



BOBBY JINDAL
GOVERNOR

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



H. BUTCH BROWNING
STATE FIRE MARSHAL

INTERPRETIVE MEMORANDUM 2009-03

To: LA Licensed Architects
LA Licensed Engineers
Licensed Locksmiths
Licensed Burglar Alarm Contractors
Arkansas, Louisiana and Texas Locksmith Association
Louisiana Life Safety and Security Association
Louisiana Automatic Fire Alarm Association
Licensed Fire Alarm Contractors
Chief Dan Wallis, Deputy Asst Fire Marshal Enforcement/Emergency Services
Felicia Cooper, Deputy Asst Secretary/Plan Review
Boyd Petty, Manager
Stephen Gogreve, Manager
Pat Aronstein, Manager
Plan Review Staff

From: Don Zeringue, Chief Architect/Plan Review

Approved by: Chief Butch Browning, State Fire Marshal

Date: October 1, 2009

RE: **SPECIAL LOCKING ARRANGEMENTS - REQUEST FOR INSTALLATION**

(NOTE: This Memorandum replaces IM 2006-03 dated March 8, 2006)

This memorandum is intended to clarify the requirements for submittals to this office for proposed special locking system installations. Please note that only the following types of special locking arrangements are permitted:

1) DELAYED-EGRESS LOCKS

DELAYED-EGRESS LOCKS, where permitted by the applicable occupancy chapter, must comply with ALL applicable requirements of NFPA 101. NOTE: Emergency lighting is required at doors equipped with DELAYED-EGRESS LOCKS. Only one delayed-egress lock is permitted in any path of egress to public way in Healthcare and Residential Occupancies.

2) ACCESS-CONTROLLED EGRESS DOORS

ACCESS-CONTROLLED EGRESS DOORS, where permitted by the applicable occupancy chapter, must comply with ALL applicable requirements of NFPA 101. NOTE: ACCESS-CONTROLLED EGRESS DOORS are NOT permitted to be energized in buildings with ASSEMBLY OCCUPANCY when the buildings are occupied.

3) SPECIAL HEALTHCARE LOCKING ARRANGEMENTS

These locking systems must comply with ALL requirements outlined in this office's "Interpretive Memorandum 2009-05".

4) ELECTRIC STRIKES AND MISCELLANEOUS ELECTRIFIED HARDWARE

Electric strikes and miscellaneous electrified hardware proposed for installation on egress doors are required to be submitted to this office and receive satisfactory review prior to installation.

Note that NFPA 80 requires electric strikes and miscellaneous electrified hardware to be listed and labeled where used on fire rated door assemblies. Electrified locks, latch retracting panic or fire exit hardware, and similar devices that allow free unimpeded egress are recognized under this category.

Is Yours Working"??

Smoke Detectors Save Lives!!

OFFICE OF THE STATE FIRE MARSHAL

8181 INDEPENDENCE BOULEVARD, BATON ROUGE, LA 70806

(225) 925-4911 1-800-256-5452

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5) MAGNETIC LOCK RELEASING DEVICES

These locking system types are addressed in this office's "Interpretive Memorandum 2009-04". These locking systems are required to be submitted to this office and receive satisfactory review prior to installation.

NOTE: ACCESS TO AT LEAST ONE EXIT SHALL BE PROVIDED AT ALL ELEVATOR LOBBIES.

R.S. 40:1574 requires the submittal of plans and specifications for all proposed new construction, repairs, remodeling projects, building additions, and renovations of buildings to this office for satisfactory review and acceptance, prior to the work being performed. The addition of special locking arrangements falls into the definition of renovation. The following information is required to be submitted anytime that special locking devices are proposed to be installed in buildings other than One- or Two- Family Dwellings. A satisfactory review must be performed by this office prior to any installation of special locking components.

INSTRUCTIONS for SUBMITTAL of SPECIAL LOCKING ARRANGEMENTS to this office

- A. The latest "SPECIAL LOCKING ARRANGEMENTS REQUEST FOR INSTALLATION" form issued by this office should be used, without modification. This form contains all information required to comply with the requirements of this office and may be obtained from our website at <http://sfm.dps.louisiana.gov/>. The form must be completed in its entirety. Please note that the occupancy classification identified shall correspond to the requirements of NFPA 101. Also note that the requirements outlined in the "New" occupancy chapters are used to determine compliance for each new special locking installation.
- B. Both the firm and employee names and license numbers issued by this office for the Locking System Contractor must be identified. If a Statewide Electrical Contractor is identified, a copy of the license is required with the submittal. See RS 40:1664 ("Life Safety and Property Protection Licensing Act") for regulations concerning special locking arrangements.
- C. If the Locking System Contractor is also licensed with this office as a Fire Alarm System Contractor AND will be making the connection to the fire alarm system, identify both the locking and fire alarm license numbers for the firm and for the employee(s) in the space provided. If the connection of the special locking system to the fire alarm system is to be made by another contractor, indicate that this is to be submitted separately for review by the licensed fire alarm contractor.
- D. A separate fire alarm system modification request is required, if the locking installer is NOT licensed to perform connections to the fire alarm system. A separate sprinkler system modification request is required, if the locking installer is NOT licensed to perform required connections to the sprinkler system.
- E. A floor/key plan of the building, in sufficient detail (including room names of each space) to evaluate the impact of the locked doors on required egress from the building, is required. A plan that is limited to the area immediately surrounding the door to be locked is typically insufficient. Identify each locking location with an assigned number and locate each required releasing device on the side of the door where it is intended to be installed, so that the direction of egress is clearly understood. Floor plans of the upper floors of a building are required where the exit doors serving those floors are indicated to be locked, (i.e. stair enclosure doors).

NOTE: PLANS LARGER THAN 11" x 17" CANNOT BE PROPERLY FILED. THEREFORE, BE AWARE THAT REQUESTS WITH LARGER DRAWINGS MAY BE RETURNED WITHOUT APPROVAL. **PROVIDE DRAWINGS THAT ARE 11" X 17" OR SMALLER IN SIZE.**

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- F. Special locking devices must be LISTED for the intended purpose. Provide a copy of the listing from an approved, recognized independent testing laboratory for each of the following components:
- a) LOCKS AND OTHER SPECIALIZED HARDWARE (including but not limited to, electromagnetic locks, electrified mortise locks, electric strikes, delayed-egress locks, latch retracting panic or fire exit hardware, etc.)
 - b) SENSORS (required for access-controlled egress doors)
 - c) MANUAL RELEASING DEVICES (required for access-controlled egress doors and special health care locking systems)

NOTE: FAILURE TO PROVIDE REQUIRED LISTING DOCUMENTATION SHALL CAUSE THE EXEMPTION TO BE FOUND NOT IN COMPLIANCE.

- G. A complete and accurate DESCRIPTION of each proposed locking system type is required for a clear understanding of the locking and releasing operations.
- H. Be aware that locks and other devices that project into the MINIMUM CLEARANCES prescribed for the required means of egress are NOT PERMITTED.
- a) Adopted codes limit and restrict protrusions and projections into the means of egress.
 - b) The prescribed minimum headroom clearance is 6'-8" nominal above the finished floor.
 - c) The prescribed minimum clear unobstructed door width is 32".
- I. Furnish the necessary REVIEW FEE. Submittals may be mailed (or faxed) to the Plan Review Section of State Fire Marshal's office for review. An invoice will be mailed to licensed contractors from the State Fire Marshal's office for review fees not received. (NOTE: AVOID DOUBLE OR DUPLICATE BILLING by either mailing, OR faxing, the submittal package – DO NOT DO BOTH).

Please note that the "Request for Installation" submittals are intended for the expedited review of NO MORE THAN TEN (10) LOCKING LOCATIONS, entailing any combination of special locking arrangements. If more than ten (10) locking locations are proposed, a full plan review application and fee may be required to be submitted for review, at the discretion of the Plan Reviewer, based on the extent and complexity of the conditions proposed.

Include applicable information that may be relevant to the project, such as appeal determinations, inspection citations, or correspondence related to the proposed scope of work. A delay in the review process can be expected, if this supplemental information is not furnished, or if drawings larger than 11" x 17" are provided.

DZ/FLF