# Fire and Life Safety Reports (FLSRs) Checklist


<table>
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<th>Basis of Design</th>
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| 1. Building Description | • Intended use and occupancy groups  
| | • Construction type(s)  
| | • Building height  
| | • Number of floors above/below grade  
| | • Area per floor (s.f.)  
| | • Total area (s.f.) |
| 2. Applicable Codes, Standards, Laws and Regulations | See current list of adopted codes and standards |
| 3. Design Responsibility | Project design professional in responsible charge |
| 4. Description of Fire Protection and Life Safety Systems | |
| 5. Design and Construction Methodology | • Demolition  
| | • Phased construction  
| | • Occupancy plan |
| 6. Special Consideration and Description | Example:  
| | • Historic Preservation  
| | • Greater than 420 ft. in height  
| | • Institutional occupancy  
| | • Essential facility structure (natural disaster shelter) |
| | • NFPA 72 National Fire Alarm Code  
| | • National Electric Code  
| | • NFPA 92, 2012 Edition |
| 8. Equipment and Tools | • Door fan test equipment  
| | • Smoke control pressurization equipment |

## Passive, Active Fire Protection and Life Safety Equipment and Systems

| 9. Infrastructure (supporting building fire protection and LS systems) | • Fire flow available (PFC Appendix B)  
| | • Fire main and hydrants (municipal, private)  
| | • Water tank  
| | • Electrical service serving the building (Transformer size and location/method of protection)  
| | • Other Utilities: Information tech., natural gas, etc. |
| 10. Site Access for Emergency Response | • Fire emergency access  
| | • Fire command center  
| | • Fire fighter's air system  
| | • Access controlled egress doors |
| 11. | Fixed Fire Suppression Systems | **• Automatic fire suppression system**  
**• Standpipe system**  
**• Fire pump and fire pump room**  
**• Commercial cooking**  
**• Special systems (pre-action, water mist, etc.)** |
| 12. | Fire Alarm Systems | **• Detection design**  
**• Notification requirements (ADA, special design)**  
**• Voice evacuation**  
**• Emergency alarms (H Occupancy)** |
| 13. | Emergency Communications Systems (ECS) | **• Two-way communication**  
**• Emergency responder radio coverage**  
**• Fire command center** |
| 14. | Smoke Control and Management Systems | **• Stair pressurization**  
**• Elevator hoistway pressurization**  
**• Atrium smoke exhaust system**  
**• Smoke compartmentation**  
**• Fire fighter's smoke control panel**  
**• Diagram and controls**  
**• System acceptance** |
| 15. | Systems Associated with Commercial Cooking | **• Fire resistant hood dueling (Type I hood)**  
**• Suppression system (UL 300)** |
**• NEC 701 Standby (60 second)**  
**• NEC 702 Optional** |
| 17. | Explosion Prevention and Control Systems | **• Type of hazard and method of protection** |
| 18. | Fire-resistant and Smoke-resistant Assemblies | **• Method of protection (i.e. spray fire proofing, tested assemblies, etc.)**  
**• Fire and smoke dampers**  
**• Fire and smoke doors**  
**• Through penetration fire stops**  
**• Smoke vents (including elevator hoistway venting)**  
**• Smoke and fire rated assemblies** |
| 19. | Special Design | **• Alternative methods and materials** |
| 20. | Elevator Systems | **• Type of elevator system**  
**• Fire service access elevator**  
**• Occupant evacuation elevators**  
**• Ambulance stretcher designated**  
**• Fire fighter's emergency operation (Phase I and II)** |
| 21. | Means of Egress Systems and Components | **• Number of exits and/or stairways**  
**• Exit access components (fire/smoke resistant corridors)**  
**• Horizontal exits**  
**• Elevators**  
**• Access to the public way or staging** |
| 22. | Access Control | **• Access controlled egress doors** |
| 23. | Critical Processes and Systems | **• Energy management systems (see integrated testing requirements)**  
**• Hazardous materials and processes (temperature control etc.)**  
**• Mechanical refrigeration machine room** |
| 24. | Hazardous Materials/Operations | • Type of material and physical state  
• Maximum allowable quantities  
• Control areas |
| 25. | Commissioning | • Owner  
• Commissioning authority  
• Installing contractor(s)  
• Manufacturers’ representatives  
• Construction manager / general contractor  
• Facility manager / owner's technical support  
• Third party test entity  
• AHJ |
| 26. | Documentation for Basis of Design | • To be provided prior to Certificate of Occupancy |
| 27. | Equipment and Systems Installed as Required | • Special inspection / observation certificate  
• Manufacturer's installation instructions and specifications |
| 28. | Integrated Testing for All Fire Life Safety Systems Documentation | • Fire command center  
• Fire alarm system  
• Energy management system  
• Emergency power system |
| 29. | Delivery of Operation and Maintenance (O&M) Documentation | • Smoke control  
• Active systems (WON doors, smoke guard, magnetically hold open) |
| 30. | Fire Fighter Operation Overview | |
| 31. | Training of Facility Operating and Maintenance Staff | |
| 32. | Identification of the Requirements for Maintaining System Performance | |
| 33. | Third Party Testing and Special Inspections | |

**Integrated Testing**

| 34. | Performance in Accordance with Applicable Codes and Standards | |
| 35. | Compliance with Basis of Design | |
| 36. | Sequence of Operation | |
| 37. | Installation in Accordance with Manufacturer's Published Instructions | |
| 38. | Accuracy of Diagrams of System Interconnection and Device Location | |
| 39. | Third Party Testing and Special Inspections | |