

Preliminary Instructions

- 1 Request permission from the prospect to conduct a thorough survey of the facility.
- 2 If this is pre-construction, request a meeting to discover all pertinent aspects of the job, using the **FA Sales Rep Questionnaire** as a guide.
- 3 Keep in mind what they do as a business and what their compliance and reporting issues might be with insurance, UL, Factory Mutual, etc.
- 4 Some important discovery items:
 - Dimensions of building, ceiling heights*
 - Number of maximum occupants: _____*
 - Type of occupancy (Assembly, Business, Educational, Warehouse, Theater, etc.)*
 - Where is the sprinkler riser, the incoming electrical service? (Main Electrical Room)*
 - Is there existing fire alarm equipment?*
 - Is the existing system addressable or conventional?*

5 Fill out the **FA Sales Rep Questionnaire**

Creating Markups

- 1 Make sure to make a printed copy of the floor plans.
- 2 Take a **HELPGATE** erasable red pen with you.
- 3 Use the **Device Survey Guide** to have an idea of what to look for depending on the type of facility.
- 4 Markup devices using the correct symbols provided in this guide.
- 5 Make sure that devices are clearly shown. If it is a wall device, it must be touching the wall. If it is a ceiling device, it needs to be shown in the middle of the room.
- 6 Make sure that your printed copy has room names. Otherwise, make sure that you identify and write all room and space names.
- 7 If your printed copy does not have ceiling heights, make sure to write them. This is a required item for fire alarm permit drawings.

Fire Alarm Symbols

FIRE ALARM SYMBOLS	
	Beam Smoke Detector
	Bell
	CO2 Detector
	Evacuation Panel
	Fire Alarm Annunciator
	Fire Alarm Control Panel
	Fire Control Power Supply
	Flow Switch
	Heat Detector
	Horn Only
	Horn/Strobe (Weatherproof)
	Horn/Strobe Ceiling
	Horn/Strobe Wall
	Kitchen Hood System
	Manual Pull Station
	Post Indicator Valve
	Relay Module
	Remote Test Station
	Single Monitor Module
	Smoke Detector
	Strobe (Wall Mount)
	Strobe Ceiling
	Tamper Switch