

**STEAMBOAT SPRINGS FIRE PREVENTION  
SERVICES  
ADMINISTRATIVE  
POLICY & PROCEDURE MANUAL**

**SECTION:** 7  
**POLICY NO.:** 1262.2  
**DATE:** January 16, 2008

**SUBJECT:** Fire Alarm System Specifications for the City of Steamboat Springs

**PERSONNEL AFFECTED:** Steamboat Springs Fire Rescue inspectors reviewing submittals from fire alarm contractors.

**PURPOSE:** To provide uniform guidelines for the installation of Fire Alarm Systems.

**GENERAL STATEMENT:** Nothing in this policy/procedures shall be in conflict with the Municipal Code of the City of Steamboat Springs, the Personnel and Administrative Regulations Manual (PARM) of the City of Steamboat Springs or the laws of the State of Colorado.

**POLICY:**

# CITY OF STEAMBOAT SPRINGS FIRE ALARM SYSTEM SPECIFICATIONS

## FIRE ALARM PROTECTION CONCEPT Revised – January 2008

This document was conceived to help those seeking Fire Alarm Permits. Read the applicable sections and indicate the page or location, where this appropriate information can be found in the specification manual. Return these three pages with appropriate information requested herein:

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## CITY OF STEAMBOAT SPRINGS FIRE ALARM SYSTEM SPECIFICATIONS

The purpose of a fire alarm system is to provide an early warning, allowing occupants time to react and evacuate; also to provide a faster Fire Department response. An increasing number of unwanted alarms require that greater attention be given to the installation, type and location of fire alarm devices.

This policy provides additional details not necessarily covered by NFPA and the International Fire Code. **The designer who follows this policy will find quicker approval and turnaround times with minimum changes.**

### SECTION I: PLAN REVIEW SUBMITTAL

Every fire alarm plan submitted for review must contain the items required in 1.1 through 1.15 as required by Fire Marshal.

Every fire alarm plan submitted that requires the installation of initiating devices shall comply with this entire section.

- 1.1 **Plans and Specifications** - Three complete sets of (24"X36") plans and specifications (including cut sheets) are required. Specifications must be extremely narrative and address every applicable section of these "Steamboat Springs Fire Alarm System Specifications". All fire alarm devices shall be listed on an equipment legend. It is recommended that all fire alarm devices indicated on the equipment legend be color coded and correlated with colored devices on plans for easy location of such devices.
- 1.2 **Zone Descriptions** - Shall be as required by this policy. (Section 2.20)
- 1.3 **Specifications** - Specification sheets shall provide information on component operation, primary panel configuration, along with all devices and their operation. Specifications must be extremely narrative.
- 1.4 **Retransmission of Signals** - The codes required to be retransmitted to a monitoring station shall be in accordance with this policy. (Section 2.21)
- 1.5 **Application and Fees** - Plan review fees shall be paid and an application completed at time of submittal. Permit Applications and Fee Schedule may be viewed at [steamboatfire.com](http://steamboatfire.com) / Fire Prevention or you may call the office at 871-8216 to confirm the permit fee amount. Checks will be made out to "City of Steamboat Springs".
- 1.6 **Review Letter** - Following the plan review, comments and correction requirements will be provided to the fire alarm contractor and/or architect by the office of the Fire Marshal.

- a) The review comments and correction requirements must be replied to prior to any inspections.
- 1.7 **Table of Contents** - To provide for quick reference during the plan review.
- 1.8 **Equipment List** - Shall provide the number of devices, part numbers and description of equipment to be installed.
- 1.9 **Battery Type and Capacity** - Calculations supporting the capacity proposed shall be required by the Authority Having Jurisdiction (AHJ).
- 1.10 **Wire Size and Calculation** - The plan submittal shall include the statement that a wire size calculation has been performed and that the proposed system meets the equipment manufacturers specifications. The AHJ may require supporting documentation.
- 1.11 **Point-to-Point Wiring Diagrams** - A point-to-point wiring diagram showing the exact number of devices per circuit, superimposed over a floor plan will be required unless specifically exempted by the Fire Marshal.
- 1.12 **Riser Diagrams** - Riser diagrams shall indicate the zone configuration and designate the number of devices per zone.
- 1.13 **Warranty Information** - The fire alarm contractor shall designate who will be responsible for any malfunctions during the warranty period.
- 1.14 **Manuals** - Operation and maintenance manuals shall be provided to the owner.
- 1.15 **Amendments** - At the discretion of the Fire Marshal, some provisions of this criteria may be amended.

## **SECTION II: GENERAL REQUIREMENTS**

- 2.1 **Required Installations and Standards** - An approved fire alarm system shall be installed when required by the currently adopted International Fire Code or any other code legally adopted by the City of Steamboat Springs or when specifically required by the AHJ.
- 2.1.1 **Code Compliance** - All fire alarm systems shall conform with the currently adopted International Fire Code, the requirements of NFPA 70, Article 760 National Electric Code, and NFPA 72.
- 2.1.2 **Component Listing** - All fire alarm system components shall be UL or FM listed for the intended application.

2.1.3 **Initiating Device Circuitry** - All Initiating Device Circuits shall provide the performance and capabilities of Class "B" (See NFPA 72).

**Exception:** Water flow, tamper and low air switches shall be wired as Class "A" (See NFPA 72).

All Indicating Appliance Circuits shall provide the performance and capabilities of Class "B" (See NFPA 72).

2.2 **Primary Fire Alarm Panel** - The primary fire alarm panel shall be located in an approved heated location. A standard telephone shall be furnished and installed at the primary Fire Alarm Control Panel for use by the Fire Marshal, Fire Department or authorized service personnel. If the Fire Alarm Control Panel is not in a room where access is controlled, the telephone should be installed in a locked cabinet. If such a cabinet is used it shall be keyed the same as the Fire Alarm Control Panel.

2.2.1 **Alarm Verification** - Alarm verification will be required for all devices located within exiting systems, assembly and public or common areas. The zone definition for an automatic fire alarm lists typical devices. The method of alarm verification shall be approved by the Authority Having Jurisdiction.

2.3 **Unit Initiation** - In dwelling units and guest rooms smoke detector(s) connected to an automatic fire alarm system shall be provided. Smoke detectors shall sound local/unit alarm only, and receive power from and be supervised by the fire alarm panel.

2.3.1 **Common/Storage Initiation** - In common areas and common storage rooms, a system smoke or heat detector shall be provided.

2.3.2 **Remote Indicating Lights** - Any lockable room or area that has detection shall have a remote indicating light.

**Exceptions:**

1. Any room or area annunciating as a separate and distinct zone.
2. Main entry door to dwelling unit or guest room.

2.3.3 **Manual Alarm - Activating Devices** - (Pull Stations) As per currently adopted International Fire Code.

2.4 **Supervision** - Supervision of all fire alarm circuits and devices shall be provided from the terminal strip, or equivalent, to the fire alarm primary panel.

**Exception:** Magnetic hold-open devices.

2.5 **Secondary Power Supply** - A secondary (standby) power supply is required for all fire alarm systems. The secondary power supply shall automatically supply the energy to the fire alarm system within 30 seconds whenever the primary (main)

power supply is incapable of providing the minimum required voltage for proper operation. The secondary power supply shall not supply energy as long as the primary power supply voltage remains above 85 percent of rated voltage. The secondary (standby) power supply shall be capable of operating the system under normal traffic conditions for 24 hours plus save sufficient capacity to operate in the alarm mode for 5 minutes. The secondary (standby) power supply shall consist of one of the following:

1. A storage battery with 24 hours capacity arranged in accordance with the "Storage Batteries" section of NFPA 72.
2. An engine-driven generator arranged in accordance with the "Engine-Driven Generator" sections and storage batteries with 4 hours capacity arranged in accordance with the "Storage Batteries" section of NFPA 72.
3. Multiple engine-driven generators, one of which is arranged for automatic starting, arranged in accordance with the "Engine-Driven Generator" section capable of supplying the energy required by the "Secondary (Standby) Power Supply Capacity and Sources" section with the largest generator out of service. The second generator may be push-button start. See NFPA 72.

2.6 **Labeling** - All fire alarm panels, remote annunciators, red remote indicating lights and firefighter telephone jacks shall be labeled. Labels shall be word graphic of a durable material and permanently attached. Engraved plastic labels are recommended. Temporary labels for new fire alarm installations **WILL NOT BE ACCEPTED.**

#### TYPICAL LABELING EXAMPLES

Zone Description-Floor Level	Zone Description Floor Level
Automatic Fire Alarm-First Floor	
Parking Garage	Tamper Alarm Ground Floor
Sprinkler Water Flow-Basement	Low Air Alarm

2.6.1 **Service Identification Tag** - A label identifying the company name, address, business telephone and 24 hour telephone shall be provided. This label shall be self-adhesive and placed on the front of the primary fire alarm panel.

2.7 **Outside Alarm & Light** - Every building shall have outside audible alarm (minimum 75 db) and flashing lights. Location to be approved by Fire Marshal.

- a. The outside alarm and light for the sprinkler system shall be located above the Fire Department Connection (FDC) and the lens shall be red in color. The outside alarm and light lens for the fire detection and alarm system

shall be clear or white in color and located on the building in a position that is visible to the Fire Department on their normal approach route. This light shall also indicate the location of the Fire Alarm Control Panel. Location to be approved by Fire Marshal.

- b. The outside audible alarm shall be silenced with the primary panel silence switch.
- c. Complexes with multiple buildings may be required to have alarm and light on each separate building. In an alarm condition the building of alarm and the building containing the Fire Alarm Control Panel shall activate.

2.8 **Alarm Audibility** - All fire alarm systems shall provide a sound level of not less than 75 db at 10 feet (3m) or more than 120 db at the minimum hearing distance from the audible appliance, in all areas of the building with all intervening doors closed. The primary concern is that 75 db be provided at the pillow of all sleeping areas with all intervening doors closed. The system shall also be capable of providing 75 db to all areas of the building simultaneously.

2.8.1 **Entertainment Sound Stop** - Occupancies such as nightclubs, discos, dining and drinking establishments with amplified music, shall have a fire alarm activated power disconnect to the sound source.

All other occupancies with a normally high ambient noise level shall install strobe lights that activate with the horns. The horns in these occupancies shall provide an alarm 15 db over ambient up to a maximum of 120 db.

2.9 **Area of Alarm Audibility** - Buildings 5 stories or less in height shall provide alarm audibility throughout the entire building.

**Exceptions:**

1. No horns shall be installed within stair enclosure.
2. No audible alarm device signaling evacuation alarm shall be installed in the Fire Command Center or adjacent to the primary fire alarm panel (i.e. 10-15 feet).
3. No audible alarm device signaling evacuation alarm shall be installed in an elevator car.

2.9.1 **High – rise Buildings** - All buildings having floors used for human occupancy located more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access, shall sound the evacuation alarm on the fire floor, the floor above and the floor below.

**Exceptions:**

1. Stairtowers in buildings equipped with an Emergency Voice Communications System (EVCS) shall sound an evacuation alarm only in the same stairtower zone that initiates the alarm.

2. No audible alarm device signaling evacuation alarm shall be installed in the Fire Command Center or adjacent to the primary fire alarm panel (i.e. 10-15 feet).
3. No audible alarm device signaling evacuation alarm shall be installed in an elevator car.

2.9.2 **Kitchen Hood Initiation** - All fire alarm devices including kitchen hood extinguishing system(s) shall sound an evacuation alarm the same as any other device on that floor.

2.9.3 **All Call Evacuation Alarm** - All fire alarm initiating devices shall cause a general evacuation alarm to sound.

**Exceptions:**

1. Single or multiple station smoke detectors located within dwelling units shall not cause an evacuation alarm to sound.
2. The activation of the trash/linen chute zone shall not sound an evacuation alarm if the trash/linen chute is sprinklered.
3. The activation of any tamper (supervisory) zone shall not sound an evacuation alarm.

All fire alarm systems shall be capable of sounding an "all call" evacuation alarm from the panel location.

2.10 **Trouble Indicators** - All fire alarm zones, emergency voice communication zones, and telephone communication zones shall annunciate trouble per zone, both audibly and visually at the primary panel.

2.11 **Remote Annunciators** - Complexes with multiple buildings, remote access points or 24-hour front desk, shall provide remote panel annunciators located at the discretion of the Fire Marshal.

2.12 **Smoke Detection** - All system smoke detectors shall lock on and have a solid red light when in alarm. All system smoke detectors shall reset from the fire alarm panel.

2.12.1 **Smoke & Heat Detector Location** - Photoelectric smoke detectors shall be used in all heated locations. Heat detectors shall be used in unheated areas.

2.12.2 **Smoke Detector Special Instructions** - Smoke detectors shall not be installed on the mounting plate until construction is finished and the building is cleaned and ready for Certification of Occupancy.

**Exception:** Smoke detectors may be installed prior to Certificate of Occupancy if they are covered and protected with an appropriate device to eliminate the accumulation of construction debris. Covers must be removed during non-construction hours if the system is operable.

- 2.13 **Thermal Detection** - Heat detectors shall be capable of latching a remote indicating light. Heat detectors shall be used in areas that are likely to contaminate smoke detectors, causing false fire alarms, or are unheated.
- 2.14 **Duct Detection** - Duct detection shall comply with the International Mechanical Code and the International Building Code.
- 2.15 **Magnetic Hold-Opens** - All doors with magnetic holders shall release on evacuation alarm.
- 2.16 **Multiplex Systems** - Multiplex fire alarm systems shall provide Class A communication loops between Data Gathering Panels (DGPIs) and the primary fire alarm panel. This wiring may be in a common chase; however, the feed and return pairs must be in separate conduits.
- 2.17 **Computer Driven Systems** - Shall be reset with no more than one computer command sequence and/or one manual switch activation.
- 2.17.1 **System Reset** - The system shall not reset if any circuit or device is in trouble or alarm.
- 2.17.2 **Replacement EPROM & Software** - It is recommended that replacement EPROM or software be provided and locked in the replacement parts cabinet.
- 2.18 **All-Points List** - An all-points list (see Appendix A) shall be provided 48 hours prior to the acceptance test. This list is provided for accurate testing of devices and terminology.
- 2.18.1 **Replacement Devices** - It is recommended that replacement devices be provided. A ratio of 1 smoke detector for every 25 detectors (minimum of 2) for each type. All other devices should be provided at a ratio of 1 device for every 50 (minimum of 1). One replacement rod for each pull station should be provided. It is recommended that an approved lockable storage cabinet with label for replacement devices be installed. A typed inventory list should be attached to the inside of the door identifying the quantity, model, and type of device stored.
- 2.18.2 **Special Tools** - Special tools for opening duct detectors, flow switches, tamper switches, pull stations or any other devices shall be provided.
- 2.19 **Key Box** - Key boxes are required and shall be installed in such a manner so that water, ice or dirt will not effect its ability to be opened. The box shall be mounted in a location clearly visible from the street or driveway and adjacent to the entry door that leads directly to the Fire Alarm Control Panel or Remote Annunciator.

The box shall be mounted not less than 42 inches and not more than 54 inches above floor level. The location shall be approved by the Fire Marshal. Key boxes

shall be included as a part of the alarm system installers bid. Appropriate key lock boxes shall be purchased by the fire alarm contractor. Order forms are available from the AHJ.

2.20 **Fire Alarm Zones** - The following zones are required if applicable:

1. Automatic/Manual Fire Alarm per floor (and wing if needed).
2. Main Sprinkler Water Flow.
3. Sprinkler Water Flow per floor (and wing if needed).
4. Tamper (Supervisory service) indication per control valve.
5. Each stairtower.
6. Each trash chute.
7. Each linen chute.
8. Each elevator shaft/equipment room.
9. Each "A" occupancy.
10. Kitchen-hood extinguishing system.
11. Duct detectors, one system per zone (see 2.14).
12. Low air, supervisory.

**Zone Definitions**

**Automatic/Manual Fire Alarm** Initiating devices include smoke detectors, heat detectors, manual pull stations, duct detectors, and kitchen hood system.

**Sprinkler Water Flow** Flow switches activated by sprinkler system discharge.

**Tamper Indication (Supervisory)** Tamper switches shall be treated as an initiating device. Tamper switches shall be activated by the closing of any sprinkler/standpipe control valve.

**Low Air Alarm (Supervisory)** Activates upon loss of air pressure in dry pipe sprinkler systems prior to charging the system with water.

**Trouble** Separate for each required zone and panel circuits.

2.21 **Retransmission of Alarm Signals** - The following codes are required to be transmitted separately and distinctly to an approved central or remote receiving station when applicable:

**Example:**

- Code 1 Sprinkler Flow Alarm
- Code 2 Automatic/Manual Fire Alarm

Code 3	Tamper
Code 4	Trouble
Code 5	Low Air Repeat per building

- 2.21.1 **Water Flow** - All water flow zones shall cause a flow alarm indication to be transmitted.
- 2.21.2 **Remote Buildings** - Remote buildings served by a common fire command center must be capable of providing retransmission signals as required by AHJ.
- 2.22 **Fire Command Centers** - Buildings with Fire Command Centers must comply with the currently adopted International Fire Code and be approved by the AHJ.

### SECTION III: ALARM SYSTEMS WITH ELEVATORS

- 3.1 **Recall** - All elevators shall recall upon evacuation alarm as required by the currently adopted International Fire Code
- a. All elevators within the building shall automatically recall to main entry level or alternate floor as designated by the Fire Department.
  - b. Elevators automatically recalled shall return to normal operation upon resetting of fire alarm system or by manual switch operation at the fire alarm panel.
- 3.2.1 **Visual Indicator** - Fire Command Centers shall have an elevator annunciator that visually indicates the location of the elevators and operational status. (At Fire Marshal's discretion.)

### SECTION IV: ALARM SYSTEM WITH EMERGENCY VOICE COMMUNICATIONS

- 4.1 **Requirement** - Emergency Voice Communication Systems (EVCS) shall be installed in buildings having floors used for human occupancy located more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access or if special conditions indicate to the Fire Marshal that such a system is required.
- 4.2 **Basis** - The EVCS shall provide one-way communication on a per zone or all call basis.
- 4.3 **Audibility** - The EVCS shall provide audibility in accordance with Section 2.8.
- 4.4 **Speaker Zones** - The following EVCS speaker zones are required as per the currently adopted International Fire Code.

## SECTION V: ALARM SYSTEM WITH TELEPHONE COMMUNICATIONS

- 5.1 **Requirement** - Firefighter telephone communication systems shall be installed in buildings having floors used for human occupancy located more than 75 feet (22 860 mm) above the lowest level of fire department vehicle access or if special conditions indicate to the Fire Marshal that such a system is required.
- 5.2 **Cross-Talk** - All Fire Department telephones must have the ability to communicate (cross-talk) with each other.
- 5.3 **Annunciation** - Each Fire Department telephone zone when activated, must annunciate both audibly and visually at the primary panel. A silence switch per zone is required. When the telephone system is in use and another telephone is plugged in, the panel **MUST** re-signal this both audibly and visually.
- 5.4 **Jacks** - Fire Department telephone jacks shall be installed adjacent to all manual pull stations. Each telephone jack shall be labeled so that its location is given.

### TYPICAL LABELING EXAMPLES

Garage Level  
Stairtower 3

First Floor N. Stairtower

Third Floor  
Grid 5 Corridor

Roof Penthouse  
Elevator Equip. Room

- 5.5 **Spare Telephone** - Six spare Fire Department telephones shall be provided at the primary panel and each remote panel annunciator.

**Exception:** Remote panel annunciator located behind the front desk.

- 5.6.1 **Storage Cabinet** - The spare telephones required in 5.5 shall be stored in a lockable storage cabinet. This cabinet shall be labeled "Firefighter Telephones". This cabinet shall be keyed the same as the Fire Alarm Control Panel.
- 5.7 **Zones** - The following Fire Department telephone communication zones are required as per the currently adopted International Fire Code.
- 5.7.1 **Sprinkler Room Telephone Handset** - A non-removable Fire Department telephone handset shall be installed in the main sprinkler control valve room.

## SECTION VI: ALARM SYSTEM IN SPRINKLERED BUILDINGS

- 6.1 **Fire Alarm Panel** - All fire sprinkler systems shall be connected into a fire alarm panel. The fire alarm panel shall be capable of annunciating water flow, tamper and trouble. If a dry pipe system is used, low air annunciation is also required.

- 6.2 **Horns** - All buildings with fire sprinkler systems shall have interior horns and an exterior horn/strobe assembly connected to the fire alarm panel. All horn circuits shall be supervised. A single silence switch shall control all interior and exterior horns. The sprinklered portions of the building shall have horns that provide 75 db with all intervening doors closed.

Any existing building retrofitted with only a sprinkler system and not already having a fire alarm system, is not required to provide supervised horn circuits or a silence-switch. However, the panel shall be clearly labeled to indicate how the water flow horn is silenced. An exterior horn and light meeting the requirements of Section 2.7 shall be installed. Interior horn(s) shall also be installed. Interior horn(s) shall provide 75 db to all areas protected by the sprinkler system.

- a. The panel shall be clearly labeled to indicate how the panel is silenced.
- b. An exterior horn and light meeting the requirements of this policy shall be installed.
- c. Interior horns shall be installed. Interior horns shall provide 75 db to all areas protected by the sprinkler system.

- 6.3 **Causes for Evacuation Alarm** - A water flow alarm shall cause the evacuation alarm to sound. Supervisory tamper alarms and low air alarms shall not cause an evacuation alarm. See Section 2.8 for all audibility requirements.

- 6.4 **Zones** - All sprinkler systems shall be zoned in accordance with Section 2.20 at a minimum and as approved by the AHJ

#### TYPICAL ZONING EXAMPLES

1. Main sprinkler flow
2. Sprinkler water flow per floor (and wing if needed)
3. Tamper indication per control valve (Supervisory)
4. Low air alarm (Supervisory)

- 6.5 **Control Valves** - All sprinkler system control valves shall have tamper switches, indicating valve closure, zoned per floor.

- 6.5.1 **Water Flow, Tamper, & Low Air Switches** - Water flow, tamper and low air switches shall all be initiating devices (normally open switches). Class "A" (See NFPA 72) wiring and/or zone modules may be needed to meet these requirements. All initiating devices shall be capable of signaling an alarm condition (red LED), along with a separate and distinct trouble condition (yellow LED). No indicator lights will be allowed that require a message interpretation. A single yellow LED shall not show both tamper and trouble because this requires interpretation.

**Example:** A tamper switch will not have any indication when the valve is open. If the valve is closed the tamper switch shall cause an LED to illuminate with no horns sounding. If the wiring to the tamper switch is broken, the yellow LED shall illuminate and sound a trouble alarm.

6.5.2 **Dry Pipe Sprinkler Systems** - All dry pipe sprinkler systems shall annunciate low air.

6.6 **Signals** - All sprinkler system alarms shall be transmitted to an approved central or remote receiving station as required by the currently adopted International Fire Code or if specifically required by the AHJ. See Section 2.21 for complete requirements. Buildings with only sprinkler systems shall transmit the following codes when applicable:

Normal Operations	System Trouble
Valve Tamper (Supervisory)	Sprinkler Water Flow
Low Air Alarm (Supervisory)	

a. The fire alarm panel shall be capable of providing the retransmission codes required in Section 2.21. Each code shall be separate and distinct from the other.

**Example:** A tamper and trouble code sent simultaneously when a sprinkler valve is closed is not acceptable. Also, the simultaneous sending of a water flow and automatic fire alarm code is not acceptable.

b. Coordinated efforts by the sprinkler, fire alarm, electrical, general and monitoring contractors are necessary to ensure a problem free installation and final acceptance.

## SECTION VII: FIRE ALARM MONITORING

7.1 **Requirements** - Monitoring shall be performed according to NFPA 72. The following are required to have supervised telephone lines for fire alarm monitoring.

1. All buildings with required fire alarm systems.
2. All buildings with sprinkler systems.

**Exception:** Buildings with only sprinkled trash chutes.  
Buildings specifically exempted by the AHJ.

7.2 **Retransmission Devices** - Retransmission devices shall be UL or FM listed. These devices may be any of the following:

1. Polarity reversal signaling.
2. Multiplex signaling.
3. Dual-line digital communicator with a test signal every 24 hours.

- a. A failure to receive the test signal shall result in a service call for maintenance.
- b. A record of the 24-hour test signal must be kept by the monitoring company.

### **SECTION VIII: ROUGH INSPECTION TESTING**

- 8.1 **Rough Inspection** - A fire alarm rough inspection shall be performed on any required or non-required fire alarm system installed in this jurisdiction. An approved set of drawings will be required on the job site at time of rough inspections.

**Exception:** Single family / Duplex unless specifically required by AHJ.

- 8.2 **Prior Notice** - Inspections must be called in at least 24 hours in advance. The inspection request number is **879-2060 ext. 216**. You will need to give the project name, job address, contractor, permit number and type of inspection. Inspections will not be scheduled unless all of the information is given. Inspections received prior to 4:30 p.m. on a working day will be scheduled the next workday. Inspections called in after 4:30 p.m., in the evenings or weekends will be scheduled the following working day. Please call the office for any questions regarding inspections or the need to coordinate a specific time.

### **SECTION IX: FINAL ACCEPTANCE TESTING**

- 9.1 **Final Inspection** - A fire alarm final inspection shall be performed on any required or non-required system prior to issuance of Certificate of Occupancy. An approved set of drawings will be required on the job site at time of final inspections.
- 9.2 **Certification and Registration Form Requirement** - At time of final fire alarm inspection, a Certification Form and Registration Form for Automatic Fire Alarm Systems shall both be completed and submitted to the Fire Marshal as specified in Steamboat Springs City Ordinance #1038. (See Appendix B&C).
- 9.3 **Prior Notice** - Inspections must be called for at least 24 hours in advance. The inspection request number is **879-2060 ext. 216**. You will need to give the project name, job address, contractor, permit number and type of inspection. Inspections will not be scheduled unless all of the information is given. Inspections received prior to 4:30 p.m. on a working day, will be scheduled the next working day. Inspections called in after 4:30 p.m. in the evenings or weekends will be scheduled the following working day. Please call the office for any questions regarding inspections or the need to coordinate a specific time.
- 9.3.1 **Smoke Detector Policy.** See also 2.12.2 of this policy regarding smoke detector installation.

- a. If the building is not 100% completed, including all painting, trim and cleaning, all smoke detectors will be removed prior to Certification of Occupancy and cleaned by authorized personnel.
- b. After the fire alarm final inspection, the system shall be placed into service.

9.4 **Tests** - During final inspection the installer must provide all needed test equipment. All devices will be tested for alarm and supervision. The Fire Marshal will observe a test of the following, when applicable.

Smoke/heat detectors  
Horn and/or speakers  
Flow switches  
Tamper switches  
All devices (Automatic/Manual)  
Battery back-up  
Magnetic hold -open  
Audibility levels  
Elevator recall  
Labeling  
Fire Department Telephones  
Smoke exhaust  
Replacement devices  
Correct zoning  
Outside audible alarm/strobe  
Sprinkler low air  
Correct audible level (evacuation vs. trouble)  
Transmitting to remote station  
Completed Registration Form  
Key Lock Box  
The installation of two separate phone lines, when applicable.  
Stairwell Pressurization

- a. A testing device meeting the manufacturer's specifications for the testing of smoke detectors shall be provided.
- b. During the fire alarm final inspection the Electrician or Installer shall be present.
- c. An all-points list (See Appendix A) shall be provided 48 hours prior to the acceptance test. This list is provided for accurate testing of devices and terminology.

APPROVED BY: Jay Muhme, Fire Marshal

SIGNATURE: Jay Muhme

DATE: 1/16/08

APPROVED BY: Bob Struble, Assnt. Fire Chief

SIGNATURE: Robert A Struble

DATE: 1-16-08

SUPERSEDES POLICY OF: July 1, 2002



## APPENDIX B

### CERTIFICATION FORM

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Owner/Manager \_\_\_\_\_

I \_\_\_\_\_, an authorized representative of \_\_\_\_\_, do hereby certify that on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, that this fire alarm system has been **100%** tested and has been found to function properly. It is in full compliance with the International Fire Code, National Fire Protection Association Standards, approved drawings/specifications and all manufactures requirements.

#### This certification must be signed!

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

#### Protected Property:

Project name \_\_\_\_\_  
Address \_\_\_\_\_

#### System Installer:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Owner/Manager \_\_\_\_\_

#### Warranty Repairs will be done by:

Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_  
Owner/Manager \_\_\_\_\_

## APPENDIX C

# Registration Form For Automatic Fire Alarm Systems

Registration shall be renewed annually

### Complex System is Protecting:

Name \_\_\_\_\_  
P.O. Box \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and State \_\_\_\_\_

### Owner of System

Name \_\_\_\_\_  
P.O. Box \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and State \_\_\_\_\_

### Operator of System

Name \_\_\_\_\_  
P.O. Box \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and State \_\_\_\_\_

### Party(s) Responsible for System

Name \_\_\_\_\_  
P.O. Box \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and State \_\_\_\_\_

### Company Responsible for Maintenance

Name \_\_\_\_\_  
P.O. Box \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_  
Street Address \_\_\_\_\_  
City and State \_\_\_\_\_

### System

Type \_\_\_\_\_ Name \_\_\_\_\_  
Number of Zones \_\_\_\_\_ Date of Installation \_\_\_\_\_

\_\_\_\_\_  
Owner or Responding Party      Date

\_\_\_\_\_  
Person Filling Out Form      Date

\_\_\_\_\_  
Fire Prevention Services      Date