



## University Fire Marshal Authority

Office of the Provost

Design and Construction Management

Construction Requirements, November 10, 2005

# REQUIREMENTS FOR ALL PROJECTS

## As of September 1, 2004 the following is in effect:

This has been updated from the new Division of Facilities Management (DFM) "Building Design and Construction Manual" date **9/1/2005**)

All facility remodels and additions regardless of funding source or construction process shall have the following:

1. An approved code footprint (CFP). It is strongly suggested before CD's start). Allow 2 to 3 weeks for this approval. Allow more if you expect there to be comments.
2. A "**Permit to Build**" certificate issued by this office which documents the "**Construction is permitted**" documentation issued by DFM when the CFP is accepted.
3. The permit and code footprint posted at the construction site.
4. **Fire alarm shop drawings & Automatic fire sprinkler system shop drawings-** Shall be submitted to DFM by the design consultant after it is reviewed and approved by that consultant. Approval by DFM of this submission is required before installation of each system- Send to Diana Hutchison at DFM or the DFM Project Manager if one is assigned. Copy the Transmittal to Owner's Representative at DCM and the DCM project manager. Provide an approval stamp on the set or it will be rejected.

Answer DFM comments directly. Do not re-issue the shop drawings unless specifically requested to. Copy the DCM Project Manager and Owner's Representative

5. Scheduled inspections by the AHJ. (see Design Manual and inspection request form)
6. Final inspection by the A.H.J.
7. Certificate of Occupancy issued by A.H.J

The general contractor is required to request and coordinate all inspections at least **72 hours** in advance. Areas to be inspected must be as complete as possible encompassing as large and area as possible. Coordinate required support personnel as needed including subs and facilities resources.

Requests shall be made via e-mail or utilizing the "Code Inspection Request" form. The form should be included with each test to Document who attended.