



Purpose and Background

The purpose of the Fire Life Safety Report (FLSR) is to provide a building overview to emergency operations and for building maintenance personnel. Additionally, the report will serve as a technical resource for plan reviewers, inspectors, and future design professionals. The FLSR is a living document that shall be maintained by the owner and updated, at the owner's expense, as needed throughout the life of the building. The report is not a code summary.

As it pertains to life safety, existing and new equipment, proposed removal of equipment is to be included in FLSRs for new and existing facilities. *Retro-commissioning* is the process of commissioning existing fire protection and life safety systems that were not commissioned when originally installed. This process ensures that building systems perform interactively according to the design intent and/or to meet the owner's current operational needs. *Retro-Commissioning* is required for existing equipment intended to remain in operation.

When Required

The Phoenix Fire Code and Phoenix Building Construction Code Administrative sections mandate the Fire Life Safety Report. Where conflicts between the codes and associated policies occur, the most restrictive will apply.

A Fire and Life Safety Report is required for:

- High-rise buildings
- Hospitals
- Covered mall buildings
- Buildings containing atriums
- Buildings storage height over 40 feet,
- Group F and S occupancies over 500,000 square feet
- Other structures as determined by the Fire Marshal or Building Official

Formatting and Submittal

Formatting and content to be included in the report, refer to the FLSR Checklist, TRT (Technical Review Team) document number 0837.

If there are known fire code appeal(s) and or building code modification(s), construction document submittals shall be postponed until final determination is made and outcome documentation provided with the FLSR. Documentation must be signed, if approved, by the code official and provided in an appendix section within the report. A draft appeal will not be accepted in the FLSR nor will it be considered as basis of design.

The FLSR is a separate plan review submittal from the construction document(s) and will undergo a standalone review. The report is not considered supplemental documentation to the plans/ drawings such as structural calculations.

Prior to submitting building construction documents, the FLSR is required to be submitted for an initial review (1). The FLSR is encouraged to be submitted approximately 30 days prior to anticipated submittal of the construction documents with at least 80 percent building design completion.

Prior to FLSR submittal:

- All Code Modifications and or Appeals provided in the FLSR *signed and approved*.
- All 3 copies of report either spiral or comb bound and sealed per Board of Technical Registration (BTR), Arizona Administrative Code, 2018 Phoenix Building Construction Code 107.1.

Applicable TRT documents to review:

- FLSR Policy- Document Number 00836
- FLSR Checklist- Document Number 00837

Formatting (Refer to TRT Document 00837)

- Does the body of the report align with the table of contents?
- Are report contents, supplemental documents, references provided of sufficient clarity?
- Have sections/ content of the report that are not applicable to the project been removed and or indicated "N/A"
- Written in *present* tense
- Was the FLSR Checklist followed? TRT document 00837

Revision(s) to the report after review is required to be clouded, delta, or color coded and clearly indicate changes made. Take page numbering into consideration to support re-submittal and mirror plan review comments with associated responses.

If there are any questions regarding this process, please contact project Team Leader and or PDD Fire Protection Engineer- Fire Life Safety Technical Lead.

(3) Hard copies are required to be submitted at the Payments and Submittal Counter located on the second floor of City Hall. A Permit/Plan Review Application (TRT 00033) will be required to accompany the submittal along with current plan review fee.

Each plan review fee will cover two reviews. If the FLSR is denied or returned for corrections on the second review, an additional plan review fee will apply to 3rd and 4th review and continue as such.

Once initial review is formally completed, FLSR review comments are required to be addressed in the report and reflect the construction documents where applicable. Plans will then be accepted for initial review and the FLSR submitted for 2nd review. Once all comments are addressed, the FLSR will be issued a "Conditional Approval."

Near completion of the project, after commissioning and final inspection, a revised FLSR is to be resubmitted for a "Final Approval". Changes made during construction, revisions, will be required to reflect the report prior to final approval.

The Final Approved FLSR is required prior to Fire Command Center final inspection/ sign off. A copy of the approved report is to be maintained at the site Fire Alarm Control Room and or Fire Command Center.