



Battalion Chief Thomas J. Pigott – Chief of Technology Management
 Office of Technology Management
 Bureau of Fire Prevention



9 METROTECH CENTER – BROOKLYN, NY 11201

TECHNOLOGY MANAGEMENT BULLETIN # 11/2011

RE: GENERAL GUIDELINES FOR DESIGNATION OF FLOORS IN FIRE ALARM CONSTRUCTION DOCUMENTATION.

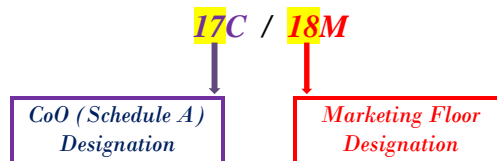
This Bulletin sets forth a uniform policy for designating floor(s) in the fire alarm (FA) construction and inspectorial documentation for use by design professionals, plan examiners, field inspectors and electrical contractors.

A review of Letters of Defect conducted by the Technology Management and Fire Alarm Inspection Units revealed substantial number of defects caused by a discernible inconsistency between the floor identification on the FA drawings, actual floor/elevator landing designation utilized at premises and these floors indicated in the Certificate of Occupancy or Schedule A.

In order to accelerate the approval process of the fire alarm systems, effective immediately, the following general guidelines shall be used for designating floors in the construction documentation:

1. Identification of floors above the lowest level of exit discharge:
 - 1.1. Where the actual floor identification (i.e. marketing floor designation) differs from the Certificate of Occupancy or Schedule A, then the floor plans and riser diagram must identify such change next to the construction floor designation as indicated in the Certificate of Occupancy or Schedule A;

Example:



- 1.2. The Location Information Section in the Department of Buildings Plan/Work Application (Section 1 of PW-1), the Application for Plan Examination (Section 3 of Form TM-1) must indicate the construction floor designation;

PW-1

1	Location Information <i>Required for all applications</i>					
House No(s)	Street Name					
Borough	Block	Lot	BIN	C.B. No.		
Work on Floor(s)	17		Apt. / Condo No.(s)			

TM-1

Construction Floor Designation	Premises information		<i>Required for all applications</i>			
	Building No.:	Street Name:		BIN #		
	Borough:	NY	ZIP:	Work on floors:	17	
	Occupied by:	Occupancy classification of the area of work				

- 1.3. The field inspectorial documentation including Form A-324, Letter of Defect or Letter of Recommendation must indicate both, the construction and marketing floor designations consistent with the floor plans and riser diagram;

LETTER OF DEFECT		CONTROL No.: <input style="width: 80px;" type="text"/>
PREMISES: <input style="width: 95%; height: 20px;" type="text"/> _____ BUSINESS NAME: <input style="width: 95%; height: 20px;" type="text"/> _____ OWNER: <input style="width: 95%; height: 20px;" type="text"/> _____	DATE OF INSPECTION: <input style="width: 95%; height: 20px;" type="text"/> INSPECTOR (Print): <input style="width: 95%; height: 20px;" type="text"/> DOB APPLICATION (PW-1) No.: <input style="width: 95%; height: 20px;" type="text"/> PLAN EXAMINATION, FD INDEX No.: <input style="width: 95%; height: 20px;" type="text"/> WORK ON FLOORS: 17C/18M JOB DESCRIPTION: <input style="width: 95%; height: 20px;" type="text"/>	FPIMS No.: <input style="width: 80px;" type="text"/>

- 1.4. The Job Description Section in PW-1 and TM-1 must include a statement indicating correlation of construction (from Certificate of Occupancy or Schedule A) and the corresponding marketing floors;
- 1.5. The location of any operated initiating device shall be annunciated by the marketing floor.
2. Identification of floor below the lowest level of exit discharge:
 - 2.1. Identification of any floors below the lowest level of exit discharge shall be strictly consistent with the Certificate of Occupancy or Schedule A and shall be the same in PW-1, TM-1, floor plans, riser diagram and field inspectorial documents.
3. Indication of floor by range shall be numeric (i.e. 001 to 010).
4. Non-numeric floor identification must conform to the following BIS designations:

ATT Attic BAL Balcony BAS Basement CEL Cellar LOB Lobby MEZ Building with only one mezzanine MZ1 Mezzanine between 1 & 2 floors MZ2 Mezzanine between 2 & 3 floors MZ3 Mezzanine between 3 & 4 floors	OSP Open Space PEN Penthouse PT1 Penthouse # 1 PT2 Penthouse # 2 PT3 Penthouse # 3 ROF Roof SUB Sub-cellar SC1 Sub-cellar # 1, SC2=#2, SC3=#3 TOW Tower
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5. An approved chart, properly marked and framed under protective cover, indicating correlation between the construction and marketing floors shall be provided at or adjacent to the fire command center (station) for use by the Fire Department incident commander and other emergency personnel.