Project Name:
Date:

Checklist

FIRE ALARM (FA)

Schematic Design (SD)		Notes
By the end of Schematic Design, fire alarm documentation should be developed enough to support preliminary pricing. Drawings are understood to be conceptual, with devices shown for scope definition rather than full coordination. Typical SD deliverables include floor plans, riser diagrams, general notes, and a narrative outlining system intent and code compliance.		
1. Title Block - Confirm that fire alarm drawings use the correct title block and follow the architectural sheet numbering format - typically mirroring floor-based sheets (e.g., A-101 corresponds to FA-101). Ensure drawing scale, orientation, and background coordination are consistent with the architectural set.	☐	
2. Code & General Notes - Confirm that general and code notes are included on fire alarm drawings or in the narrative, where available. While not always provided at SD, it is recommended that applicable codes, editions, and authorities having jurisdiction, such as the local fire department, are clearly identified to support early coordination. Additionally, review Chapter 4 of the IBC to confirm that any special detailed requirements for the specific building use or occupancy type are identified and addressed in the narrative.	☐	
3. Floor Plans - Confirm that floor plan backgrounds align with the architectural drawings, including column grid references. Ensure plans are graphically clean, with unnecessary worksets, duplicate grids, or reference layers turned off to maintain clarity and consistency.	☐	
4. Plan Layouts - Confirm that preliminary fire alarm plans show typical devices such as ASD, horn/strobe, pull station, fire warden phone, ESD, DSD, FACP, and FCC. Ensure a reference symbols legend is included with clear device descriptions. Devices should be coordinated with preliminary space planning and life safety drawings. The FCC (Fire Command Center), which typically houses the FACP (Fire Alarm Control Panel), is often located in or immediately adjacent to the building lobby with visibility to the elevator lobby. The FCC should be shown and sized in accordance with building code. In some jurisdictions, it may be permitted as a fully accessible closet.	☐	
5. Riser Diagrams - Confirm that riser diagrams are included and graphically clear. While the fire alarm engineer is responsible for device selection and layout, architects should verify legibility and ensure that the number of floors and system scope align with the architectural drawings. The type and quantity of devices shown in the riser diagram should be consistent with the floor plans. At the SD phase, general notes are often included to support early pricing. These may outline assumptions such as smoke detector locations (e.g., hoistways and stairwells), fire warden phone placement, and speaker coverage in enclosed stairs.	☐	
6. Review Outline Specs – Confirm that a fire alarm narrative is included and, if applicable, outlines a fully addressable system in compliance with building and fire codes. The narrative should describe the system type, device approach (manual pull stations, smoke detectors, sprinkler monitoring), and coordination with life safety systems. Configuration details such as floor notification, voice communication, elevator recall, and system interfaces should be noted where relevant. Final zoning, device types, and coverage will be determined by the fire alarm consultant.	☐	

FIRE ALARM (FA)		
Design Development (DD)		Notes
At the completion of Design Development, the full scope of the fire alarm system must be clearly defined in the documents. While final coordination is not required at this stage, all major devices, system components, and riser pathways that impact scope must be shown and coordinated. Drawings should reflect system intent, zoning, and device placement by space type, and demonstrate integration with architectural, security, door hardware, MEP, elevators, and life safety requirements to support downstream development and pricing. All items from Schematic Design are expected to be further developed and advanced in alignment with DD-level scope.		
1. Model Coordination- Verify that fire alarm closets and associated conduit risers are coordinated in the BIM/Revit model. Confirm the closet is appropriately sized to accommodate the fire alarm DGP (Data Gathering Panel) and related equipment. Ensure risers are routed to avoid conflicts with structural elements, and use clash detection tools or visual review to confirm that shafts, chases, and floor sleeves are coordinated with other disciplines.	☐	
2. Plan Readability and Graphic Clarity - Confirm that all fire alarm plans are legible, properly scaled, and clearly annotated. Plans should use a typical grey-tone background to enhance device visibility and overall readability. Views should be free of duplicate grids, unnecessary worksets, and visual clutter to ensure graphic clarity and effective coordination with other disciplines.	☐	
3. Smoke Detection - Confirm that plans clearly indicate required smoke detection devices, including ASD (area smoke detector), ESD, DSD, TOE (top of elevator shaft), and others as applicable. Detectors are typically shown in conjunction with wall devices and other fire alarm systems. Verify that smoke detection is provided at the top of elevator hoistways and stairwells. In areas where ambient conditions are unsuitable, confirm that heat detection is considered and documented as an acceptable alternative. Ensure all smoke detector symbols used on the plans match the device legend for consistency and clarity. Detectors should be coordinated with ceiling systems to ensure proper placement, accessibility, and visual alignment.	☐	
4. Beam Detectors - Confirm that beam-type smoke detectors are shown where applicable, particularly in tall spaces such as lobbies, atria, and other high-ceiling areas. Their use should be consistent with IBC and NFPA code requirements, which recognize beam detectors as a suitable method for smoke detection where ceiling-mounted devices are impractical. Ensure their placement is coordinated with the architectural layout, ceiling geometry, and sightlines to maintain clear coverage and avoid obstructions.	☐	
5. Fire Warden Phone - Confirm that fire warden phone locations are shown on the plans, typically within or directly outside stairwells and in elevator lobbies. Devices should be recessed where possible and coordinated with wall types and architectural mounting heights. Fire warden phones are not intended for outdoor use unless located in covered egress areas such as open parking structures, and must be enclosed in rated housings where permitted by code*.	☐	
6. Strobes, Horn/Speakers, and Pull Stations Confirm that fire alarm devices are located and mounted per code and coordinated with architectural walls and mounting height sheets. Pull stations should be 42–48 inches AFF and placed at exits, stair doors, and as required for travel distance. Strobes, mounted on walls or ceilings, should be 80 inches AFF or 6 inches below the ceiling, and located in corridors, restrooms, lobbies, and other public spaces. Horn/speakers should provide full coverage in occupied areas, including lobbies, large conference rooms, restrooms, and stairways (typically every third floor).	☐	
7. Magnetic Door Holders - Confirm that magnetic door holders are shown on the fire alarm plans and coordinated with the door schedule and hardware sets, if applicable. Verify that holder depth is accounted for, devices should be positioned to allow the door to rest fully open against a clear wall surface or, if provided, within a recessed pocket. Improper placement is often overlooked and may conflict with door swing, hardware, or adjacent finishes. Note that fire alarm consultants may omit these devices if locations are not clearly identified by the architect.	☐	
8. Fire Command Center (FCC) - Confirm that the Fire Command Center is clearly shown on the drawings and coordinated with the architectural layout. The FCC is typically located near or immediately off the main building lobby and may require direct access to the exterior. Verify that the room meets required size, wall rating, and adjacency to the elevator lobby or control systems, as applicable. If configured as a room or recessed closet, confirm it accommodates required equipment such as the FACP, firefighter communication panels, smoke control, and emergency power monitoring. Ensure layout, clearances, and room signage meet IBC and local building code (e.g., NYC BC) requirements.	☐	

9. Fire Alarm Device Specification - Confirm that fire alarm device types, styles, and colors align with the architectural design intent and are coordinated with adjacent finishes and ceiling or wall conditions. Architects should review device visibility, mounting conditions, and integration with interior design. For exterior or exposed locations, verify that weatherproof or NEMA-rated devices are specified to suit environmental conditions.	☐	
10. Non-Occupiable Roofs and Mechanical Areas - Confirm that fire alarm device placement on roofs, setbacks, and mechanical wells is limited to areas where coverage is required by code. These exterior spaces typically do not require devices unless used for egress, assembly, or routine access (e.g., maintenance platforms or occupied terraces). Architects should verify that device coverage reflects actual use and access, and coordinate with the FA engineer to avoid unnecessary devices in open or equipment-only areas.	☐	
11. Post-Fire Smoke Purge - Confirm whether post-fire smoke purge is required based on building use, height, or occupancy per Chapter 4 of the IBC. If required, verify that system components and fire alarm integration are shown on the drawings and coordinated with the MEP/FP team. Ensure architectural layouts support access, equipment placement, and any required control interfaces.	☐	
12. Riser Diagrams - Confirm that fire alarm riser diagrams are included, graphically clear, and aligned with the architectural floor count and space planning. At this stage, device types and quantities should reflect specific building spaces such as stairwells, electrical rooms, elevator lobbies, and mechanical areas. Verify that devices shown in the riser diagram, including smoke detectors, pull stations, strobes, control modules, the Fire Alarm Control Panel (FACP), Fire Command Center (FCC), and Data Gathering Panels (DGP), match the plans and are coordinated with life safety functions such as elevator recall, stair pressurization, and area-specific annunciation.	☐	
13. Video Fire and Smoke Detection (VFSD) Confirm whether video-based fire and smoke detection is required by the AHJ for specific space types such as automated parking structures, tunnels, or large-volume areas with limited occupancy. Where required, verify that VFSD is documented on fire alarm plans and coordinated with security/CCTV infrastructure. Confirm camera locations, fields of view, and integration with the fire alarm system are clearly shown and supported by specifications. Architects should ensure that spatial layouts, lighting levels, and sightlines are compatible with system performance criteria.	☐	
14. Outline Specifications - Confirm that the outline specifications for the fire alarm system are included and coordinated with the architectural scope. Specifications should identify all major system components, including power supply, control panels, annunciators, smoke and heat detectors, audio/visual devices, waterflow switches, manual stations, and control interfaces for elevators, doors, and smoke control systems. Architects should verify that the listed equipment reflects what is shown on the drawings and that any required coordination, such as for door unlocking, stair re-entry, or environmental control systems, is addressed.	☐	

FIRE ALARM (FA)

Construction Documents (CD)

		Notes
At the Construction Documents phase, the fire alarm system must be fully coordinated, detailed, and code-compliant. All device locations, system risers, control panels, wiring pathways, and system interfaces must be clearly shown and aligned with the architectural, MEP, security, elevators, and life safety drawings. The submission must include all information necessary to obtain approvals from the fire department and other applicable authorities having jurisdiction (AHJs). All accepted value engineering, code requirements, and stakeholder input must be reflected. System design should be clear, detailed, and compliant with the applicable building codes, local fire department regulations, and referenced NFPA standards.		
1. Title Block and Formatting - Verify that fire alarm drawings use the correct title block and follow the architectural sheet numbering format, typically mirroring floor-based sheets (e.g., A-101 corresponds to FA-101). Confirm that drawing scale, orientation, and backgrounds are consistent with the architectural set. Include submission name and date.	☐	
2. Contractual Requirements - Confirm all fire alarm system scope and requirements described in the Owner/Architect and Architect/Consultant agreements are incorporated into the final documentation. Scope descriptions, deliverables, and performance criteria must match the project contracts.	☐	
3. Documentation Completeness - Verify that fire alarm drawings and specifications are complete, legible, and fully coordinated. Confirm no missing layouts, schedules, legends, or system details.	☐	
4. Clash Detection and Model Coordination - Perform final clash detection in the BIM/Revit model and resolve all conflicts that cannot reasonably be deferred to contractor coordination. Address any layout shifts or system adjustments required by late-phase consultant coordination.	☐	
5. Review Comment Incorporation - Confirm that all fire alarm -related comments from prior reviews - whether from the client, construction manager, peer reviewers, or internal QA/QC- have been addressed and incorporated into the final documentation.	☐	
6. Fire Department Approval Readiness - Confirm that submission materials meet jurisdictional requirements for fire department filing and approval. This includes sequence of operations, zone layouts, damper and power risers, riser diagrams, equipment lists, and device cut sheets if required.	☐	
7. Detection, Notification, and Communication Devices - Confirm all required devices are shown, including smoke detectors, beam detectors (where applicable), heat detectors, horn/strobes, speakers, pull stations, fire warden phones, and jacks. Verify locations, mounting heights, wall types, and alignment with the device legend. Ensure devices are coordinated and finalized across all areas - including stairwells, corridors, toilet rooms, and mechanical spaces. Use heat detectors where smoke detection is unsuitable.	☐	
8. Riser Diagrams - Verify that riser diagrams are included, graphically clear, and consistent with the floor plans. Confirm that major components - such as smoke detectors, pull stations, horn/strobes, DGPs, control modules, and interfaces for elevator recall, stair pressurization, and door unlocking, are shown and coordinated with architectural and MEP drawings.	☐	
9. Fire Alarm Power Riser Diagram Confirm that a separate fire alarm power riser is included, identifying panel locations, power connections, dedicated circuits, and emergency power backup where required.	☐	
10. Fire Alarm Damper Schedule - Verify a schedule is included identifying all smoke and combination fire/smoke dampers. Confirm each damper includes control zone assignment and actuation method. Verify coordination with fire alarm and mechanical drawings where FSDs are shown.	☐	
11. Fire Alarm Sequence of Operations - Confirm that a fire alarm sequence of operations matrix is included in the CD set. The matrix should describe how the system responds to device activation, including manual pulls, smoke and duct detectors, and sprinkler flow switches. Confirm the schedule clearly outlines which notification devices (e.g., strobes, speakers) activate on each floor, when fans or doors release, what signals are sent to the FCC, and how elevator and stair pressurization systems are triggered. Verify alignment with life safety strategy and MEP coordination.	☐	

12. Fire Command Center (FCC) - Confirm the FCC room or closet is finalized and meets building code and fire department requirements for size, rating, access, lighting, signage, and any required furnishings. Fire alarm drawings should include panel layouts in plan and elevation, coordinated with architectural drawings. If recessed within the lobby near a reception or security desk, verify that the area allows clear access to all panels and provides sufficient space for emergency personnel to operate.	☐	
13. Magnetic Door Holders - Where doors are held open, confirm magnetic door holders are clearly shown and coordinated with hardware sets. Verify that wall depth or door pocket accommodates the device to ensure proper door alignment and swing clearance.	☐	
14. Preaction & Aerosol Systems - If required, confirm that fire alarm documentation includes preaction and aerosol systems or references a separate filing coordinated with fire protection. While the fire alarm engineer is responsible for system design, the architect should verify that control logic—typically triggered by heat detection—is described in the sequence of operations and supported by drawings and specifications. If the design intent appears unclear or incomplete, consult the fire alarm engineer to confirm coordination.	☐	
15. Video Fire and Smoke Detection (VFSD) - If required, confirm VFSD systems are fully documented in the CD set, including camera locations, coverage areas, and integration with the fire alarm system. Verify coordination with architectural layouts, lighting, and security infrastructure to meet AHJ and code requirements.	☐	
17. Post-Fire Smoke Purge - If determined during SD/DD to be required per Chapter 4 of the IBC, confirm the post-fire smoke purge system is fully documented and coordinated in the BIM/Revit model. While typically detailed in the mechanical set, verify that fire alarm integration is shown and coordinated. Where applicable, confirm that a fire alarm purge fan matrix is included.	☐	
18. Final Specifications - Confirm that fire alarm specifications are complete and coordinated with the architectural and MEP scope. Specifications should clearly list all major system components: power supplies, control panels, annunciators, detectors, audio/visual devices, waterflow switches, manual stations, and control interfaces for elevators, doors, and smoke control systems. Verify that listed equipment matches the drawings and that coordination items, such as stair re-entry, door unlocking, and environmental system tie-ins, are fully addressed.	☐	