

Plan Review and Inspection Procedure for Design & Construction and Facilities Management

Responsible Administrator: Campus Fire Marshal
Revised: October 2023

Summary: This section outlines the policy and procedures related to Fire and Life Safety Plan Review and Inspection Procedure for Design & Construction and Facilities Management that are administered through the Environmental Health and Safety (EHS) Department.

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1. Program Description

This program serves as a guideline for Design & Construction Services (D&CS) & Facilities Management (FM) projects involving State Fire Marshal (SFM) required plan review and inspection/testing of renovations and new construction projects at the University of California, Irvine (UC Irvine). By establishing these criteria, UC Irvine strives to receive the highest quality of construction workmanship on all construction projects while optimizing the performance of facility fire and life safety systems. UC Irvine’s Environmental Health and Safety (EHS), D&CS and FM will work together to implement and accomplish the goals of this program.

2. Scope

This program applies to all new construction and renovations projects on the grounds at UC Irvine. Coordinating plan review, field inspection requests, conducting inspections, and closing out projects are the responsibilities of both the EHS Designated Campus Fire Marshal (DCFM) D&CS and FM project manager.

3. Definitions

- **Campus Fire Marshal (CFM)** – The CFM is a campus representative who has the responsibility and authority to enforce fire and life safety requirements in all UC Irvine facilities.
- **Designated Campus Fire Marshal (DCFM)** – At UC Irvine, the State Fire Marshal (SFM) has delegated the Designated Campus Fire Marshal (DCFM) and assigned representatives as the Authority Having Jurisdiction (AHJ) for plan review and construction inspections. The DCFM also has the responsibility and authority to enforce SFM regulations and requirements elsewhere on campus.

- **Fire Life Safety Systems** – Comprised of building systems intended to alert and protect occupants of fire dangers and other related perils. These systems help to preserve life and property by protecting a building or facility against fire hazards. These systems include, but are not limited to, smoke control systems, fire alarm detection and notification systems, fire sprinkler systems, and building construction design to protect occupants in the event of a fire.
- **Inspector of Record (IOR)** – A D&CS/FM employee who is assigned to record all construction activities and observations that occur on a specific construction site.
- **National Fire Protection Association (NFPA)** – A non-profit educational and technical association that educates and develops fire protection standards for protection of life and property.
- **Notice to Proceed (NTP)** – A notice issued from D&CS/FM Contracts Department to the Contractor that a project may proceed to the construction phase.
- **Project Manager (PM)** – A D&CS/FM employee who is assigned to manage a FM construction project.
- **Request for Information (RFI) Form** – A form used by the contractor which is sent to D&CS/FM to gather additional information about the construction project.
- **SFM Fire Safety Correction Notice (Form EN-11)** – A form provided to the construction site Inspector of Record (IOR) from the DCFM that indicates deficiencies and or hazards in need of correction by the General Contractor or Subcontractor.
- **SFM Inspection Report (Form EN-2)** – A form provided to the construction site IOR from the DCFM that indicates no deficiencies or hazards were identified during the inspection.
- **Submittal** – A proposed plan or specification for various parties' (EHS, Facilities Management) review and approval.

4. Responsibilities

- Facilities Management Project Services Department (FMPSD) is responsible for:
 - Ensuring that all project construction follow D&CS/FM department processes and that projects have been properly implemented;
 - Ensuring that all projects that affect fire and life safety systems have been inspected;
 - Assigning project managers (PM) and inspectors of record (IOR) to each construction project on campus;
 - Providing training and resources to PM's and IOR's related to construction safety and fire safety; and
 - Assisting EHS in the implementation of this program.
- D&CS/FM Project Managers (PM) are responsible for:
 - Scheduling and conducting the Scope / Design meetings with the Designated Campus Fire Marshal (DCFM) and other EHS staff members as necessary;
 - Submit "EHS Plan / Document Review Transmittal Form, (Appendix A)" and obtain DCFM approval before sending project to D&CS, FM Contracts Department;

- Conduct bi-monthly meetings with DCFM and other D&CS, FM departments to review project status;
 - Reviewing inspection and non-conformance reports for outstanding items;
 - Reviewing outstanding action items with the DCFM in order to agree upon project completion;
 - Communicating to the Project IOR regarding EHS issues on their construction project;
 - Assisting EHS in the implementation of this program.
- D&CS/FM Project Inspector of Record (IOR) is responsible for:
 - Scheduling project inspections with the DCFM at least 48 hours in advance;
 - Communicating on a timely basis to the DCFM about rescheduling or canceling inspections;
 - Ensuring all necessary items have been completed before the start of the inspection;
 - Obtaining the DCFM approval for all SFM required inspections;
 - Ensuring that all necessary paperwork is approved, and all necessary signatures have been obtained;
 - Verifying that there are no outstanding DCFM requests;
 - Assisting the PM and DCFM during the project closeout process;
 - Assisting EHS in the implementation of this program.
- Designated Campus Fire Marshal (DCFM) or assigned representative(s) is responsible for:
 - Conducting SFM required inspections;
 - Testing building construction and approving all fire and life safety systems;
 - Working in conjunction with the D&CS, FM, PM's, IOR's, and Construction Contractors;
 - Approving construction projects for: "Beneficial Occupancy," "Substantial Approval" or "Fire Clearance;"
 - Serving as a fire and life safety technical resource to Facilities Management;
 - Implementing this program for all renovations and new construction projects on campus.
- Environmental Health and Safety (EHS) is responsible for:
 - Coordinating construction safety and fire safety training to D&CS/FM, if necessary;
 - Reviewing EHS Plan / Document Review Transmittal Form, (Appendix A) when requested by the PM;
 - Coordinating construction and fire safety training to D&CS/FM, if necessary;
 - Serving as an EHS technical resource to D&CS/FM;
 - Coordinating and conducting inspections of existing buildings on campus.

5. Program Components

The procedure to initiate a plan review, construction project site inspection and/or test, and the closing out of a project is described in the following process:

- Plan Review
 - The DCFM shall review all D&CS and FM projects. The PM must submit to the DCFM the project scope and associated documents via the "EHS Plan/ Document Review Transmittal" form. The DCFM shall attend design meetings when requested by the PM. Once the project is approved by the DCFM the project can be sent to D&CS/FM Contracts for processing.
- D&CS/FM and General Contractor Pre-Construction Meeting
 - Before the commencement of any project, a Project Pre-Construction Meeting is held between FM and the Contractor. During this meeting, the project criteria is set and scheduled. This meeting is conducted after the Notice to Proceed (NTP) is sent to the Contractor. PM may request DCFM to attend Pre-Construction meeting if needed.

- Construction User's Meeting
 - The DCFM shall periodically, or upon request of the Project IOR or PM, attend the project user's construction meetings to provide fire and life safety technical consultation (e.g., fire access and egress, fire main service, exiting, rated construction, building fire safety systems, through penetrations, fire stopping, and other EHS issues). The IOR or the PM shall schedule these meetings with the DCFM on the DFA calendar system at least 24 hours before the meeting in available time slot on the calendar.
 - D&CS/FM shall forward all project meeting minutes to the DCFM for review.

- Pre-DCFM Inspections
 - The D&CS/FM Project IOR will inspect the construction area to ensure it is ready for inspection or testing by the DCFM.
 - Once the Project IOR has determined that the construction is acceptable, the Project IOR will schedule the DCFM on DFA calendar system. The inspection request should be sent 48 hours prior to the requested inspection time.
 - If for some reason the DCFM must cancel the requested inspection, the DCFM must notify the project IOR as soon as possible and reschedule the inspection.
 - For same day or next day Request for Inspections, the Project IOR must call the DCFM to schedule an inspection time.
 - The DCFM has 24 hours to respond to the Request for Inspection by accepting the Outlook calendar request. An email confirmation will be sent back to the IOR from the DCFM to confirm the inspection request and time.
 - When the project IOR is scheduling the DCFM inspection, he or she must include a minimum of 30 minutes to review plans and/or the submittal at the construction site and adequate time for the physical inspection.

- DCFM Inspection
 - The DCFM will walk the job site with the Project IOR after both parties agree to the scope of the inspection.
 - Both the DCFM and the Project IOR will take notes of corrections or comments identified during the inspection.
 - If during the inspection either the DCFM or the Project IOR feel that the project site is not ready for inspection, either party may cancel the inspection and the Project IOR will reschedule the inspection.
 - If during the inspection the DCFM has questions regarding the construction, he or she will only address the questions to the Project IOR, not to the Contractor or subcontractors.

- DCFM Report
 - The DCFM must use the SFM's Notice of Correction, EN-11 form (Appendix B) to document items for correction following all site inspections and tests. The DCFM may also use the SFM Inspection Report, EN-2 form (Appendix C) if no corrective action is required from the inspection. The DCFM shall have 48 hours to provide the Project IOR a completed SFM Report and shall include the following:
 - The DCFM will type an electronic SFM Report and electronically send it or deliver a hard copy to the Project IOR.
 - The Project IOR will then sign the SFM Report and make a copy for his or her records.
 - If an authorized representative of the DCFM has performed the site inspection or test, he or she will take the original SFM Report to the DCFM for his or her signature.
 - The Project IOR will use the photocopied report to follow up and complete all action items and recommendations.
 - The original SFM Report will be available at the EHS building if desired.

- Required inspections and tests to be performed by the DCFM include, but are not limited to:
 - General
 - Review of construction site roads and fencing for fire department access
 - Approved plans in IOR's office or on site – stamped by CFM
 - Underground Fire Lines
 - Underground fire service material inspection – piping, fittings, and hardware etc.
 - Underground fire service inspection of thrust blocks, depth of bury, and trace wire
 - Underground fire service hydrostatic test – this includes the FDC
 - Underground fire service flush test
 - Sprinkler & Standpipe Systems
 - FDC signage and labeling
 - Fire pump acceptance test
 - Structural steel sprayed on fire proofing inspection
 - Sprinkler & standpipe material inspection – piping, welds, grooves, etc.
 - Sprinkler & standpipe rough-in inspection
 - Sprinkler & standpipe hanger and seismic bracing inspection
 - Sprinkler & standpipe pipe clearance thru walls and floors
 - Sprinkler & standpipe number, type, and arrangement of heads
 - Sprinkler & standpipe hydrostatic test – with all heads and drops installed
 - Sprinkler & standpipe flow test
 - Sprinkler & standpipe drain location inspection
 - Sprinkler & standpipe test flow switch, drain, tamper and supervision
 - Standpipe flow approval
 - Final approval of sprinkler from DCFM
 - NFPA 13 certificate of completion
 - Fire Resistive Assemblies
 - Framing inspection of rated walls and shafts
 - Through-wall penetrations and fire stopping - corridor, shafts, stairways, elevators, occupancy walls, area separation walls, floors etc.
 - Joint penetration – curtain walls, expansion joints, floors, walls, slip track etc.
 - Roof covering
 - Back-to-back boxes in rated walls
 - Rated recess and success panels/doors
 - Opening protection- area separation walls, roll down doors, corridors, walls, ceiling, exterior walls etc.
 - HVAC
 - Fire/Smoke dampers testing and inspection of angles, labels, screws, bolts, fusible links, and “S” clips, and access doors, duct detector location, and automatic shutdown etc.
 - Duct detector air differential pressure test
 - Automatic Extinguishing Systems
 - Automatic extinguisher systems test – i.e., FM200, kitchen hood system, fume hood, CO2, dry/wet chemical etc.

- Fire Alarm
 - Fire alarm rough-in
 - Fire alarm strobe candela verification
 - Fire alarm inspection and testing – test all devices & appliances, audibility/visual verification, main panel & annunciator panel test, elevator recall, flow & tamper, smoke & duct detectors, battery test, panel supervisory test, roll down/won door, fire pump supervision, smoke evacuation test etc.
 - NFPA 72 certificate of completion
 - Final approval of fire alarm system from DCFM
 - Exiting
 - Exiting verification – widths per approved plans
 - Exit sign inspection
 - Emergency light inspection to public way
 - Stair – rise and run, handrail and guardrails
 - Signs – maximum occupancy, evacuation, and emergency signs
 - Emergency Generator
 - Emergency generator acceptance test
 - Doors
 - Fire rated door inspection – frames, smoke gaskets, label, hardware, swing, rated glass, panic hardware, door/frame clearances etc.
 - Miscellaneous
 - Fire extinguisher location – portable extinguisher verification and cabinet rating if required
 - Interior finishes – walls, floors, and ceilings
 - Medical gas inspection – pressure test, label, and valve location
 - Know box inspection – location, height, and number of keys (prior to occupancy)
 - Comprehensive building final inspection leading to substantial completion
- Project Closeout Inspection and Report
 - The California State Fire Marshal Fire and Life Safety Checklist (Appendix D) may be used to assist in the Closeout Procedures. All SFM required documentation must be reviewed and signed by the PM, the Project IOR, and the DCFM before final substantial completion, beneficial occupancy or Fire Clearance can be granted.
 - The following is a list of documentation and conditions to be reviewed prior to Financial Closeout:
 - All inspection requests must be completed and signed by the DCFM or Fire Inspector;
 - All SFM forms must be completed and signed by the DCFM or Fire Inspector;
 - All detail plans for all fire penetrations and fire rated assemblies have been reviewed, approved, and signed by the DCFM or Fire Inspector;
 - Approved plans and documents have been reviewed and filed;
 - All appropriate RFI's have been reviewed and approved by the DCFM or Fire Inspector;
 - The California State Fire Marshal Fire and Life Safety Checklist must be reviewed, completed, and signed by the DCFM or Fire Inspector, if applicable;
 - Documentation of inspections and tests are completed and signed for acceptance and occupation by the DCFM or Fire Inspector;

- The NFPA 13 “Record of Completion” form for the fire sprinkler systems is accepted and signed by the DCFM or Fire Inspector; and
- The NFPA 72 “System Record of Completion” form for Fire Alarm Systems is accepted and signed by the DCFM or Fire Inspector.

6. Reporting Requirements

All DCFM project records and documentation are maintained in the EHS Building Fire Division files.

7. References

Title 24 California Code of Regulations (24CCR) California Fire Code (CFC)
National Fire Protection Association (NFPA 72 and/or 13)

Appendices:

A – EHS Plan / Document Review Transmittal Forms FM, D&CS

B – State Fire Marshal’s Notice of Correction, EN-11 Form

C – State Fire Marshal’s Notice of Correction, EN-2 Form

D – California State Fire Marshal Fire and Life Safety Checklist

UNIVERSITY OF CALIFORNIA, IRVINE – ENVIRONMENTAL HEALTH SAFETY
EHS Plan/Document Review Transmittal
Fire Safety Division

4600 Health Sciences Road, Irvine, CA. 92697-2725 Main Office (949) 824-6200, Fax: (949) 824-8539

DATE RECEIVED AT EH&S:	DATE RETURNED TO Facilities Management
EH&S ID:	

FACILITIES MANAGEMENT

1a.) FM Requested Due Date: _____ 1b.)EHS Due Date: _____

2) Project Number: _____

3) Building Name: _____

4) Project Name: _____

5) Scope of Work: _____

6) Building Type / Occupancy _____

7) BACK CHECK: YES NO BY: (PRINT) _____

8a.) Project Manager: _____ 8b.) Phone: _____

9) ANSWER "YES" OR "NO" TO EACH OF THE FOLLOWING QUESTIONS.

<i>(Items A Thru G relate to the "SCOPE OF WORK")</i>		YES	NO
A.	A new building?	<input type="checkbox"/>	<input type="checkbox"/>
B.	Sqft. Added to (E) building?	<input type="checkbox"/>	<input type="checkbox"/>
C.	Change of existing floor plan?	<input type="checkbox"/>	<input type="checkbox"/>
D.	Civil, Mechanical, plumbing or electrical?	<input type="checkbox"/>	<input type="checkbox"/>
E.	Fire alarm and detection system?	<input type="checkbox"/>	<input type="checkbox"/>
F.	Fire extinguishing systems?	<input type="checkbox"/>	<input type="checkbox"/>
G.	Requests for the review of specific EH&S departments are indicated on page 2 of this document.	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS ATTACHED:	DOCUMENT STATUS:	REQUEST TO CFM:
<input type="checkbox"/> Plans	<input type="checkbox"/> Preliminary Review	<input type="checkbox"/> Comments & Corrections
<input type="checkbox"/> Specifications	<input type="checkbox"/> 50% Review	<input type="checkbox"/> Approval Stamp
<input type="checkbox"/> EH&S Redlines	<input type="checkbox"/> 90% Review	<input type="checkbox"/> Approval for Contracts
<input type="checkbox"/> Addendum	<input type="checkbox"/> 100% Review	<input type="checkbox"/> Other: _____

FIRE MARSHAL COMMENTS: _____

Job Complete? YES NO Date: _____

Print Name: _____ Signature: _____

Environmental Health Safety Review Items

Biosafety/Other:

- Animal Care Facilities/Vivarium
- Autoclaves
- Biosafety Cabinet (BSC)
- Biohazard/Biological Agent/Materials

- BSL2/BSL3
- Cold Room
- Recombinant DNA
- Select Agents

YES NO

- Tissue Culture

Contact: Christine Tafoya
44365 or, Judi Abegania 44170

Plan Reviewer Comments: _____

Chemical Safety

- Chemicals
- Chemical Cabinets
- Chemical Storage
- Clean Room

- Compressed Gases
- Corrosive Cabinet
- Eyewash
- Flammable Cabinet

YES NO

- Fume Hood
- Glove Box
- Laboratory
- Safety Shower

Contact: Amir Irannejad 49104,

Plan Reviewer Comments: _____

Environmental Management:

- Emergency Generator
- Hazardous Waste
- Oil Filled Equipment >55 gallons

- Stormwater Management
- Aboveground and Underground Storage Tanks
- Boilers & Water Heaters

YES NO

- Air Conditioners
- Chillers
- SF6 Switchgear

Contact: Kirk Matin – 44578

Plan Reviewer Comments: _____

Fire Alarm:

- Fire Alarm Modification
- Fire Safety Work Order Required for Support

YES NO

Contact: Jim Bola – 49929

Plan Reviewer Comments: _____

Fire Sprinkler:

- Fire Sprinkler Modification
- Fire Sprinkler and Fire Safety Work Orders Required for Support

YES NO

Contact: Brian Ohnewehr– 41446

Plan Reviewer Comments: _____

Industrial Hygiene:

- Asbestos-containing Materials
- Clean Room
- Contractor Chemicals
- Food Facilities

- Fume Hoods/Local Exhaust Ventilation
- Indoor Environmental Quality- Chemicals, Noise, Dust
- Lab. Ventilation System-Noise & Dust
- Lead-based or Lead –containing surfaces

YES NO

- Mold
- Food Facilities/Restaurants
- Water Quality/Chlorination

Contact: Alvin Samala – 44817

Plan Reviewer Comments: _____

Radiation:

- Laser Equipment/Magnets
- Radiofrequency/Microwave Antennas
- Particle Accelerators/Room Shielding

- Radioactive Materials Use/Hoods
- Reactor Facility, Rowland Hall
- X-Ray Machine Use/Room Shielding

YES NO

Contact: Bridgette Neri – 43589
or Kirk Matin – 44578

Plan Reviewer Comments: _____

Safety:

- Arc Flash Labeling
- Control of Hazardous Energy (LOTO)
- Electrical (Low/High Voltage)
- Fall Protection

YES NO

Contact: Jennie Wung 949 880 4270, or

Plan Reviewer Comments: _____

Blaise Bautsch – 49940

UCI – ENVIRONMENTAL HEALTH SAFETY

Plan/Document Review Transmittal Sheet, Fire Safety Division
 4600 Health Sciences Road, Irvine, CA. 92657-2725 Main Office Number (949) 824-6200,
 Fax (949) 824-8539

EHS Use Only

DATE RECEIVED AT EHS	DATE RETURNED TO D&CS
EHS ID#	Attn: Todd Krzysko, Ext. 4-6630
EHS DUE DATE:	<i>D&CS Processor/Date – Outgoing:</i>
	<i>D&CS Processor/Date: - Incoming:</i>

DESIGN AND CONSTRUCTION

(FILL OUT FORM ITEMS COMPLETELY)

1) PROJECT NUMBER:		2) REQUESTED DUE DATE:	
3) PROJECT NAME:			
4) SCOPE OF REQUESTED REVIEW:			
4a) FOR RECORD ONLY: YES: <input type="checkbox"/> NO: <input type="checkbox"/>		5) BACK CHECK: YES: <input type="checkbox"/> NO: <input type="checkbox"/>	
6) PROJECT MANAGER:		7) PHONE:	
8) CHECK THE BOX NEXT TO THE TYPE OF DOCUMENT BEING SUBMITTED AND INDICATE THE DOCUMENT NAME/TITLE IN THE ADJACENT SPACE.			
<input type="checkbox"/> RFI			
<input type="checkbox"/> SUBMITTAL:			
<input type="checkbox"/> OTHER:			
9) ANSWER "YES" OR "NO" TO EACH OF THE FOLLOWING QUESTIONS.			
* (Items A Thru G relate to the "SCOPE OF REQUESTED REVIEW")		YES	NO
A	FIRST-TIME PROJECT SUBMITTAL?		
B	SQ.FT. ADDED TO EXISTING BUILDING?		
C	CHANGE OF EXISTING FLOOR PLAN?		
D	CHANGE(S) TO CIVIL, MECHANICAL, PLUMBING, OR ELECTRICAL?		
E	CHANGE(S) TO FIRE ALARM & DETECTION SYSTEM?		
F	CHANGE(S) TO FIRE EXTINGUISHING SYSTEMS?		
G	REQUESTS FOR THE REVIEW OF SPECIFIC EH&S ITEMS ARE INDICATED ON THE BACKSIDE OF THIS SHEET.		
* Fire Marshal Comments :		For EHS USE ONLY	

Submittal Complete? YES NO SFM

Signature: _____

Environmental Health Safety Review Items

Biosafety/Other:

- Animal Care Facilities/Vivarium
- Autoclaves
- Biosafety Cabinet
- Biohazard/Biological Agent/Materials
- BSL2/BSL3
- Cold Room
- Recombinant DNA
- Select Agents

YES NO

- Tissue Culture

Contact: Christine Tafoya – 44365 or Judi Abegania – 44170 or Sandra Conrad – 46982

Plan Reviewer Comments: _____

Chemical Safety:

- Chemicals
- Chemical Cabinets
- Chemical Storage
- Clean Room
- Compressed Gases
- Corrosive Cabinet
- Eyewash
- Flammable Cabinet
- Fume
- Glove Box
- Laboratory
- Safety Shower

YES NO

Plan Reviewer Comments: _____

Amir Irannejad - 49104, Alvin Samala- 44817

Environmental Management:

- Emergency Generator
- Hazardous Waste
- Oil Filled Equipment >55 gallons
- Stormwater Management
- Aboveground and Underground Storage
- Boilers & Water Heaters
- Air Conditioners
- Chillers
- SF6 Switchgear

YES NO

Plan Reviewer Comments: _____

Contact: Kirk Matin – 44578

Fire Alarm:

- Fire Alarm Modification
- Fire Safety Work Order Required for Support

YES NO

Plan Reviewer Comments: _____

Contact: Jim Bola – 49929

Fire Sprinkler:

- Fire Sprinkler
- Fire Sprinkler and Fire Safety Work Orders Required for Support

YES NO

Plan Reviewer Comments: _____

Contact: Brian Ohnewehr- 41446

Industrial Hygiene:

- Asbestos-containing Materials
- Clean Room
- Contractor Chemicals
- Food Facilities
- Fume Hoods/Local Exhaust
- Indoor Environmental Quality- Chemicals, Noise,
- Lab. Ventilation System-Noise &
- Lead-based or Lead-containing surfaces
- Mold
- Food
- Water Quality/Chlorination

YES NO

Plan Reviewer Comments: _____

Contact: Alvin Samala – 44817

Radiation:

- Laser
- Radiofrequency/Microwave Antennas
- Particle Accelerators/Room Shielding
- Radioactive Materials Use/Hoods
- Reactor Facility, Rowland Hall
- X-Ray Machine Use/Room Shielding

YES NO

Plan Reviewer Comments: _____

Contact: Bridgette Neri - 43589 or Kirk Matin – 44578

Safety:

- Arc Flash Labeling
- Control of Hazardous Energy (LOTO)
- Electrical (Low/High Voltage)
- Fall Protection

YES NO

Plan Reviewer Comments: _____

Contact: Jennie Wung - 949 880 4270, Blaise Bautsch – 49940

Appendix B – State Fire Marshal’s Notice of Correction, EN-11 Form



STATE OF CALIFORNIA – NATURAL RESOURCES AGENCY
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
 FIRE AND LIFE SAFETY DIVISION
 EN-11 (03-11)



FIRE SAFETY CORRECTION NOTICE

SFM FILE NUMBER 17 – 30 – 03 – 0002 – XXX - 0	UCI PROJECT NUMBER	REPORT #
NAME OF FACILITY University of California Irvine		Page of
NAME OF BUILDING		
ADDRESS		
ACCOMPANIED BY (Name, Title)		

The California Health and Safety Code and the State Fire Marshal’s regulations require the following fire safety deficiencies be corrected.

The above deficiencies are to be corrected within 30 days. If you have any questions, contact the Campus Fire Marshal at (949) 824-9665. Environmental Health & Safety 4600 Health Sciences Road, Irvine, CA 92697-2725.

PREPARED BY	DATE OF NOTICE
RECEIVED BY	ISSUED BY (Designated Campus Fire Marshal)

I certify that all deficiencies outlined above have been corrected.

SIGNATURE: _____ **DATE:** _____

Appendix C - State Fire Marshal's Notice of Correction, EN-2 Form



STATE OF CALIFORNIA – NATURAL RESOURCES AGENCY
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
 FIRE AND LIFE SAFETY DIVISION
INSPECTION REPORT
 EN-2 (12/08)



INSPECTION REPORT

SFM FILE NUMBER 17-30-03-0002-XXX-370-0		UCI PROJECT NUMBER XXXXXX	REPORT #
NAME OF FACILITY University of California Irvine		Page 1 of 1	
NAME OF BUILDING XXXXXXXXXX			
ADDRESS			
ACCOMPANIED BY (Name, Title)			
PREPARED BY XXXXXXXX-Campus Fire Inspector		DATE OF INSPECTION	
RECEIVED BY		DATE	

Appendix D – California State Fire Marshal Fire and Life Safety Checklist



FIRE AND LIFE SAFETY INSPECTION CHECKLIST

UNIVERSITY of
CALIFORNIA
IRVINE

FACILITY NAME: _____

PROJECT NUMBER: _____

FIELD REVIEW OF PLANS:

- Approved contract drawings on site

UNDERGROUND FIRE LINES:

- Approved plans on site
 Material inspection
 Depth of bury & thrust blocks
 Hydrostatic test
 Flush
 Tracer wire verification
 Hydrant orientation
 FDC orientation
 NFPA 24 certificate of Completion
 Complete x _____

STRUCTURAL STEEL PROTECTION:

- Fire proofing approved plans on site
 Fire proofing lab reports
 Fire proofing material inspection
 Inspect for Trade Damage
 Complete x _____

SPRINKLER & STANDPIPE SYSTEMS:

- Approved plans on site
 Sprinkler rough-in inspection
 Flush of lead-in & FDC
 Hydrostatic test (shell/floor)
 Hydrostatic test final
 Drain location & function
 FDC identification sign
 PIV identification sign
 Hangers
 Seismic bracing
 Pipe clearance thru walls & floorings
 Number, type & arrangement of heads
 Test flow, drain, tamper & supervision
 Spare head box
 Calc plates
 Standpipe pumper truck flow approval
 Fire Pump Test
 Approval fire sprinklers
 NFPA 13 certificate of completion
 NFPA 14 certificate of completion
 Complete x _____

HVAC:

- Damper install, instruct, on site
 Location of access door for inspection
 Damper Angle inspection
 100% smoke damper test by DCFM
 100% Fire damper test by IOR
 10% fire damper drop test by DCFM
 Location of duct detector for auto shutdown
 Test Automatic Shutdown
 Air balance complete & report
 Complete x _____

AUTOMATIC EXTINGUISHING SYSTEMS:

- Approved plans on site
 Chemical Type _____
 Pipe pressure test
 Protection of floor penetrations
 Protection of wall penetrations
 Final AES approval
 Complete x _____

FIRE ALARM SYSTEM:

- Approval plans on site
 Rough-in Inspection
 Test all devices 100%
 Smoke Detector Test
 Heat Detector Test
 Audio/visual notification throughout
 Test of supervision
 Panel test
 Candelas verified
 24 hour back-up battery test
 48 hour battery recharge test
 Duct detector magnelic test/area detection
 Verify "Sequence of Operation"
 Shunt trip test & supervisory alarm
 Elevator recall
 Roll down / Won - door
 Fire pump supervision
 Smoke control system
 Auto extinguishing system supervision
 Fire Alarm Panel "Inside Sign"
 Phone line test with Central station
 Final fire alarm approval
 NFPA 72 certificate of completion
 Complete x _____

FIRE RESISTIVE ASSEMBLIES:

- Framing inspection of walls and shafts
 Roof coverings
 Wall fire stopping inspection
 Shaft fire stopping inspection
 Floor fire stopping inspection
 Elevator shaft construction / fire stopping
 Back to back electrical junction boxes
 Rated recessed Panels
 Access Doors
 Door / Window Installation
 Attic Draft Stops
 Fire Blocking
 Complete x _____

DOORS:

- Door frame gap
 Smoke gasket
 Door hardware
 Fire Rated Door & Frame Labels
 Door swing
 Self-close and latch
 Card Key Access/Fail open egress
 Complete x _____

EXITING:

- Exit signs rough-in inspection
 Exit final inspection
 Low level exit signs & marking
 Emergency lighting to a public way
 Stair – rise & run
 Stair – Handrails
 Guardrails <42" a.f.f.
 Complete x _____

EMERGENCY GENERATOR:

- Load bank test (4 hours total)
 Annunciator location
 Start up & transfer
 Exit sign illumination
 Safety indications
 Shutdowns per NFPA 110
 Emergency egress lighting
 Fire alarm paging & phones
 Complete x _____

SIGNAGE:

- Evacuation signs
 Tactile exit signs
 Exit route signs
 Room numbers
 Max occupancy signs
 Complete x _____

MISCELLANEOUS:

- Interior finishes
 Rescue Windows
 Fire-treated retardant wood
 Knox Box keys
 Portable fire extinguishers
 40bc (Type K) Fire extinguisher in kitchens
 Building address
 800MHz Radio Testing complete
 Complete x _____

 DCFM Approval

PROJECT CLOSEOUT:

C:\Users\shane\Desktop\Website Documents - New Template\Fire Team - Eric Gardner\Originals\Fire and Life Safety Plan Review and Inspection Procedure for Design & Construction and Facilities Management.doc\Plan Review and Inspections FM

Temporary Certificate of Occupancy Certificate of Occupancy Substantial Completion