

MEMORANDUM 2000 - 16

To: Licensed Architects
Licensed Engineers
Licensed Fire Alarm Contractors
Licensed Fire Suppression Contractors
Boyd Petty, Supervisor of Licensing and Fire Information
Marc Reech, Regional Manager of Fire & Safety/Arson
Stephen Gogreve, Regional Manager of Fire & Safety/Arson
Pat Day, Supervisor of Health Care Inspections
Plan Review Staff

From: Jean Carter, Architect Supervisor
Henry Reed, Architect Supervisor
Don Zeringue, Architect Supervisor

Approved by: Mark F. Gates, Deputy Assistant Secretary

Date: August 18, 2000

Re: Fire Alarm Service Calls

This office has become aware of the potential delays and added costs to building owners, for work involving the submittal and review process for service calls to an existing building fire alarm system. Many times, during a routine inspection or site visit by a licensed fire alarm contractor, minor deficiencies may be detected in the field, and these deficiencies have the potential of being remedied at that same visit. However, because of the requirement that a fire alarm system exemption review request be submitted to and processed by this office, the work has been delayed in the past. Therefore, the contractor must make a second trip to rectify the deficiency(ies), subsequent to our review.

In order to circumvent these potential delays and costs associated with service calls to an existing fire alarm system, this office hereby relieves all licensed fire alarm contractors from the requirement to submit an exemption request for a "very minor service call". A "very minor service call" is defined as follows:

Work that involves the replacement of a maximum of three (3) devices within an existing fire alarm system. Devices are limited to heat detectors, smoke detectors, water flow/pressure switches, manual pulls, horns, strobes, and horn/strobe combinations.

Please be advised that if the service call work involves four (4) or more devices, then a fire alarm modification request for exemption form shall be submitted to the State Fire Marshal's Office within twenty-four (24) hours after the service call has been completed.

Alarm panel replacements are **not applicable** for this limited relief from submittal. Panel changes must be submitted as a full review or pursuant to the March 4, 1998 memorandum.

All "in-kind", exact replacements of existing devices, including fire alarm control panels, are considered maintenance and, therefore are not required to be submitted to this office.

The intent of this revised policy is to save building owners time and money for subsequent service calls, by allowing submittal relief to the fire alarm contractors, under the auspices of their licensing authority. If this office determines that this policy is abused by the distribution of larger amounts of fire alarm revision work over time, then this "relief" policy will be modified or rescinded.

JCC/mcm

Cc: Michael C. McLean Staff Fire Alarm Specialist
Sherri Montagnino, Imaging Files

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