSBC	Roof slope and ceiling construction
Use or Occupancy of the building	
Standards Used in Design (check all that apply)	
<input type="checkbox"/> NFPA 72 Which edition of standard used: _____	
<input type="checkbox"/> Other NFPA Standards - if so, list: _____	
<input type="checkbox"/> Other codes or standards- if so, list and explain: _____	

Submittal Checklist	
Information Required on Shop Drawings	Information Required on Control Panel Diagrams
<input type="checkbox"/> Name of owner and occupant <input type="checkbox"/> Location-street address and/or tenant <input type="checkbox"/> Device Legend <input type="checkbox"/> Date <input type="checkbox"/> Reviewing Agency <input type="checkbox"/> Applicable codes and standards <input type="checkbox"/> Other criteria used in design <input type="checkbox"/> Type of construction and occupancy class <input type="checkbox"/> Type of alarm system to be used <input type="checkbox"/> ID existing alarm system and components <input type="checkbox"/> ID areas of coverage and/or protection <input type="checkbox"/> Identify fire safety functions <input type="checkbox"/> ID zones for detection/evacuation signals <input type="checkbox"/> Identify annunciator zones <input type="checkbox"/> Fire Department response points <input type="checkbox"/> Sequence of operations identifying devices & response (Inputs & Outputs) <input type="checkbox"/> Secondary power calculations <input type="checkbox"/> Voltage drop calculations	<input type="checkbox"/> Identify specific control equipment <input type="checkbox"/> Control panel location <input type="checkbox"/> Battery charger locations <input type="checkbox"/> Annunciator locations <input type="checkbox"/> Primary power supply locations <input type="checkbox"/> Secondary power supply locations <input type="checkbox"/> Indicators and manual controls <input type="checkbox"/> Full text of labels <input type="checkbox"/> Field wiring terminals and terminal IDs <input type="checkbox"/> ID circuits connected to field wiring terminals <input type="checkbox"/> Circuit identification <input type="checkbox"/> Releasing equipment and connections <input type="checkbox"/> Field connections to supervising station <input type="checkbox"/> Signaling equipment <input type="checkbox"/> Fire safety control interfaces <input type="checkbox"/> Identification of LEDs <input type="checkbox"/> Identify remote stations, end of line, and power supervisory devices
Information Required on Floor Plans	Additional Information Required to Complete Review
<input type="checkbox"/> Floor identification-1/8in min scale <input type="checkbox"/> Point of compass <input type="checkbox"/> Graphic indication of scale <input type="checkbox"/> Room identification (owner/tenant) <input type="checkbox"/> Arrangement of walls/partitions w/in 18in of ceilings <input type="checkbox"/> Doorways and other openings <input type="checkbox"/> Riser locations <input type="checkbox"/> Device locations <input type="checkbox"/> Primary power connection locations <input type="checkbox"/> Monitor interface locations	<input type="checkbox"/> Information included in owner's manual <input type="checkbox"/> Description of maintenance requirements <input type="checkbox"/> Designer, Company, and Contact info. <input type="checkbox"/> Certifications of designer(s) <input type="checkbox"/> Certification of Installer(s) <input type="checkbox"/> Fire alarm & emergency communication system record of completion <input type="checkbox"/> Records of acceptance tests approved by AHJ shall be provided to building owner <input type="checkbox"/> A set of as-built install drawings, operation and maintenance manual(s), and a written sequence of operation shall be provided to the building owner
Information Required on Riser Diagrams	
<input type="checkbox"/> Cross-section of building showing general configuration of system(s) <input type="checkbox"/> Number & location of risers <input type="checkbox"/> Component number & type on each circuit <input type="checkbox"/> Component number & type on each floor	