



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 No: 3-1/2010 (REVISED)

Issuance Date: March 17, 2012
Effective Date: Immediately
Subject: Submission of Fire Alarm As-Built Drawings
Related Code Sections: BC 907.18, FC907.19 & 3RCNY §105-01

- I. Purpose.** This bulletin provides guidance for submission of the fire alarm as-built drawings. The as-built drawings are an official record of the project at the time of construction completion and must be submitted to the FA Inspection Unit either prior to or at the time of inspection. The final as-built drawings must include modifications during construction, field requested changes and shop drawing modifications.
- II. General Requirements.** To be accepted by the Fire Department the as-built drawings shall meet the following standards:
- 1. Responsibility.** The as-built drawings must be prepared, signed, and sealed by the appropriate design professional, *the applicant of record*.
 - 2. Size and format.** The as-built drawings shall be of 11"x17" size and in a legible format.
 - 3. Content.** As-built drawing must include the following information:
 - 3.1. Title block.** Title block must provide the following (as applicable):
 - a) Address of protected premises;
 - b) Name of protected premises, owner, and occupant;
 - c) Plan/Work Application (PW-1) No. with the bar code attached;
 - d) Statement indicating "As-Built Drawing;"
 - e) Date of issuance and any revisions;
 - f) Page numbers as applicable.
 - 3.2 Riser Diagram.** An as-built *one-line riser* diagram shall reflect the actual installation and provide the following information:
 - a) General arrangement of the system in building cross-section;
 - b) Number of risers;
 - c) Type and number of circuits in each riser;
 - d) Type and number of fire alarm system equipment/devices/appliances on each circuit, on each floor or level;
 - e) Fire alarm primary/secondary power connection(s);
 - f) Locations of control interfaces to other systems;
 - g) Device legend;
 - h) Applicable notes and technical specifications.

- 3.3. Input/output programming matrix.** The as-built drawings must include the input/output programming matrix (sequence of operation). The matrix of operation shall reflect the actual programming at the time of completion.
- 3.4. Functionality Statement.** Each as-built drawings must include the functionality statement which shall be executed *only by one of the following*:
 - a) Professional Engineer or Registered Architect;
 - b) Licensed Electrician;
 - c) Authorized Installer licensed by NY State.

Note: When the functionality statement is executed by the Applicant of Record, it shall indicate the applicant's name but only one signature and seal is required on the respective as-built drawing.

The functionality statement shall be as follows:

3.4.1. New Systems

I, (name, title, license/reg. #) certify that the fire alarm system filed under PW-1 No. has been installed as per approved plans, tested and operates as designed and in accordance with the input/output programming matrix.

Sign & Seal

Date:

3.4.2. Alterations to Existing Systems

I, (name, title, license/reg. #) certify that the fire alarm system filed under PW-1No. has been installed as per approved plans. A functional test has been conducted of the added/modified devices and the system operates as designed and is in compliance with the base building fire alarm system sequence of operations.

Sign & Seal

Date:

III. Submission to the Department of Buildings. Upon approval of the installation, the as-built drawings and Letter of Approval will be electronically transmitted to the Department of Buildings.

IV. Recordkeeping. Upon completion, a copy of the as-built drawings shall be stored at the fire command center (fire alarm control unit) or other approved location if such location is conspicuously identified at the system main control unit.