



City of Marco Island

DEPARTMENT OF FIRE PREVENTION

1280 San Marco Rd.
Marco Island FL 34145
239-394-5405

**FIRE ALARM SYSTEM
MONITORING ONLY**

PLAN CHECKLIST

(For Plan Design Review)

Original Document – 05-21-2013

City of Marco Island “Fire Alarm System Monitoring Only Checklist for Plan and Submittal Review”

The following is intended to assist the engineer and/or installing contractor in designing and submitting for review, code compliant documentation for the monitoring only of an existing or new fire alarm system. This document in no way details all of the requirements that may be necessary for a complete code compliant system.

Note: Systems shall be designed in accordance with the codes and standards adopted in Rule Chapter 69A-60 The Florida Fire Prevention Code, NFPA 1, the Florida specific version, NFPA 101, the Florida specific version, NFPA 72 and the City of Marco Island Code of Ordinances.

- YES NO 1. Has the **project name** been identified?
- YES NO 2. Has a very thorough and detailed **Scope of Work** been provided? Does it include information regarding all existing system panels and components and all new components to be installed?
- YES NO 3. Will this be a **Remote Supervising Station** system in accordance with 8.5, NFPA 72?
- YES NO 4. Will this be a **Proprietary Supervising Station** system in accordance with 8.4, NFPA 72?
- YES NO 5. Will this be a **Central Station Service** system in accordance with 8.3, NFPA 72?
- YES NO 6. Has a **Sequence of Operations** been provided indicating detailed actions taken for trouble, supervisory and alarm conditions?
- YES NO N/A 7. Identify the communication method for the existing supervisory station fire alarm system:
- No communication method currently exists.
 - Digital Alarm Communicator (DAC) System (8.6.3.2)
 - Two-Way Radio Frequency (RF) Multiplex System (8.6.3.4)
 - One-Way Private Radio Alarm System (8.6.3.5)
 - Private Microwave Radio System (8.6.3.7)
 - Other Transmission Technologies (8.6.4)
 - Other _____

- YES NO N/A **8.** Will the existing communication method be retained?
- YES NO N/A **9.** If response to #8 is no, please identify what the newly proposed communication method be:
- Digital Alarm Communicator (DAC) System (8.6.3.2)
 - Two-Way Radio Frequency (RF) Multiplex System (8.6.3.4)
 - One-Way Private Radio Alarm System (8.6.3.5)
 - Private Microwave Radio System (8.6.3.7)
 - Other Transmission Technologies (8.6.4)
 - Other _____
- YES NO N/A **10.** For **systems employing a DACT**, the primary means of transmission shall be a telephone line (number) connected to the public switched network. In addition, has **one of the following required secondary transmission means been identified for use on this system** (NFPA 72 sections 8.6.3.2.1.4 and 8.6.3.2.1.5)?
- A second telephone line (number)
 - A cellular telephone connection
 - A one-way radio system
 - A one-way private radio alarm system
 - A private microwave radio system
 - A two-way RF multiplex system
 - A transmission means complying with 8.6.4
- YES NO **11.** Has a **copy of the Monitoring contract** for the fire alarm system been provided?
- YES NO **12.** Has an **outline plan of building** been provided – delineating location of FACP, smoke detector above panel, exterior weatherproof audio/visual appliance, surge protection on the power & circuits entering/exiting the building & telephone lines?
- YES NO **13.** Has a **block diagram** of the fire alarm monitoring system been provided – delineating:
- the make and model of existing fire alarm control panel
 - the smoke detector above panel (if smoke detector is not currently installed, then one is required to be installed)
 - the exterior audio/visual appliance (if A/V appliance is not currently installed, then one is required to be installed)
 - the surge suppressors at the 120 VAC power, circuits entering/exiting the building & telephone lines
 - notation of how the air space is conditioned
 - the make and model of communicator and whether it is integral to the existing FACP or a separate panel
 - whether the communicator is existing or being installed as part of this monitoring permit
 - if communicator is in same room as FACP and thereby protected by the existing smoke detector

- whether a different technology is being utilized as a second means of transmission (i.e., Ethernet)
- whether surge suppressors for the telephone lines are existing or being installed as part of this monitoring permit

NOTE: In the case of a monitoring company change to an existing fire alarm system, where either the smoke detector above the FACP and/or the external audio/visual appliance and/or a conditioned air space for the FACP and/or a secondary supply battery size increase and/or the appropriate surge suppression DO NOT exist, and whereby the contractor is looking for an exemption from these requirements, the attached “Fire Alarm/Sprinkler Monitoring Change of Monitoring Only” form must be filled out and signed by the local jurisdictional fire marshal and included as part of the permit submittal documents. Without said document, plan review will require compliance with bulleted items as outlined above.

- YES NO **14.** Have **specification sheets** been provided for each newly installed device, appliance, surge suppressor and/or any other newly installed component of the fire alarm system?
- YES NO N/A **15.** If primary means of transmission is via one-way radio or other transmission technologies, has the following information been provided:
- Documentation from the monitoring company that they have the capability to receive the transmission and that they have been certified or listed for the type of transmission.
 - Information on how it was determined that the facility has adequate signal strength to communicate with the monitoring company.
 - Acknowledgement on plans that a report or other documentation showing the transmission signal strength will be provided at final inspection.
- YES NO N/A **16.** If primary means of transmission is via one-way radio, do the plans identify the system classification in accordance with NFPA 72 8.6.3.5.5?
- YES NO N/A **17.** Do plans identify the location of the antenna? If the antenna is remote from the unit, do plans identify how the connection between the antenna and the transmitting unit is protected?
- YES NO N/A **18.** Do plans provide a detail on how the FACP is connected to the communicator?
- YES NO N/A **19.** If FACP is installed inside a NEMA-IV enclosure, is a detail provided on how the new communicator will be installed in the enclosure?

- YES NO N/A **20.** If primary means of transmission is via other transmission technologies, has a specification sheet for the existing FACP been provided?
- YES NO N/A **21.** If primary means of transmission is via one-way radio, has the following information been provided:
- Identify the receiving and transmitting equipment at both the facility being monitored and the monitoring station or subsidiary station, if applicable.
 - Detail on how compliance with each section of NFPA 72 (8.6.3.5 is achieved).
 - Certification from the manufacturer for the transmitting facility (subsidiary station).
- YES NO **22.** Do the **battery calculations** provide for the required secondary supply capacity of the respective Remote Supervising Station, Central Station Service or Proprietary Supervising system in accordance with NFPA 72 section 4.4.1.5.3.1(B) and have the battery calculations been reviewed for accuracy?
- YES NO **23.** Have battery calculations been provided for a newly installed communicator in accordance with NFPA 72 section 4.4.1.7?
- YES NO **24.** Have battery calculations been provided for the existing FACP and any other panels that are required to meet secondary supply capacity requirements for Remote Supervising Station or Central Station service systems?
- YES NO **25.** Has our two-page **Monitoring Company Information Form** (see Appendix 1 attached) been completed and reviewed for accuracy?

I hereby attest that, to the best of my knowledge, the aforementioned checklist information and the battery calculation(s) are accurate and adequate for the monitoring system being submitted.

Applicant Name (print)

Applicant Company

Applicant Signature

State Registration Number

Address

City

State

Zip Code

Telephone Number

Facsimile Number

Date

E-mail address

Appendix 1

MONITORING COMPANY INFORMATION FORM

(Submit with all “monitored” fire alarm system plans, both new & existing)

Monitoring Company Name _____

Address _____

City, State and Zip _____

Phone Number _____ Fax Number _____

UL category code (e.g., UUFX or UUJS) _____

UL file number (e.g., S1362) _____

(Provide copy of current UL Certificate)

FM approval number _____

State of Florida License number _____

(Provide copy of current Florida license)

Provide warranty/maintenance contract showing services provided (633.701 (3))

Length of contract _____

Trouble low battery _____ Action taken _____

Sprinkler valve tamper _____ Action taken _____

A/C power loss _____ Action taken _____

Ground Faults _____ Action taken _____

Low battery _____ Action taken _____

Alarm _____ Action taken _____

Sprinkler flow _____ Action taken _____

Electric fire pump/motor running _____ Action taken _____

Electric loss of phase _____ Action taken _____

Electric phase reversal _____ Action taken _____

Electric controller connected
to alternate source _____ Action taken _____

(NFPA 20, 10.4.7.2 (1),(2),(3),(4))

Diesel engine running _____ Action taken _____

Diesel controller off/manual _____ Action taken _____

Diesel engine/controller trouble _____ Action taken _____
(NFPA 20, 12.4.2.2 (1),(2),(3))

Phone line trouble _____ Action taken _____

Runner dispatch _____ Action taken _____

1-hour _____ Action taken _____

4-hour _____ Action taken _____

Please circle the type of supervising station used: Central Station Service or
Proprietary Supervising Station or Remote Supervising Station System

- For systems employing a DACT, the primary means of transmission shall be a telephone line (number) connected to the public switched network. In addition, which one of the following secondary transmission means shall be employed (NFPA 72 sections 8.6.3.2.1.4 and 8.6.3.2.1.5):
- A second telephone line (number)
 - A cellular telephone connection
 - A one-way radio system
 - A one-way private radio alarm system
 - A private microwave radio system
 - A two-way RF multiplex system
 - A transmission means complying with 8.6.4