

## MEMORANDUM

To: Licensed Architects  
Licensed Engineers  
Licensed Fire Alarm Contractors  
Licensed Fire Suppression Contractors  
Mark Gates, Administrator for Inspections/Arson  
Pat Slaughter, Regional Manager of Fire & Safety/Arson  
Stephen Gogreve, Regional Manager of Fire & Safety/Arson  
Pat Day, Supervisor of Health Care Inspections  
Boyd Petty, Supervisor, Licensing & Fire Information Section  
Plan Review Staff

From: Jean Carter, Architect Supervisor  
Henry Reed, Architect Supervisor  
Don Zeringue, Architect Supervisor

Approved by: Jerry W. Jones,  
Deputy Assistant Secretary / Chief Architect

Date: February 2, 2000

Re: Fire Alarm System Review: Rejection List

In order to help maintain consistency regarding the issuance of Not-In-Compliance fire alarm review letters, this office has established the following rejection list. Please be advised that this memorandum revises and supercedes an intra office memorandum dated March 25, 1998.

Only the following items shall be cause for rejection by the Fire Marshal Review Staff. The staff shall be required to automatically reject any submittal that is deficient with respect to any one item from the following items.

1. The fire alarm contractor is not licensed for the scope of work submitted. Examples: The contractor is not licensed in Louisiana. A "D-1" licensee cannot design and install fire alarm systems required by code.
2. Shop drawings not reviewed by the professional of record (when required), prior to submission. At least one type of professional of record verification is required in the submittal package: Shop drawing review stamp, professional of record

- information on the Plan Review Application, or cover/transmittal letter from the professional of record.
3. No prior architectural review (when one is required). Indicate the previous architectural review number (P0 number) at the top of the sheet or provide a copy of the review letter. If no architectural review is indicated in the submittal, this office will make a brief search from our database.
  4. Existing architectural review has a "Preliminary or Not-In-Compliance" status.
  5. No response is received from our request for pertinent information, via a "Deadline Imposed" or "Information Request" letter.
  6. Fire alarm control panel is not listed for compatibility with all signals to be received. Examples: Whenever emergency forces notification or a supervised automatic sprinkler system is required by the code, the fire alarm control panel must be listed for this type service. Two-wire smoke detectors and some heat detectors are required to be compatible with the control panel.
  7. Submittal is incomplete. Examples: Candela ratings of strobes are not identified. Ceiling heights are not indicated when ceiling mounted strobes are used. Rooms, spaces and areas are not identified. Battery calculations are not provided. Manufacturer's spec sheets are not provided. Sequence of operation not provided.
  8. Design is deficient. Examples: Insufficient coverage from strobes, heat detectors, or smoke detectors (20 to 25% of required devices missing from shop drawings).

If for any reason, other than those items listed above, a staff member feels a rejection is warranted, consultation and concurrence with the Architectural Supervisor or Deputy Assistant Secretary/Chief Architect must occur, prior to issuance of a Not-In-Compliance letter.

Also note that if a resubmittal is pending a second Not-In-Compliance, the reviewer shall contact the applicant and explain the non-conformances, prior to release of the second Not-In-Compliance letter.

JCC/MCM/jcc

Cc: Marc Reech, Executive Staff Officer  
Michael C. McLean, Staff Fire Alarm Specialist