



## Menlo Park Fire Protection District Fire Prevention Bureau

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www.menlofire.org

### MENLO PARK FIRE PROTECTION DISTRICT FIRE ALARM SYSTEM INSTALLATION GUIDELINES

#### **I. Title or Cover sheet to include:**

- A. Address of alarm installation
- B. Phone number of alarm installation
- C. Contact person at alarm installation
- D. Occupancy classification of the building or area
- E. Type of construction of the building
- F. Whether or not the building is sprinklered
- G. Name, address and phone number for person designing the system
- H. What codes or standards the system is designed to (i.e., NFPA 72)
- I. Name, address and phone number and license number of the installing contractor.

#### **II. Equipment List to include:**

- A. Model number of the manufactures name for each device
- B. Quantities of each type of device
- C. Description of each device (i.e., heat detector, ionization detector, duct detector, control unit, etc.)
- D. California State Fire Marshal's listing number and listing sheet with renewal number.
- E. Mounting requirements (wall, ceiling, flush, etc.)
- F. Symbols to be used on drawings, along with legend
- G. Manufactures' cut sheet should be included

#### **III. Drawings:**

- A. Floor plan showing:
  1. Device(s) location
  2. Type of device(s)
  3. Control(s) location
  4. Conduit connection and size
    - a. Surface mounted installation
    - b. Semi-flush mounted installation
    - c. Flush mounted installation
  5. Type and size of wire or cable
  6. Exterior mounted device, Weatherproof
- B. Point to Point system wiring diagram showing:

1. Interconnection of identified devices and controls
2. Type of power feed to the control panel
3. External connection of modules in control panel

C. Fire Alarm System Riser Diagram

D. Alarm Circuit load consumption of furthest alarm circuits on drawing showing:

1. Quantity of bells on furthest circuit and current consumption
2. Length of furthest circuit and resistance of wire

**IV. Attachment to Drawings:**

A. Battery calculation sheet showing:

1. Standby power consumption of all current drawing devices times the required by minimum requirements of NFPA

- a. Power consumption of control panel modules
- b. Power consumption of all devices on standby, including door holder, relays, etc.

2. Alarm power consumption of all current drawing devices time the minutes required by minimum requirement of NFPA

- a. Add power consumption of all operating signals, lights, relays, etc.
- b. Omit power consumption of door holders, etc.
- c. Formula format for battery calculation.

B. Sequence of operating instructions:

1. Step by step instruction for the operation of each type of initiating device in the system including reset.

C. Sequence of test inspection operating instructions:

1. Identify monitoring company
2. Identify what auxiliary function switches or devices are to be disconnected before testing is to be started.
3. Selection of operation of at least one type of device in each initiating circuit as outlined in "Sequence of Operation".
4. What functions are to take place upon operation of selected device.
5. Identification of equipment supplier and installer.

D. State Fire Marshal's listing sheets for each device or component

**V. General Requirements:**

- A. Drawings and attachments should be clearly labeled and legible
- B. Stick on dots or similar materials are not acceptable
- C. Submit at least two copies of all drawings and attachments.
- D. Contact the Building Department with regards to any additional permit which may be required
- E. All drawings must be to scale, and scale clearly indicated.
- F. Failure to provide any of the pertinent information listed in these guidelines will result in plans being rejected.