Project Name: Date:

Checklist	
FIRE PROTECTION (FP)	
Schematic Design (SD)	Notes
By the end of Schematic Design, plumbing layouts should be developed enough to illustrate system concepts, major equipment locations, and preliminary riser zones. Drawings should support early coordination with architecture and structure and identify major spatial or code- related constraints.	
<b>1. Title Block -</b> Confirm that fire protection drawings use the correct title block and match the architectural sheet numbering and format. Ensure drawing scale and orientation are consistent with architectural backgrounds.	
2. Code & General Notes - Review fire protection general notes and verify references to applicable codes and standards, such as NFPA 13, 14, and 20. Confirm the project's occupancy, construction type, and system types are clearly noted.	
3. Floor Plans - Verify that floor plans show standpipes, sprinkler coverage, and preliminary piping layouts. Confirm sprinkler strategies are indicated for electrical and IDF/MDF rooms, including whether the space is rated or sprinkler-protected. Piping layouts are often shown as loops and should be dimensioned and coordinated with ceiling and architectural plans.	
4. Acoustics and Vibration - Confirm preliminary coordination with the acoustical consultant for fire pumps or motorized systems near noise-sensitive areas. Consider vibration isolation or acoustic treatment strategies as needed.	
5. Standpipes- Confirm standpipe locations in stairwells maintain proper clearances and do not obstruct egress or door swing. Verify typical standpipe detail includes accessibility clearances, including cane detection height per ADA.	
6. Incoming Services- Confirm the fire protection service entrance is shown and coordinated with civil, structural, and architectural plans. Routing should avoid conflicts with foundations and underground systems.	
7. Fire Department Connections (Siamese)- Verify FDC locations are coordinated with exterior elevations and site elements. Ensure FDC height is shown to be between 18 and 36 inches above the sidewalk or grade in accordance with code. Confirm proximity to test header and incoming service routing.	
8. Fire Pump Room- Confirm fire pump room has direct access to the exterior or to a fire-rated stairwell. Verify that the room is enclosed in 2-hour rated construction and is adequately sized for equipment and maintenance access.	
<b>9. Fire Reserve Tank -</b> If a tank is required, confirm its location is coordinated with site or floor plans and verify access and clearances. Confirm tank weight and structural support are coordinated with the structural engineer.	
<b>10. Riser Diagrams-</b> Confirm riser diagrams are included, labeled, and consistent with floor plans. Diagrams should show all major systems, sanitary, storm, domestic water, as well as pumps, tanks, roof manifolds, and curb requirements. Piping should be dimensioned, and the number of floors accurately reflected.	
<b>11. Narrative or Outline Specifications-</b> Confirm that a fire protection narrative or outline spec is provided. It should describe system types, design criteria, required performance levels, and any special conditions such as diesel fire pumps, combined systems, or site pressure limitations.	

FIRE PROTECTION (FP)		
Design Development (DD)		Notes
At the completion of Design Development, the fire protection scope must be clearly defined and aligned with the building code, fire department requirements, and architectural systems. While final coordination and CD-level detail are not required at this stage, all core fire protection system elements must be shown, coordinated, and spatially integrated. All items from Schematic Design are expected to be further developed and advanced in alignment with Design Development scope.		
<b>1. Clash Detection and Model Coordination -</b> Confirm fire protection systems are fully coordinated in the BIM/Revit model. Verify piping, standpipes, sprinkler mains, and heads do not conflict with architectural, structural, or ceiling systems. Use clash detection tools or visual review to identify unresolved interferences.		
2. Plan Readability and Graphic Clarity - Verify fire protection plans are legible, properly scaled, and consistent with architectural backgrounds. Sprinkler heads and major piping should be shown clearly, with annotations cleanly organized.		
<b>3. Floor Plans</b> - Confirm sprinkler heads are shown and coordinated with reflected ceiling plans. Verify coverage in fire stairwells, non-combustible construction may only require heads at the top and below the first landing per NFPA. Major piping routes and standpipes should be shown and dimensioned. Fire hose valve cabinets must be shown and coordinated with architectural drawings, wall types, and finishes.		
4. Standpipes - Verify standpipe locations in stairwells maintain stair clearance. Control valve assemblies should be located above 6'-8" AFF, and hose valves should fall within the cane detection zone to meet accessibility requirements and avoid the need for a separate cane rail. Where projections or mounting height do not meet both ADA and NFPA 14, confirm a detectable feature is included at the valve. Confirm riser and control valve assembly details are included and dimensioned.		
<b>5. Acoustics and Vibration-</b> If fire pumps or other mechanical equipment are located near or above/below sensitive spaces, confirm that acoustic and vibration mitigation is noted in the documents. Coordinate with the acoustical consultant to verify compliance with project-specific noise criteria.		
6. Preaction & Dry Valve Closets - If project conditions require preaction and/or dry sprinkler systems, ensure valve assemblies are located in a dedicated area or closet with floor drains for maintenance. Avoid placing them in shared spaces such as janitor's closets. Both assembly types require clearance for access per NFPA 13, and a dedicated closet or enclosure is recommended.		
7. Aerosol Systems for Elevator Machine Rooms - If sprinklers are not permitted in the elevator machine room (EMR), confirm an alternative fire suppression system—such as a potassium-based aerosol system—has been evaluated. Aerosol systems should comply with NFPA 2010 and be reviewed with the fire protection engineer, code consultant, and AHJ for suitability, installation, and documentation requirements.		
8. Kitchen Fire Suppression Systems - For food service areas with commercial cooking equipment, confirm a fire suppression system—such as an Ansul wet chemical system—is shown and coordinated with the kitchen consultant. Verify hood coverage, appliance-specific protection, and manual pull stations are included per NFPA 96 and AHJ requirements. Confirm access, clearances, and integration with architectural and MEP systems.		
<b>9. Fire Command Center (FCC)</b> - Confirm the Fire Command Center layout includes all required fire protection control panels and monitoring systems as defined by the applicable building code. Whether located in a dedicated room or closet, verify that access is clear, equipment is coordinated with architectural, MEP and Fire Alarm drawings, and that the location is acceptable to the reviewing authority.		
<b>10. Special Use Requirements – Chapter 4</b> Review Chapter 4 of the building code for special detailed requirements applicable to the building's use or occupancy. Confirm that any additional fire protection provisions specific to the use group, such as high-rise, atrium, ambulatory care, or hazardous storage, are clearly reflected in the design and coordinated with the fire protection engineer and code consultant.	0	
11. Fire Department Connections (FDCs) - Reconfirm FDC locations are coordinated with site layout and exterior elevations. FDC height must be shown as 18 to 36 inches above finished grade or sidewalk per code. Confirm clearances are provided for both wall-mounted and freestanding FDCs. Verify proximity to the test header and ensure FDCs remain visible and unobstructed.		

12. Roof Manifolds - Confirm roof manifolds are shown in buildings with standpipe systems, typically located at the top of the stair leading to the main roof level. Coordinate the specific requirements with the fire protection engineer. Ensure all stair clearances are maintained.	
13. Rubbish and Linen Chutes - Confirm automatic sprinkler protection is provided at the top, bottom, and alternate intake levels of rubbish and linen chutes. Where chutes extend below the last intake, verify additional heads are recessed and protected per NFPA 13. Ensure heads are accessible for service and coordinated with architectural and plumbing systems.	
<b>14. Details -</b> Review typical fire protection details to ensure alignment with architectural, structural, and MEP drawings. These should include, where applicable: automatic fire pump and jockey pump layouts, hanger details, preaction and dry sprinkler assemblies, through-wall sleeve conditions, and sprinkler riser and control valve assemblies. Include any other detail types based on project scope or special systems.	
<b>15. Schedules -</b> Review fire protection schedules included in the DD set. Confirm the sprinkler head schedule aligns with architectural drawings in terms of ceiling types, finishes, and locations. Verify that other schedules, such as for pumps, materials, and preaction system operations (if applicable), are included for completeness, even if they fall under the engineer's scope.	
<b>16. Outline Specifications -</b> Confirm outline specifications are included. The Project Architect should verify that the Summary of Work aligns with the specific scope of the project. Confirm that the sections on Hangers & Supports and Vibration and Seismic Controls reflect input from the acoustical and structural consultants. Other important sections to review for architectural coordination include Fire Suppression Valve and Hose Cabinets and Fire Department Connections.	

FIRE PROTECTION (FP)	
Construction Documents (CD)	Notes
At the Construction Documents (CD) phase, fire protection drawings and specifications must reflect finalized coordination, clearly indicate all system requirements, and incorporate accepted value engineering and owner input. All major systems should be fully detailed, dimensioned, and coordinated with architectural, structural, MEP, civil, kitchen, sustainability, and acoustical and vibration consultants.	
<b>1. Title Block and Formatting -</b> Verify fire protection sheets use the correct title block, sheet numbering, and formatting consistent with the architectural set.	
2. Contractual Requirements - Confirm that all fire protection system requirements outlined in Owner/Architect and Architect/Consultant agreements are incorporated into the documents. Coordinate scope language, deliverables, and performance expectations with project contracts.	
3. Documentation Completeness- Verify that fire protection drawings and specifications are complete, legible, and fully coordinated. Confirm no missing layouts, schedules, legends, or system details.	
<b>4. Value Engineering (VE)</b> - Ensure all accepted VE decisions from earlier phases are fully incorporated into the final documents. Update related notes, specifications, and performance data as needed.	
<b>5. Standpipes</b> - Verify final standpipe layout is coordinated with stair and door clearances, and that riser and valve assemblies are dimensioned and detailed.	
6. Incoming Services - Confirm incoming fire service location, elevation, and sleeve size are clearly documented. Coordinate all routing with civil and structural drawings.	
7. Preaction & Dry Valve Closets (If Applicable) - Confirm dedicated closets with floor drains and access clearances are provided for preaction or dry systems, if required. Avoid shared or inaccessible locations.	
<b>8. Fire Department Connections (FDCs)</b> - Verify final FDC locations are shown, dimensioned, and coordinated with exterior elevations. Heights must be between 18 and 36 inches above finished grade. Confirm proximity to test header.	
9. Aerosol Suppression (If Applicable) - If used in elevator machine rooms, confirm aerosol systems are detailed and coordinated with code consultant and AHJ. Confirm UL listing and installation layout.	
<b>10. Kitchen Fire Suppression -</b> Confirm all Ansul-type systems are shown with coordinated coverage, appliance-specific protection, and pull station locations per NFPA 96.	
<b>11. Fire Pump Room -</b> Confirm final layout, room access. Verify all clearances are dimensioned and coordinated with equipment schedule and MEP drawings. Ensure direct access to fire stairwell or exterior.	
<b>12. Fire Reserve Tank -</b> If included, confirm tank location, structural support, and access are coordinated. Final weight and dimensions should be noted.	
<b>13. Fire Command Center (FCC)</b> - Confirm final FCC layout includes all fire alarm and suppression control panels, and is accessible per code. Coordinate panel clearances and locations with the electrical and fire alarm engineer.	
<b>14. Special Use Requirements (Chapter 4) &amp; Specific Building Areas (Chapter 9)</b> - Confirm fire protection drawings incorporate all code-mandated provisions for special occupancies and areas (e.g., high-rise, atrium, ambulatory care, hazardous storage).	
<b>15. Riser Diagrams</b> - Verify final riser diagrams are consistent with floor plans and show all systems, pumps, tanks, and controls. Include pipe sizes, elevations, and number of floors.	

<b>16. Roof Manifolds -</b> If required, confirm manifold and hose valve details are shown and coordinated with structure and stairwell clearances.	
<b>17. Rubbish and Linen Chutes -</b> Confirm sprinkler protection is shown at top, bottom, and alternate intake levels. Verify coordination with architectural and plumbing.	
18. Schedules - Review sprinkler head schedule for alignment with ceiling types and finishes. Confirm other schedules, e.g., pumps, valve cabinets, materials, are complete.	
<b>19. Details -</b> Verify final fire protection details are included and coordinated. These should include pump layouts, hanger details, valve assemblies, wall sleeves, and seismic bracing. Signage details may also be included.	
<b>20. Final Specifications -</b> Confirm specifications include scope, system types, codes, and coordination with acoustical and structural consultants. Check Hangers & Supports, Vibration Control, Valve Cabinets, and FDC sections for alignment with architectural drawings.	