

Documents

Be diligent in obtaining building floor plans, and make sure that the files are useful by doing the following:

- 1 Secure floor plan drawings in AutoCAD ".dwg" format (always the preferred format).
- 2 Ask for architectural, electrical, and mechanical drawings. Also ask for reflected ceiling plans
- 3 If you can only get .pdf format, it is okay, but typically this must be converted to AutoCAD for submittals to the AHJ.
- 4 If no drawings are available for medium to large venues, contact your customer to propose measuring and drawing buildings to provide architectural drawings in AutoCAD.



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Additional Expense	\$
Additional Expense	\$\$\$



Reviewing your Documents

When you receive a set of drawings it is vital to note that missing information may lead to additional expense. Be sure drawings contain the following:

- 1 Names of rooms, i.e. food pantry, office, closet, art storage, office supplies, not used, or unoccupied
- 2 Type of initiating or notification device (including part numbers), using symbols that match the legend
- 3 Fire Alarm Control Panels, using symbols that match the legend
- 4 Location of remote annunciators, using symbols that match the legend
- 5 Electrical panel location and identification and breaker number with AMP rating
- 6 Factory battery and voltage drop calculations
- 7 Wire description, gauge, and conductors for each circuit
- 8 Manufacturer's specification sheets, highlighting applicable parts and their listing
- 9 Indication of ceiling heights in each room
- 10 Interface description of each fire safety control function (magnetic locks for example)
- 11 Central station monitoring information

About Drawings Related to Fire Alarm

- 1 Again, by all means, be sure to ask for architectural, electrical, mechanical, and reflected ceiling drawings.
- 2 Sometimes your customer may provide you with boiler plate or preliminary fire alarm drawings. Do not take for granted that an approved fire alarm drawing is complete. Do not assume anything because an omission could be costly.
- 3 Having the information contained in these sets of drawings protects you from recommending incomplete solutions.
- 4 HELPGATE can confirm completeness of a design with the information shown on the sets of drawings noted above. CCE will require such information to confirm that a design is complete.
- 5 In some cases HELPGATE needs to confirm what is noted on drawings.
- 6 Size and placement of Air Conditioning units (if > 2,000 CFM) is one example.

Savings	
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