

Short Format Submittal Criteria for Existing Fire Alarm Systems

Short Format is for the addition, modification or relocation of up to a maximum of 10% of the total number of initiating devices or notification appliances, not to exceed 5 devices. The following items must be clearly indicated in the Short Format Submittal Package:

- Minimum drawing sheet size to be 8 ½" by 11"
- Minimum acceptable scale is 1/8" = 1'-- 0"
- Minimum acceptable text height is 1/8"
- Project name
- Location (address, suite, etc.)
- Contractor name, address and phone number
- Provide narrative scope of work
- Provide square footage of the project area
- Provide a graphical scope of work (i.e. cloud the areas of work)
- Provide a key map showing the location of the respective project within the building/site
- Show location of all fire alarm initiating devices and notification appliances with temperature and candela ratings, when applicable
- Tenant Improvements – show all adjacent devices and rooms
- Provide symbol legend specific to devices used
- Wire/cable specifications (size, type, etc.)
- Statement of compatibility and supporting documentation for new and existing devices.
- End of line voltage readings for existing notification circuits being modified.
- Installation/data sheet: [If data sheets for existing equipment are not available, provide the following: Voltage limits of existing and new devices on circuits affected. Amperage readings for each circuit from their respective power supplies. Ampacity limits for power supplies (per circuit and total)]
- Wiring Class and Style of Circuits

ALL OF THE ABOVE INFORMATION MUST BE SUBMITTED AS A COMPLETE DOCUMENT SET FOR APPROVAL. DOCUMENT SUBMITTALS THAT DO NOT MEET THESE MIMIMUM STANDARDS MAY NOT BE ACCEPTABLE OR MAY BE RETURNED FOR CORRECTION. APPROVED DOCUMENTS MUST BE KEPT ON SITE DURING CONTRUCTION.