



TECHNOLOGY MANAGEMENT AND ENGINEERING UNITS

NEW YORK CITY FIRE DEPARTMENT – BUREAU OF FIRE PREVENTION
9 METROTECH CENTER – BROOKLYN, NY 11201



TECHNOLOGY MANAGEMENT BULLETIN # 3-1/2010

[Revision date July 12, 2010]

Submission of Fire Alarm As Built Drawings - (11”x 17”size only)

As Built drawings must include the following:

For New System

1. Only the riser diagram showing the total devices on each floor shall be required. Must be signed and sealed by the engineer of record and state “As Built”.
2. A completed Input/Output programming matrix that defines the sequence of operations.
3. Each document and each plan sheet shall have the corresponding DOB PW-1 bar code label affixed.
4. A statement from PE, RA, master electrician or licensed installer as follows:

“I, (name, title, license/reg. #) certify that the fire alarm system filed under PW1 #.....has been installed as per approved plans, tested and operates as designed and in accordance with the input/output programming matrix.”

Sign & Seal

Date:

For Additions/modifications

1. Only the riser diagram signed and sealed by the engineer of record showing the devices related to the scope of work.
2. Each document and each plan sheet shall have the corresponding DOB PW-1 bar code label affixed.
3. Indicate in the I/O matrix the function of the devices and a statement from PE, RA, master electrician or licensed installer as follows:

“I, (name, title, license/reg. #) certify that the fire alarm system filed under PW1#.....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:

All submission of Fire Alarm As-Built Drawings shall be performed at the offices of the Fire Alarm Inspection Unit, Bureau of Fire Prevention located at:

NYC Fire Department Headquarters
9 MetroTech Center, 3rd Floor
Brooklyn, NY 11201

For Questions or Inquiries contact: Fire Alarm Plan Examination Unit at (718) 999-1969