

# CONSTRUCTION SERVICES GUIDE FOR UNIVERSITY OF FLORIDA FACILITIES



## DIVISION OF STATE FIRE MARSHAL BUREAU OF FIRE PREVENTION February 2007

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**NOTE:** This document has been modified from its original wording (Page 7, VI. How to Request an Inspection:.) in order to facilitate electronic inspection scheduling through the University of Florida Environmental Health and Safety Office.

**The intent of the content has not been changed.**

## **I. Introduction:**

### **633.085 – Inspections of state buildings and premises; tests of fire-safety equipment; building plans to be approved.**

- (3) All construction of any new, or renovation, alteration, or change of occupancy of any existing, state-owned or state-leased space shall comply with the uniform fire-safety standards of the State Fire Marshal.
- (a) For all new construction or renovation, alteration, or change of occupancy of state-leased space, compliance with the uniform fire-safety standards shall be determined by reviewing the plans for the proposed construction or occupancy submitted by the leasee to the Division of State Fire Marshal for review and approval prior to commencement of construction or occupancy, which review shall be completed within ten (10) working days after receipt of the plans by the Division of State Fire Marshal.
- (b) The plans for all construction of any new, or renovation or alteration of any existing, state-owned building are subject to the review and approval of the Division of State Fire Marshal for compliance with the uniform fire-safety standards prior to commencement of construction or change of occupancy, which review shall be completed within thirty (30) calendar days of receipt of the plans by the Division of State Fire Marshal.
- (4) The Division of State Fire Marshal may inspect state-owned space and state-leased space as necessary prior to occupancy or during construction, renovation, or alteration to ascertain compliance with the uniform fire-safety standards. Whenever the Division of State Fire Marshal determines by virtue of such inspection or by review of plans that construction, renovation, or alteration of state-owned and state-leased space is not in compliance with the uniform fire safety standards, the Division of State Fire Marshal shall issue an order to cease construction, renovation, or alteration, or preclude occupancy, of a building until compliance is obtained, except for those activities required to achieve such compliance.
- (5) The Division of State Fire Marshal shall by rule provide a schedule of fees to pay for the costs of the inspections, whether recurring or high hazard, any fire-safety review or plans for proposed construction, renovation, or occupancy, and related administrative expenses.

### **The Bureau of Fire Prevention is the Compliance and Enforcement Arm of the Division of State Fire Marshal.**

The Bureau is comprised of four (4) sections: Plans Review, Inspections, Boiler Safety, and Regulatory Licensing. Each building constructed with the State will be affected by at least two (2) and maybe all four (4) of these sections. The purpose of this guide is to identify the general requirements of the Bureau as they may affect your construction project. It includes a brief description of the codes and standards that will be used to evaluate your project both during the plans review process and in the field.

#### **Plans Review**

The Plans Review Section's major objective is to review construction plans during the design and review phase, where code violations may be identified prior to the commencement of construction. Achieving code compliance in the project design phase reduces construction time, field inspection time, and has proven to be an effective value-engineering tool in reducing construction cost to state agencies.

#### **Inspections**

The Section is comprised of 32 Fire Protection Specialists (inspectors) in six (6) regions throughout the state. Inspectors witness water supply installations and tests, and conduct systems and construction surveys to ensure work is completed in accordance with approved construction documents, and all adopted laws, codes and standards.

#### **Regulatory Licensing**

The Regulatory Licensing Section is charged with licensing and certification of the fire equipment industry and the fire protection industry. Field inspections are conducted to ensure that all work performed complies with applicable statutes, rules and adopted codes.

#### **Boiler Safety**

A "First Inspection" is required after the installation of a boiler system. Inspections may be performed by a state inspector or a special inspector employed by an Authorized Inspection Agency. Insurance companies licensed to write boiler and machinery insurance in Florida are Authorized Inspection Agencies. Inspections are required in accordance with F.S. 554.108. If a boiler is located at public assembly locations, a Certificate of Compliance is issued for one (1) year to a high-pressure boiler and two (2) years to a low-pressure boiler.

## II. CONTACTS:

**Bureau of Fire Prevention**  
**James Goodloe, Bureau Chief**  
**200 East Gaines Street**  
**Tallahassee, Florida 32399-0342**  
**Telephone (850) 413-3621**  
**Fax (850) 414-6119**

### **Inspection Section**

Arlan Davis, Senior Management Analyst Supervisor  
200 East Gaines Street, Tallahassee, Florida 32399-0342  
Phone (850)413-3688 Fax (850)413-6119

### **Plans Review**

William R. Fowler, Engineer IV  
200 East Gaines Street, Tallahassee, Florida 32399-0342  
Phone (850)413-3736 Fax (850)922-2553

### **Regulatory Licensing**

Casia Sinco, Safety Program Manager  
200 East Gaines Street, Tallahassee, Florida 32399-0342  
Phone (850)413-3644 Fax (850)410-2467

### **Boiler Safety Program**

Jim Goodloe, Interim Chief Inspector  
200 East Gaines Street, Tallahassee, Florida 32399-0432  
Phone (850)413-3614 Fax (850)413-6119

## **Field Offices**

### **North Region: Tallahassee Office**

John Walker, Regional Supervisor  
200 East Gaines Street, Tallahassee, Florida 32399-0342  
Phone (850)413-3656 Fax (850)413-6119

### **Northwest Region: Fort Walton Beach Office**

William Shaw, Regional Supervisor  
105 Lewis Street, Suite 103,  
Fort Walton Beach, Florida 32547-3182  
Phone (850)833-9015 Fax (850)833-9131

### **Northeast Region: Jacksonville Office**

John Holley, Regional Supervisor  
921 N. Davis Street, Bldg B, Suite 270  
Jacksonville, Florida 32209-8605  
Phone (904)798-5805 Fax (904)353-2179

### **Central Region: Orlando Office**

Karl Mahaffey, Regional Supervisor  
3655 Maguire Boulevard, Suite 101  
Orlando, Florida 32803-3047  
Phone (407)893-3655 Fax (407)897-4384

### **Southeast Region: West Palm Beach Office**

Fred Chaplin, Regional Supervisor  
400 North Congress Avenue, Suite 230  
West Palm Beach, Florida 33401-5213  
Phone (561)640-6705 Fax (561)871-7164

### **Southwest Region: Tampa Office**

Agustin Valdes, Regional Supervisor  
8600 Hidden River Parkway  
Palm Court @Hidden River, Ste. 200  
Tampa, Florida 33637  
Phone (813)972-8605 Fax (813)558-5055

**STATE FIRE MARSHAL CONTACT INFORMATION:**

**SFM#** \_\_\_\_\_ **PROJECT #** \_\_\_\_\_

<b>Plans Review Manager</b> <u>William R. Fowler, Engineer IV</u> <b>Phone</b> <u>850-413-3736</u> <b>Fax</b> <u>850-922-2553</u> <b>Contact</b> <u>Mark Healey</u> <b>Phone</b> <u>850-413-3729</u> . <b>Fax</b> <u>850-922-2553</u> , <b>E-mail:</b> <a href="mailto:mark.healy@myfloridacfo.com">mark.healy@myfloridacfo.com</a>
<b>Regional Office</b> <u>Central Region</u> <b>Address</b> <u>3655 Maguire Blvd., Suite 101, Orlando, Fl 32803</u>
<b>Regional Supervisor</b> <u>Karl Mahaffey, Fire Protection Specialist Supervisor</u> <b>Phone</b> <u>407-893-3655</u> <b>Fax</b> <u>407-897-4384</u>
<b>Fire Protection Specialist</b> <u>Larry A. McGraw (Gainesville)</u> <b>Phone</b> <u>352-258-8452</u> <b>Fax</b> <u>352-732-1245</u> <b>E-mail:</b> <a href="mailto:larry.mcgraw@myfloridacfo.com">larry.mcgraw@myfloridacfo.com</a>

**PROJECT INFORMATION:**

AGENCY:

SITE NUMBER:

CRN: BUILDING No:

<b>Building Name</b> _____ <b>Address</b> _____ <b>County</b> _____
<b>Architect</b> _____ <b>Address</b> _____ <b>Phone</b> _____
<b>Engineer</b> _____ <b>Address</b> _____ <b>Phone</b> _____
<b>Contractor</b> _____ <b>Site Contact</b> _____ <b>Phones (Office)</b> _____ <b>Phones (Construction)</b> _____ <b>Cellular</b> _____

### **III. Statutes – Rules – Codes and Standards:**

The Bureau obtains its authority from Florida Statutes, Chapter 633. This Statute provides authority for the development of rules and the adoption of fire-safety standards such as those produced by the National Fire Protection Association. The Rules of the Division of State Fire Marshal are listed in Chapter 69A of the Florida Administrative Code. The applicable codes and standards are listed in Chapter 69A-3 of the Florida Administrative Code. All Projects must first comply with any statutory language addressing the issue in question. If the statute is silent to the issue, the applicable rule would prevail over any adopted code of standard.

All state-owned buildings are subject to the Uniform Fire Safety Rules listed in Chapter 69A of the Florida Administrative Code. Uniform fire-safety rules are developed by the State Fire Marshal and may not be modified by any law, rule, or ordinance of any other state agency or local fire authority. Deviations from the approved requirements may be permitted with the advanced approval of the Plans Review Section Manager.

The following is a partial listing of the more frequently used codes and standards:

- NFPA 1, Fire Prevention Code and its referenced standards
- NFPA 10, Standard for Portable Fire Extinguishers
- NFPA 13, Standard for the Installation of Sprinkler Systems
- NFPA 13R, Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and including Four Stories in Height
- NFPA 17A, Standard for Wet Chemical Extinguishing Systems
- NFPA 24, Standard for the Installation of Private Fire Service Mains and their Appurtenances
- NFPA 30, Flammable and Combustible Liquids Code
- NFPA 70, National Electrical Code
- NFPA 72, National Fire Alarm Code
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- NFPA 101, Life Safety Code and its referenced standards

The above list does not constitute a complete list of the applicable standards for your project. Please refer to the full text of Chapter 69A-3 Florida Administrative Code for other applicable standards.

#### **IV. Licensing Requirements:**

Engineered Fire Protection System: The layout, fabrication, inspection, installation, alteration, or repair of an engineered fire protection system as defined in section 633.021, Florida Statutes requires certification and licensing by the State Fire Marshal as follows:

- Contractor I Business includes all types of engineered systems.
- Contractor II Business is limited to water-based engineered systems.
- Contractor III Business is limited to chemical systems
- Contractor IV Business is limited to detached one family or two family dwellings
- Contractor V Business is limited to the underground piping for an engineered fire protection system beginning at the point piping is exclusive for fire protection and ending no more than one foot above the finished floor.

A Fire Protection System Contractor I, II, and V, may install the underground piping of a fire protection system.

NOTE: A utility contractor, licensed pursuant to Chapter 489, Florida Statutes, is prohibited from engaging in the layout, fabrication, inspection, installation, alteration, or repair of any fire protection piping.

Fire Alarm: The contractor installing the fire alarm system must be licensed by the Department of Business and Professional Regulations in one of the following classes:

- EC - Certified Electrical Contractor
- EF – Certified Alarm System Contractor I
- EY – Registered Alarm system Contractor I

Fire Equipment Dealer: The installation of the fire equipment such as fire extinguishers must be by a contractor licensed in one of the following classes:

- Class A – Portables excluding pre-engineered
- Class B – Portables, excluding carbon dioxide hydro testing
- Class C – Portables, excluding carbon dioxide hydro testing and recharging
- Class D – Pre-engineered Systems

## V. Types of Inspections Site Visits:

### Plans Review and Construction Site Inspections and Witnessing.

The plans review process and fee includes a full and complete review of all required construction documents and up to three (3) construction site inspections. During the initial site visit, the regional inspector and supervisor, if available, may modify the number of inspections. The purpose of the site inspection is to ensure the project is constructed in accordance with the approved construction documents and in compliance with all applicable laws, codes and standards. The site inspection may include verification and/or witnessing of an underground fire main installation, including, flush and pressure testing, flow testing of sprinklers, testing of alarm devices, and pull stations, emergency lighting, fire and smoke dampers, assessment of the egress system, and other features of fire protection.

1. Underground Fire Main Visit:

If applicable, this site visit is required before backfilling the open trench, and covering the supply piping. The inspector will verify the underground installation is in compliance and witness the required pressure and flush test.

2. Intermediate Inspection Visit:

This inspection occurs at approximately 50% of completion (before enclosing walls and ceilings). This inspection may include pressure test for sprinklers, location of pull stations, connections for strobes and horns, alarm wiring, stairs, ramps, etc. The intermediate inspection may be exempted at the State Fire Marshal's discretion, depending upon the size and complexity of the construction project.

3. Final Inspections Visit:

Final inspection must be completed by the State Fire Marshal to ensure that the construction/renovation is in accordance with the approved construction documents and in compliance with all adopted laws, codes and standards.

- a. Special: This inspection would include any inspection not otherwise specified such as but not limited to, an on-site visit to review and discuss proposed changes to the approved plans before submitting a change order to Plans Review Section.
- b. Boiler: "First Inspections" are required after the installation of a boiler system. This inspection may be performed by a State Inspector employed by an insurance company authorized to write boiler and machinery insurance in Florida.
- c. Fire Protection Systems: This inspection is for an installation of any fire protection system associated with or without new construction or renovations. The inspection will include all aspects of the proper installation and acceptance testing of the system.



## VI. How to Request an Inspection:

The following visits must be considered and/or requested:

1. Underground Verification: REQUIRED if an underground fire main is installed. This must be performed before backfilling the trench and covering the piping.  
Request for inspections of **Under-Ground Fire Water Mains** go directly to the on site **State Fire Marshal Inspector**. (Provide this Office with a MINIMUM of Two (2) working days notice prior to requested date of inspection)
2. Intermediate Inspections: REQUIRED if indicated on the approval letter and stamped on the front page of the approved plans. The State Fire Marshal regional inspector may modify the requirement for an intermediate inspection.
2. Final Inspection: REQUIRED.

The construction documents must be approved prior to commencing construction. Any request for the use of an alternative system or changes made to the approved plans, must be approved by the Plans Review Section prior to installation or change. Throughout the various construction phases, all requests for inspection shall be made at least five (5) working days prior to the date requested using the enclosed "DFS-K3. The request may be forwarded by electronic mail, U.S. mail, or facsimile to the University of Florida Environmental Health and Safety office at their address or fax number listed therein.

The University of Florida Environmental Health and Safety office will route the completed form to the appropriate parties. The assigned inspector in the office will contact the requestor to make final arrangements for the inspection.

The request form shall be completed in its entirety, otherwise, the request for inspection may be delayed. Furthermore, if the construction documents/plans have been disapproved by this office, the inspection will not be performed, and a stop work order may be issued. Revised plans must be submitted, approved, and the plans review fee paid in full before inspection services resume. Should you have any questions, please notify the Plans Review Section (850) 413-3733 prior to requesting an inspection.

Should the project fail the inspection due to deficiencies, a re-inspection within thirty (30) days should be scheduled with the assigned inspector at the time. If the corrections cannot be made within the thirty (30) day period, it will be the responsibility of the state agency or requesting party to complete another request form and submit it to the Plans Review Section in Tallahassee, noting the date on which the project will be ready for re-inspection. The original assigned inspector will reschedule the re-inspection.

### STATE LEASED PROPERTY:

Construction inspections for state leased property are requested in the same manner as for inspections of state owned buildings. The approved construction documents/plans should be secured on site and, if applicable, will indicate whether an intermediate inspection is required. As for state owned property, the State Fire Marshal regional inspector may modify the requirement for an intermediate inspection.

## **VII. INTERMEDIATE INSPECTIONS:**

Listed below are some features that may be inspected or witnessed during your intermediate construction inspection:

- Fire rated partition construction, penetrations and locations, manufacturer's specifications or listings by recognized testing laboratories required to verify the quality of fire-stopping material.
- Fire/smoke damper installations at required locations.
- Stair details including the run and rise of treads and risers
- Handrails and guardrails including height and spacing.
- Integrity of stair enclosures and other vertical openings.
- Number of exits.
- Travel distance, common path of travel and dead-end corridors.
- Placement of exit signs and emergency lighting fixtures.
- Above ground fire sprinkler system that includes the following:
  - a. Witness hydrostatic test and obtain copies of Schedule A test certificates that are found in NFPA 13
  - b. Ensure that sprinkler head coverage meets code requirements.
  - c. Installation of risers, mains and lines including hangers
  - d. Review hydraulic calculations
  - e. Manufacturer's specifications or listings by recognized testing laboratories required to verify the quality of fire-stopping material.
- Underground fire main for the fire sprinkler system that includes the following:
  - a. Witness hydrostatic test and flushing of the supply main and obtain copies of Schedule U test certificates that are found in NFPA 13.
  - b. Verify location and installation of joints, retainers, and thrust blocks.
  - c. Verify locations and accessibility of fire department connections, post indicator valves, fire hydrants, and backflow prevention valves.
  - d. Manufacturer's specifications or listings by recognized testing laboratories required to verify the quality of fire-stopping material.
- Installation of emergency generator and witness acceptance (load) test. Obtain copy of test results.
- Installation of fire-jockey pumps and witness acceptance test. Obtain copy of test results.
- Kitchen hood installations including clearance of ducts from combustible material, clean-out doors on ducts, seamless exterior welds, height of discharge vent above roof, and that the top of the vent tilts for access and cleaning of the fan motor.
- Inspection of fuel storage tank(s) and dispensing piping, and/or performance testing of LPG, flammable and combustible liquids and other hazardous material systems.

## VIII. FINAL INSPECTION:

Listed below are some features that may be inspected during your final construction inspection:

- Final Fire rated partition construction and all visible penetrations through partitions.
- Perform or witness operational test of all smoke or fire dampers and ensure they are accessible for inspection/cleaning.
- Final stair details and enclosures.
- Locations of required fire rated doors/windows and ensure that doors and windows are a listed/labeled assembly or product, and that each function properly (self closures, latches, etc.).
- Placement of required exit signs.
- Exit door swing.
- Exits and access to exits: Check exit discharge for obstructions, and verify that it leads to public way.
- Fire extinguisher ratings and placements.
- Conduct a final inspection on the fire sprinkler system including exterior items. Make sure valves are supervised, required signage is provided, riser is tagged, hydraulic calculation label is attached, required spare heads and wrench are present, and as-built drawings are provided to the building.
- If emergency generator is installed, a times activation test, emergency lighting, exit signs and other items connected to the generator will be tested while the building is on emergency power and in non-emergency modes.
- Building's electrical system to ensure there is no exposed wiring or live parts, and all circuit breakers are legibly identified as to their purpose.
- Final fire alarm system inspection to include testing EVERY device in the system and provide the following:
  - a. Certificate of Completion
  - b. Owner's manual and installation instructions covering all system equipment
  - c. Record Drawings (as-built)
  - d. Tag on panel in accordance with F.A.C. 69A-48
- Pre-engineered systems and witness acceptance test in accordance with manufacturers recommendations. Obtain copies of test results, owner's manual, and as-built drawings.
- Fire sprinkler system including flow test and alarm activation.
- Other fire suppression systems protecting special hazards, fuel storage tanks, and dispensing systems.
- Placement of building signage, including street address and other identifying markings.
- Evaluation of the fire alarm system layout.

## **IX. FEES:**

The Plans Review Fee will include review of the construction documents, and up to three (3) construction site visits including, underground fire main verification, and intermediate, and final inspections. Additional visits required as a result of deficiencies found during the final inspection may result in additional fees billed to the contractor at a portal to portal rate of \$65.00 per hour, per inspector, plus expenses. With this in mind, the contractor should have completed all systems testing and inspection punch list, and should make the necessary corrections to prevent additional visits to the site. If, however, the contractor feels the need to cancel or postpone the final inspection, he may do so, without additional costs, by notifying the assigned inspector or regional office a minimum of 24 hours in advance of the established date and time of the scheduled inspection, exclusive of weekends and holidays.

**STATE FIRE MARSHAL**  
REQUEST FOR BUILDING SITE INSPECTION  
FOR UNIVERSITY OF FLORIDA FACILITIES

**I. GENERAL INFORMATION** (*Print or Type*)

REQUESTOR'S NAME: \_\_\_\_\_

OFFICIAL TITLE: \_\_\_\_\_

STATE AGENCY: \_\_\_\_\_

NAME, STREET ADDRESS OF EXACT LOCATION OF FACILITY: \_\_\_\_\_

\_\_\_\_\_

**II. TYPE OF INSPECTION (CHECK APPROPRIATE ONE)**

- Final                       Intermediate                      Sprinkler System:                       Other (Specify)
- Alarm System                       Hood System                       Above Ground
- Below Ground

**III. INSPECTION DATE:** \_\_\_\_\_

(Provide this Office with a **MINIMUM** of Five (5) working days notice prior to requested date of inspection)  
The SFM inspector for this facility will confirm or deny the request for re-scheduling.

**IV. STATE FIRE MARSHAL'S FILE #:** \_\_\_\_\_

(Without this file #, your request will **not** be granted. Contact this office should you need assistance)

**V. OCCUPANCY CLASSIFICATION:** \_\_\_\_\_

(Business, Assembly, etc.)

**VI. SQUARE FOOTAGE & HEIGHT OF BUILDING:** \_\_\_\_\_

**VII. SPECIAL INFORMATION:**

List the facility's life safety features:

\_\_\_\_\_

(Sprinkler, Standpipe, Fire Alarm, Smoke Control, other)

**VII. TYPE OF BLDG. CONSTRUCTION:** \_\_\_\_\_

**VIII. SIGNATURE LINE** \_\_\_\_\_

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**FAX ALL REQUESTS for State Fire Marshal Inspections to the University of Florida Project Manager.**

**Exception:** Request for inspections of Under-Ground Fire Water Mains go directly to the on site **State Fire Marshal Inspector**.

**STATE FIRE MARSHAL**  
**REQUEST FOR BELOW GROUND INSPECTION**  
**UNIVERSITY OF FLORIDA**

**II. GENERAL INFORMATION** *(Print or Type)*

REQUESTOR'S NAME: \_\_\_\_\_

OFFICIAL TITLE: \_\_\_\_\_

STATE AGENCY: \_\_\_\_\_

**II. TYPE OF INSPECTION:**

FIRE WATER MAIN (BELOW GROUND)

NAME, STREET ADDRESS OF EXACT LOCATION OF FACILITY:

**III. INSPECTION DATE:** \_\_\_\_\_  
(Provide this Office with a **MINIMUM** of Two (2) working days notice prior to requested date of inspection)

**IX. STATE FIRE MARSHAL'S FILE #:** \_\_\_\_\_  
(Without this file #, your request will **not** be granted. Contact this office should you need assistance)

**X. OCCUPANCY CLASSIFICATION:** \_\_\_\_\_  
(Business, Assembly, etc.)

**XI. SQUARE FOOTAGE & HEIGHT OF BUILDING:** \_\_\_\_\_

**VII. SPECIAL INFORMATION:**  
List the facility's life safety features:  
  
\_\_\_\_\_  
(Sprinkler, Standpipe, Fire Alarm, Smoke Control, other)

**XII. TYPE OF BLDG. CONSTRUCTION:** \_\_\_\_\_

**XIII. SIGNATURE LINE** \_\_\_\_\_

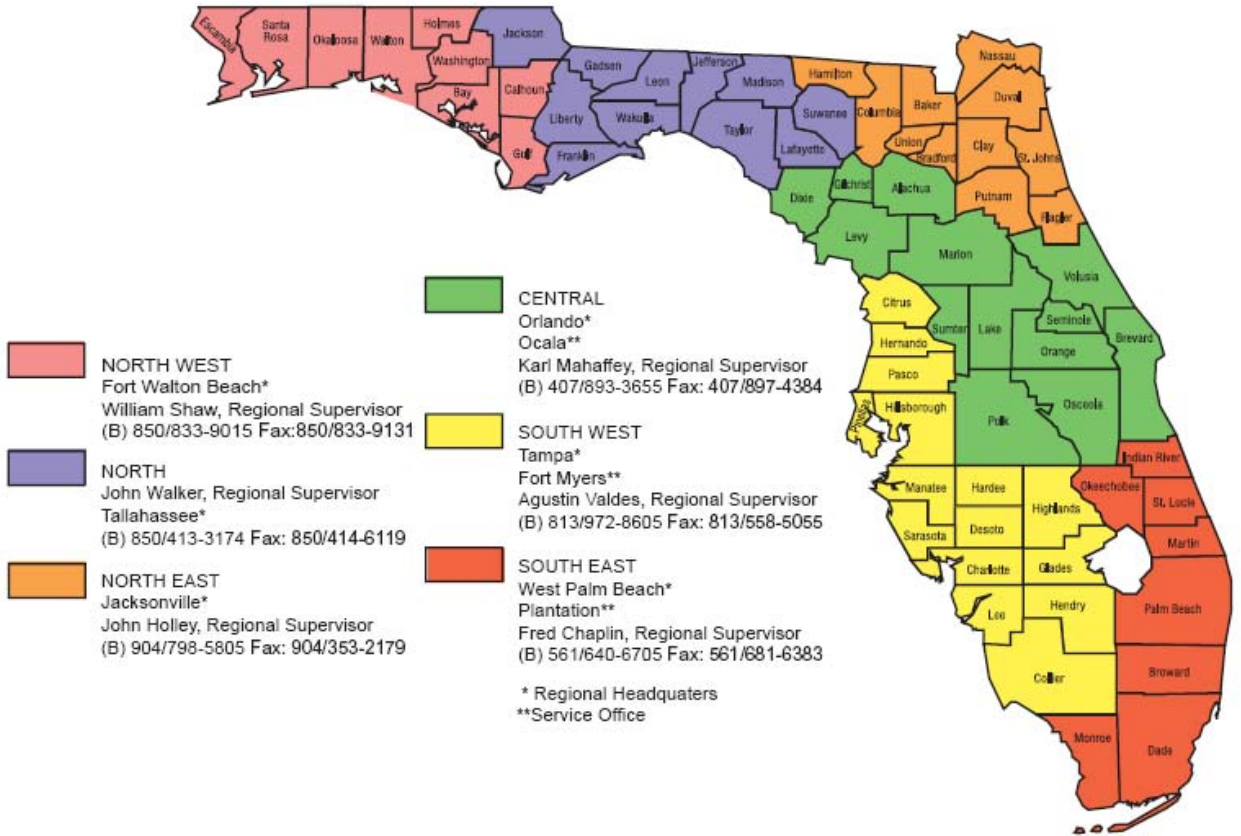
NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**Schedule underground inspection with inspector by telephone, then**

**FAX OR E-MAIL ALL REQUESTS FOR BELOW GROUND  
INSPECTIONS TO**

LARRY A. MCGRAW • FIRE PROTECTION SPECIALIST  
11655 N.W. GAINESVILLE RD. • BUILDING 8 • OCALA, FLORIDA 34482 • TEL. (352) 369-2869 • FAX (352) 732-1245 • SC 667-2869  
EMAIL • LARRY.MCGRAW@MYFLORIDACFO.COM



# State Fire Marshal Operational Regions

Division of State Fire Marshal  
 Bureau of Fire Prevention  
 Inspections Sections  
 (Revised 9/13/06)