CHAPTER 11 – APPENDICES

APPENDIX 9 – INSTALLATION AND DOCUMENTATION OF SPRINKLER SYSTEMS AND FIRE ALARMS
Appendix 9  Installation & Documentation of Sprinkler Systems & Fire Alarms

Installation and Documentation of Fire Alarm and Sprinkler Systems

I am writing in response to a concern shared by many of us regarding the installation and documentation of fire alarm and sprinkler alarm systems. The following proposal has been crafted for your perusal and comments.

Whenever a fire alarm or sprinkler system has to be modified, added on to, or is newly installed, the following procedure should be considered: (also see attached KSFMO Fire Facts 031 and 045)

**Design Phase** The System Designer, i.e., the architect will design and submit drawings bearing the architect's professional seal to the Dept. of Fire Safety Inspections which will forward copies to the State Fire Marshals Office, Dept. of Architectural Services, and other appropriate agencies for technical review.

Comments: Occasionally the above-named offices may not be included in the plans review process and therefore may not be aware of a project's existence.

**Review Phase** After the plans have been reviewed and appropriate comments made, the plans should be returned to the System Designer for further review prior to proceeding on to the installation phase.

**Installation Phase** The system should be installed according to specifications the System Designer delineated on the drawings. The System Designer should monitor the installation process to insure that the plan designs are being adhered to.

**Acceptance Test Phase** Once installed, the system must be tested to insure that all components connected to the system during the installation process are functioning properly.

Comments: The "System Designer" (engineer), the "Installer" (Facilities Personnel or External Contractor), and the "Tester" (Fire Safety Officer responsible for monthly testing) should be present during the Acceptance Test Phase. During this phase, the "System Designer" will be on hand to answer system design questions as well as witness how well the overall system design is suited for this type of application and location. The "Tester" will have an opportunity to learn where the new components and system controls are located. The "Installer" will be available to answer any technical questions regarding the system operations.

**Documentation Phase** During this phase, the NFPA 72-25 form (applicable to fire alarm systems), or the NFPA 13-75 form (applicable to fire sprinkler systems), is completed by the Installer and the Tester should sign the appropriate NFPA documents. (see attached)

Note: The System Designer's professional seal on the plans should suffice as an acknowledgment of responsibility.

Signing the NFPA Forms – The Tester acts as witness and concurs with the Installer that the system functioned properly during the Acceptance Test. The Tester and the Installer signs the NFPA 13-75 (sprinkler systems) or 72-25 in the appropriate locations.

The System Designer will not be required to sign the NFPA document but should be present during the Acceptance Test.

**Documentation Dissemination Phase** After the appropriate NFPA documents have been completed, a copy should be retained by the Installer and the originals should be sent to the Dept. of Fire Safety Inspections for further dissemination to the State Fire Marshals Office, Dept. of Architectural Services and other agencies as required.