



UCD FIRE ALARM PLAN SUBMITTAL INTAKE CHECKLIST

UC Project Number: _____ Date: _____

Project Name: _____ Project Manager: _____

All fire alarm submittals must be complete, as incomplete submittals will delay the review process. The following checklist must be used to verify that your submittal is complete:

- Title block includes the contractor's name, address, telephone number and stamp of the contractor's C-16 license number.
- Title block includes project site address and University CAAN number.
- Title page includes an accurate legend of symbols for all fire alarm devices being installed. The legend must include the quantity and model number for each device.
- Title page includes the following statements:
 - The fire alarm system shall conform to Article 760 of the California Electrical Code. Installation of the fire alarm system shall not be started until detailed drawings and specifications, including current California State Fire Marshal listing sheets for each component of the fire alarm system, have been approved by the California State Fire Marshal and the University Fire Department.
 - A stamped set of approved fire alarm shop drawings shall be on the job site and used for installation. Any deviation from approved shop drawings, including substitution of devices, shall be approved by the State Fire Marshal and the University Fire Department prior to installation.
 - Any discrepancies between the drawings and the code or recognized standards shall be brought to the attention of the University Fire Department.
 - Upon completion of the installation of the fire alarm system, the contractor shall coordinate with other trades to test interconnection of the fire alarm system with other building systems and equipment. Once all functions indicated in the fire alarm system sequence of operations have been verified through testing by the installing contractor, an acceptance test must be performed in the presence of the University Fire Department. The acceptance test must successfully demonstrate all functions required in the contract.

- The drawings are stamped and signed by the design professional of record.
- Floor plans show the entire project area, all fire alarm devices (new and existing) and conduit and wire runs.
- Room number and use is indicated for all rooms or spaces.
- Device address is shown for all addressable devices.
- Conductor type, size and quantity are indicated for each conduit run.
- All fire rated walls within the project area are shown and identified.
- Point to point wiring details that indicate the interconnections between the items of equipment including interfaces to equipment supplied by others.
- Single line riser diagram with the circuit style indicated for all circuits.
- Complete interior wiring diagrams for the fire alarm control panel and interior modules, cards and power supplies.
- Technical data showing exact types and quantity of all fire alarm devices. Specific components on catalog cut sheets must be highlighted or otherwise identified. All equipment drawing alarm or supervisory current shall have documentation of the current draw highlighted in the submittal information.
- California State Fire Marshal listing sheet with current expiration date for each component.
- Battery calculation sheets for all fire alarm control panels and auxiliary power supplies. Battery calculation shall include all electrical requirements of the entire fire alarm system, including power consumption of the individual devices, both in alarm and supervisory modes.
- Voltage-drop calculations for all notification appliance circuits. Maximum voltage drop shall not exceed 10% of the system supply voltage.
- Annunciator text message and device address for each addressable device.
- Elevation drawing showing all fire alarm equipment enclosures and raceways on the wall where they will be installed. Panels must not be higher than 6 feet and system status displays should be at eye level (+60" AFF). No equipment or raceways may be located under a cabinet containing batteries.
- Wire list showing the wire type, gauge and conductor count for all wires and cables.
- Elevation details for manual pull stations and visual alarm signaling devices.

- Details and listing numbers of through penetration fire stop systems.
- Sequence of operations matrix showing how system will react to the activation of each type of device.
- Duct air velocity is indicated where each duct smoke detector employing the use of sampling tubes is installed.
- Air handling systems supplying more than 2,000 cubic feet per minute are shown on the drawings.