



FDNY

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Technology Management
Bureau of Fire Prevention

Office of Technology Management Bulletin # 01-09/2020 Filing procedures for “Core and shell” Installations

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Effective Date: Immediately
Purpose: To establish an optional procedure to assist in obtaining approval of fire alarm systems in high rise office buildings

This bulletin provides optional guidelines for designing fire alarm systems in high rise buildings defined by 2014 NYC Building Code 907.2.13 where the dominant occupancy is classified as group B office. FDNY will allow tenant build-out plans to be filed and approved prior to the base building initial inspection in these types of buildings when this option is chosen. Any space that requires its own system shall not be part of this application.

1. Original filing: The base building fire alarm system will be filed as a core only system. The system will be designed as such and the job description would include the words “core only”. At a minimum, as applicable, this would include the following:

- a)* Fire Command Center and all Data Gathering Panels throughout the building
- b)* Any annunciation panels required at the Fire Command Center
- c)* Elevator associated devices (smoke detectors, hatches, relays, etc...)
- d)* Smoke control/pressurization related devices
- e)* Waterflow and tamper switches throughout the building
- f)* Required detection for core mechanical equipment, electrical, transformer, telephone equipment, elevator machine or similar rooms
- g)* Manual fire alarm boxes by all required exits
- h)* Warden phones at all required locations

- i)* Duct detectors and fan shutdown relays for any core HVAC units greater than 2000cfm

- j)* Speaker/strobes within 10 feet of any means of egress as well as within each elevator lobby (minimum of 2 per floor)
Note: Be sure to not create interference with warden phone

- k)* Stair speakers throughout the building

- l)* Strobes in restrooms

- m)* Post fire smoke purge as applicable

- n)* Permanent primary and emergency power

- o)* Reflection of connection to central station

- p)* Reflection of required monitoring of fire pump(s)

2. Partial Letter of Approval (PLA): Once the core installation is complete, the following procedures shall be followed:

- a)* Request an inspection of the core system.

- b)* Once the system is free of all defects, a partial letter of approval would be issued. This letter would describe the system as core only and would have a 1-year expiration date.

- c)* Renewal of the PLA would require a \$200 processing fee and a progress letter from a licensed design professional. Extension of the PLA would be granted for 90 days if the Department believes progress is being made towards obtaining final approval. Denial of such extension may result in the issuance of violations and/or fines. Request for extension shall be filed no later than 2 weeks prior to expiration date. All requests for an extension shall utilize form FA-20 and be emailed to FAIU@FDNY.NYC.GOV

3. Build outs: The build outs would be filed as additions and would be reviewed provided the base building plans are approved as core only. When submitting these applications, note the following:

- a)* Submit a copy of the approved TM-1 showing the base building system approved as core only.
- b)* Provide a note on the plans that reads: “This job is filed in accordance with Technology Management Bulletin 01-09/2020. These devices shall not be tied into the base building prior to base building initial inspection.” Once the plans are accepted, they would be approved with a stipulation reading “Submit either letter of defect or partial letter of approval for base building at time of inspection.”
- c)* Once the base building has either a letter of defect or a PLA, the devices associated with the additions can be tied into the base building. At the time of the inspection for the buildouts, if the base building is approved (PLA), the additions can receive a letter of approval. If the base building is not approved, the additions would get a defect to submit the base building letter of approval.

4. Final letter of approval: In order for the building to obtain final approval, the applicant shall perform the following steps in order to close out the application.

- a)* File a Post Approval Amendment (PAA) to the original core only filing to convert the job to a complete system.
- b)* On the floor plans, identify the job numbers for every buildout completed in the building and submit letters of approvals for the applications referenced. Any devices which were part of the core in the original core filing but were relocated as part of a buildout shall be shown as part of the buildout application in the PAA.
- c)* In any area where the buildout was not conducted, provide required fire alarm coverage and show on plans.
- d)* Once the PAA is approved, request a final inspection. The inspector will do a final walk through to test audibility and visibility throughout the building. The inspector may also spot check previously inspected areas.
- e)* The as built for the base building final letter of approval shall reflect all devices/appliances which remain unchanged from the core system filing. The as built does not require filing references for the buildouts.