

OFFICE OF THE FIRE CODE OFFICIAL
Collier County Fire Control & Rescue Districts
2800 North Horseshoe Drive
Naples, Florida 34104



COLLIER COUNTY
FIRE ALARM SYSTEM
MONITORING ONLY
PLAN CHECKLIST

(For Plan Design Review)

Compiled by
Collier County Fire Marshal's Association
Fire Alarm Sub-Committee
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2nd Revision – 06/30/02
3rd Revision – 01/14/05
4th Revision – 01/29/09

Collier County “Fire Alarm System Monitoring Only Checklist for Plan and Submittal Review”

The following is intended to assist the engineer and/or installing contractor in designing and submitting for review, code compliant documentation for the monitoring only of an existing or new fire alarm system. This document in no way details all of the requirements that may be necessary for a complete code compliant system.

Note: Systems shall be designed in accordance with the codes and standards adopted in Rule Chapter 69A-60 The Florida Fire Prevention Code, NFPA 1 (2006 edition) the Florida specific version, NFPA 101 (2006 edition) the Florida specific version, NFPA 72 (2002 edition) and the Collier County Fire and Protection Code Policy and Procedures Manual.

- YES NO 1. Has the **project name** been identified?

- YES NO 2. Has a very thorough and detailed **Scope of Work** been provided? Does it include information regarding all existing system panels and components and all new components to be installed?

- YES NO 3. Will this be a **Remote Supervising Station** system in accordance with 8-4, NFPA 72 (2002 edition)?

- YES NO 4. Will this be a **Proprietary Supervising Station** system in accordance with 8-3, NFPA 72 (2002 edition)?

- YES NO 5. Will this be a **Central Station Service** system in accordance with 8.1.1, NFPA 72 (2002 edition)?

- YES NO 6. Has a **Sequence of Operations** been provided indicating detailed actions taken for trouble, supervisory and alarm conditions?

- YES NO 7. Has the **method of communication** to the offsite monitoring station been identified? {NFPA 72 (2002 ed.) section 8.5 and Table A.8.5.1}
 - Active Multiplex Transmission System (8.5.3.1)
 - Digital Alarm Communicator (DAC) System (8.5.3.2)
 - Two-Way Radio Frequency (RF) Multiplex System (8.5.3.4)
 - One-Way Private Radio Alarm System (8.5.3.5)
 - Private Microwave Radio System (8.5.3.7)
 - Other Transmission Technologies (8.5.4)

- YES NO N/A 8. For **systems employing a DACT**, the primary means of transmission shall be a telephone line (number) connected to the public switched network. In addition, has **one of the following required secondary transmission means been identified for use on this system** (2002 ed. of NFPA 72 sections 8.5.3.2.1.4 and 8.5.3.2.1.5)?
- A second telephone line (number)
 - A cellular telephone connection
 - A one-way radio system
 - A one-way private radio alarm system
 - A private microwave radio system
 - A two-way RF multiplex system
 - A transmission means complying with 8.5.4
- YES NO N/A 9. **If utilizing two telephone lines** (numbers) for the two required separate means of transmission, **and if long distance telephone service (including WATS)** is used, the **second telephone line (number) shall be provided by a different long distance service provider**, if there are multiple providers. {see the 2002 edition of NFPA 72, sections 8.5.3.2.1.5(1) and 8.5.3.2.1.5(6)} Are there two different long distance service providers?
- YES NO 10. Has a **copy of the Monitoring contract** for the fire alarm system been provided?
- YES NO 11. Has an **outline plan of building** been provided – delineating location of FACP, smoke detector above panel, exterior weatherproof audio/visual appliance, surge protection on the power & circuits entering/exiting the building & telephone lines?
- YES NO 12. Has a **block diagram** of the fire alarm monitoring system been provided – delineating:
- the make and model of existing fire alarm control panel
 - the smoke detector above panel (if smoke detector is not currently installed, then one is required to be installed)
 - the exterior audio/visual appliance (if A/V appliance is not currently installed, then one is required to be installed)
 - the surge suppressors at the 120 VAC power, circuits entering/exiting the building & telephone lines
 - notation of how the air space is conditioned
 - the make and model of communicator and whether it is integral to the existing FACP or a separate panel
 - whether the communicator is existing or being installed as part of this monitoring permit
 - if communicator is in same room as FACP and thereby protected by the existing smoke detector
 - whether a different technology is being utilized as a second means of transmission (i.e. Ethernet)
 - whether surge suppressors for the telephone lines are existing or being installed as part of this monitoring permit

NOTE: In the case of a monitoring company change to an existing fire alarm system, where either the smoke detector above the FACP and/or the external audio/visual appliance and/or a conditioned air space for the FACP and/or a secondary supply battery size increase and/or the appropriate surge suppression DO NOT exist, and whereby the contractor is looking for an exemption from these requirements, the attached "Fire Alarm/Sprinkler Monitoring Change of Monitoring Only" form must be filled out and signed by the local jurisdictional fire marshal and included as part of the permit submittal documents. Without said document, plan review will require compliance with bulleted items as outlined above.

- YES NO **13.** Have **specification sheets** been provided for each newly installed device, appliance, surge suppressor and/or any other newly installed component of the fire alarm system?

- YES NO **14.** Do the **battery calculations** provide for the required secondary supply capacity of the respective Remote Supervising Station, Central Station Service or Proprietary Supervising system in accordance with NFPA 72 (2002 edition) section 4.4.1.5.3.1(B) and have the battery calculations been reviewed for accuracy?

- YES NO **15.** Have battery calculations been provided for a newly installed communicator in accordance with NFPA 72 (2002 edition) section 4.4.1.7?

- YES NO **16.** Have battery calculations been provided for the existing FACP and any other panels that are required to meet secondary supply capacity requirements for Remote Supervising Station or Central Station service systems?

- YES NO **17.** Has our two-page **Monitoring Company Information Form** (see Appendix 1 attached) been completed and reviewed for accuracy?

I hereby attest that, to the best of my knowledge, the aforementioned checklist information and the battery calculation(s) are accurate and adequate for the monitoring system being submitted.

Applicant Name (print)	Applicant Company		
Applicant Signature	State Registration Number		
Address	City	State	Zip Code
Telephone Number	Facsimile Number	Date	

Appendix 1

MONITORING COMPANY INFORMATION FORM

(Submit with all “monitored” fire alarm system plans, both new & existing)

Monitoring Company Name _____

Address _____

City, State and Zip _____

Phone Number _____ Fax Number _____

UL category code (e.g. UUFX or UUJS) _____

UL file number (e.g. S1362) _____
(Provide copy of current UL Certificate)

FM approval number _____

State of Florida License number _____
(Provide copy of current Florida license)

c) Provide warranty/maintenance contract showing services provided (633.701 (3))

Length of contract _____

Trouble low battery _____ Action taken _____

Sprinkler valve tamper _____ Action taken _____

A/C power loss _____ Action taken _____

Ground Faults _____ Action taken _____

Low battery _____ Action taken _____

Alarm _____ Action taken _____

Sprinkler flow _____ Action taken _____

Electric fire pump/motor running _____ Action taken _____

Electric loss of phase _____ Action taken _____

Electric phase reversal _____ Action taken _____

Electric controller connected

to alternate source _____ Action taken _____
(NFPA 20, 10.4.7.2 (A),(B),(C),(D))

Diesel engine running _____ Action taken _____

Diesel controller off/manual _____ Action taken _____

Diesel engine/controller trouble _____ Action taken _____
(NFPA 20, 12.4.2.2 (1),(2),(3))

Phone line trouble _____ Action taken _____

Runner dispatch _____ Action taken _____

1-hour _____ Action taken _____

4-hour _____ Action taken _____

q Please circle the type of supervising station used: Central Station Service or
Proprietary Supervising Station or Remote Supervising Station System

q For systems employing a DACT, the primary means of transmission shall be a telephone line (number) connected to the public switched network. In addition, which one of the following secondary transmission means shall be employed (2002 ed. of NFPA 72 sections 8.5.3.2.1.4 and 8.5.3.2.1.5):

- o A second telephone line (number)
- o A cellular telephone connection
- o A one-way radio system
- o A one-way private radio alarm system
- o A private microwave radio system
- o A two-way RF multiplex system
- o A transmission means complying with 8.5.4

q If utilizing two telephone lines (numbers) for the two required separate means of transmission, and if long distance telephone service (including WATS) is used, the second telephone line (number) shall be provided by a different long distance service provider, if there are multiple providers. {see the 2002 edition of NFPA 72, sections 8.5.3.2.1.5(1) and 8.5.3.2.1.5(6)}

- Primary means of transmission telephone number _____
(Long Distance Service Provider) _____
- Secondary means of transmission telephone number _____
(Long Distance Service Provider) _____