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To: Fire Alarm Design or Contracting Firms

RE: Coldwater FD Standardized Fire Alarm Plan Submittals

EFFECTIVE FEBRUARY 20, 2009

The Coldwater Fire Department would like to take this opportunity to inform you of our desire to achieve a standardized means and formatting for all future fire alarm and detection system design plans for submittal to our department for review.

In accordance to the requirements of the Michigan Building and Electrical Code and the National Fire Alarm Code (NFPA 72), all alarm contractors performing work on a fire alarm system within the City of Coldwater shall apply for an electrical permit through the Branch County Electrical Inspector's Office (517) 279-4303. **All fire alarm and detection systems and associated submittal documents for systems installed within the City of Coldwater are subject to the Coldwater Fire Department's review and inspection process.** The submitted documents shall be prepared by a professional engineer or architect registered in the State of Michigan or a person who has achieved NICET certification for fire alarm system design layout. Supporting documentation shall be submitted with all plan submittals.

Then following will describe in detail the items necessary for our review:

- Written scope of work which includes the design standards, overview of the installation and the intent of the system.
- A complete floor plan which includes the use and labeling of each room within the building and all dimensional criteria of the rooms or areas being protected. (e.g., length, width, ceiling heights and wall construction)
- All depicted locations of alarm initiating and notification appliances.
- Annunciation means.
- Battery calculations.
- Voltage drop calculations.
- Conductor types and sizes.
- Manufacturers model numbers and all equipment and device listing materials.

The following will describe what details and format submitted plans shall have:

DRAWINGS:

- (2) Sets of plans and manufacturers listings or (1) Electronic CAD file. (with manufactures listings in *pdf format)
- Plan sheets to be of same size. ("C" size 24" x 36" preferred)
- Scaled sheets to 1/8" preferred for paper submittals.
- Drawing number, revision and date.
- Name and address of project.
- Name and address of installing contractor.
- Review stamp on all pages by NICET certified technician with sub field, level and number or engineer and date of expiration.
- Compass points.
- Sheet title.
- Clear and legible plans suitable for photocopy.
- Name and address of building owner.
- Name, address, e-mail and phone number of installation company contact.
- Contractor's license classification and number.
- Name, address, e-mail and phone number of general contractor (if applicable)
- Name and address of electrical contractor (if applicable)
- Square footage of building and total of all combined buildings.
- Occupancy type.
- Type of Fire Alarm System: conventional hardwire, wireless, addressable, zoned
- Type of Circuit Designations: Class A or B and Style 4, 6 or 7.
- Design Code: Building Code Specific Section or NFPA 72 with edition and or sectional reference.
- Wiring protection type and identifications (conduit, open wiring, power limited or non-power limited.
- Sequence of operation.
- Name and location of off -site monitoring facility.
- Scope of work in written form.
- Wiring legend
- Symbol list with manufacturer part numbers.

SITE PLAN SHEET:

- Site plan
- Shaded area of work to be performed (for multiple buildings or areas)
- Scale of site plan.
- Scale bar graph.
- Knox Box location. (if applicable)

FLOOR PLAN SHEETS:

- Detailed building floor plan.
- Fire alarm control panel.
- Sub-control panel locations. (if applicable)
- Annunciator locations. (if applicable)
- Sheet title.
- Scale of sheet.
- Scale bar graph.
- Location of all doors, windows, fire rated walls, air supply and return registers or diffusers.
- Use of each room or area. (e.g., classroom, storage, restroom, laboratory)
- Ceiling heights and details on configuration. (may be done on separate sheet or legend)
- Mounting heights of devices.
- Location and source of emergency stand-by power.
- Location of power source, panel numbers and breaker numbers for controlling components.
- Device locations and spacing including temperature rating and audible and visual characteristics.
- Location of auxiliary control devices. (e.g., door holds, gas shut-off, fan shut-down, dampers)
- Locations of other supervised alarm attachments. (e.g., tamper switches and waterflow switches, fire pump controller)
- List of all auxiliary fire pump supervisory components.
- Location for remote indicators for hidden devices.
- Wiring type, size, and number of conductors, protection and layout.

ADDITIONAL DETAILS REQUIRED:

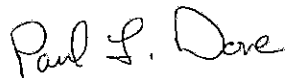
- Riser diagram.
- Stand-by battery calculations.
- Voltage drop calculations.
- Sub-Floor details (if applicable)
- Interface details with Special Hazard Suppression Systems (if applicable)
- Cross sections. (if applicable)

NOTE: All requested details noted above for paper submittals shall be included in plans submitted in electronic CAD format with accompanying (*pdf) manufacturer's equipment and device listings.

All submittals shall be a complete package submitted to the Coldwater Fire Department, Fire Marshal's Office prior to installation. Upon completion of the final acceptance testing inspection by the Coldwater Fire Department; the installing contractor shall provide the Coldwater Fire Department with the Certificate of Completion. The Coldwater Fire Department will generate an electronic inspection report and email it to your firm's contact person.

A copy of this notice has been distributed to the Branch County Electrical Inspector's Office for their records. Should you have any questions concerning this notice, please contact our offices.

In Fire Safety,



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