



Construction Expectations:

Prior to construction:

GENERAL:

1. Supply full set, to scale, paper copy of civil and architectural drawings for review.
 - a. Must include life safety, fire alarm, kitchen hood (if applicable) along with all the complete set of drawings for the project.
2. On large projects or projects outside of normal a meeting with the Fire Marshal's office is strongly encouraged. If questions, complications or changes with the project arise please reach out to the Fire Marshal's office to discuss these issues. (317) 571-2600.
3. If you make a design change you must submit the proposed changes to the Fire Prevention Bureau for review.
 - a. NOTE: Some changes may be required to go to the state for approval prior to our review

During Construction:

ACCESS:

1. Once vertical construction has begun, access to the structure must be maintained at all times.
2. Any gates or fences obstructing access must have Knox padlock installed for fire department access.
3. Asphalt binder must be installed prior to combustible material arrival.
 - a. In the event it cannot be installed stone drives must be maintained in all weather conditions.
4. Access to all hydrants, existing or required FDC hook ups, and buildings must be maintained.
5. Construction shall not impede the access to existing buildings, hydrants, or required components for fire department operations.

ADDRESS:

1. Once vertical construction begins an address must be posted.
 - a. This can be a temporary sign but must be visible from road access side.
2. If applicable reflective 4" address numerals must be installed on the FDC.

HYDRANTS:

1. Fire hydrants must be installed, and flow test must be performed once vertical construction has begun.
2. Flow test documentation must be provided to the Fire Marshal's office for review upon completion.
3. Active Fire hydrants must be accessible at all times.

**FDC:**

1. FDC must be accessible at all times.
2. Reflective 4" address numerals must be installed on the FDC.
3. If the FDC becomes damaged during construction, notification to the Fire Marshal's office must be made and repairs must be made immediately.

STANDPIPE:

1. Once a building reaches 40 ft. in height the standpipe system must be in operation. This can be a temporary location approved by the Fire Marshal's Office or the permanent location.
2. Access to the standpipe must be maintained at all times.

EXTINGUISHERS:

1. Compliant Fire Extinguishers must be on site and in proper locations throughout the building.
2. Proper size and type must be present.

EXITING:

1. Temporary exit signage must be installed during construction.
2. Exits must be clear of obstructions.
3. Phased occupancy is strongly discouraged, however, if it must be done an exiting plan must be submitted and approved by the Fire Marshal's office prior to occupancy of any section of the project.

OPEN FLAME HEATERS:

1. Open flame heating devices must be supervised at all times.
2. If in use after hours a fire watch must be maintained.
3. When used during operating hours and shut down at the end of the day, the fuel supply must be shut off and secured.

WELDED GREASE DUCT:

1. Must be inspected prior to being wrapped and installed in areas that cannot be accessed once installation has occurred.
2. If possible, duct welds must be inspected on the ground where they are easily accessible by inspectors.
3. If welds cannot be inspected on the ground prior to installation an appropriate means shall be provided for the inspector to complete the inspection safely.
4. Contractor shall provide appropriate means of illumination to perform the light test



Final Inspection:

GENERAL:

1. All construction must be complete and construction materials removed from interior of building.
2. Phased occupancy is strongly discouraged. However, in the event it must occur please be sure to set up a meeting with the Fire Marshal's Office to discuss this option and develop a plan. **Insurance company to the structure to be in agreement about phased opening, and a letter from them acknowledging same.**

ACCESS:

1. Fire department shall have access to all components of the structure pertinent to fire department operations.
2. Access to Hydrants, standpipes, and FDC must be completed and maintained.
3. On drive Must have 24/7 Fire Department access to property. This includes a minimum of asphalt binder on roadways and parking lots.
4. Knox box(s) must be installed.
5. Stairwell signs to be in place, showing roof access and level identification.

HYDRANTS:

1. Fire hydrants in place and tested.
2. Must be accessible at all times.

FIRE PUMP:

1. If applicable, fire pump shall be in service and acceptance tested.
2. Acceptance testing **MUST** be witnessed by member of the CFD Fire Marshal's office.

SPRINKLER SYSTEM:

1. The fire sprinkler system for the **entire building** shall be fully functional and have acceptance testing completed and approved by the CFD. All fire and life safety systems shall remain 100% in-service after acceptance testing. **ENTIRE BUILDING**
2. Heads must be clear from all obstructions. (including covers placed during painting)
3. Sprinkler heads must not be painted.
4. Ceiling tiles must be installed, and drywall ceilings completed for proper sprinkler activation.



FIRE ALARM SYSTEM:

1. The fire alarm system for the **entire building** shall be fully functional and have acceptance testing completed and approved by the CFD. All fire and life safety systems shall remain 100% in-service after acceptance testing. **ENTIRE BUILDING**
 - a. To avoid false alarms, the detectors in the construction zone may be put into “test” during the day, but the detectors and system in the occupied zone must be fully functional 24/7. This will require forethought in designing and programming the system. Please request a meeting with fire marshal’s office and your contractor prior to the implementation.

STANDPIPE:

1. The fire standpipe system for the **entire building** shall be fully functional and have acceptance testing completed and approved by the CFD. All fire and life safety systems shall remain 100% in-service after acceptance testing. **ENTIRE BUILDING**

EMERGENCY/EXIT LIGHTING:

1. All emergency lighting interior and exterior fully operational and in working condition.
2. If there is a generator that is being used for emergency power, it will need to be in place, tested, and functioning properly.

EGRESS:

1. No blocking of exits, doors, hallways, either in the construction zone or occupied zone. No construction materials/tools present in the hallways.
2. Sidewalks must be in place at all **EXITS** and lead to public way.
3. Stairwells complete and uncompromised. (at all times)
4. If phasing is requested different than we discussed, additional “fire walls” may be necessary. Also remember that proper exiting will be required for occupants at all times. A phased plan will require additional life safety plans showing that required exiting is not compromised.
5. “Way finding” signs must be posted so residents and emergency personnel can navigate the structure.

FIRE STOPPING:

1. Drywall must be hung and finished in all required areas.
2. All fire rated construction shall be 100% complete and fire stopped.
3. Door closers (especially on units) must be properly adjusted.



KITCHEN HOOD:

1. Kitchen hood system and all its components must be tested and in proper working order prior to our arrival.
2. A complete test of the kitchen hood system will be completed during our inspection. (be sure all appropriate contractors are present for this inspection)
3. Class K extinguisher must be present and mounted.