



FIRE SPRINKLER SCOPE OF WORK LETTER



To provide a more streamlined plan review process, the Greeley Fire Department will allow the submission of a scope of work letter in place of full shop drawings for modifications to existing fire sprinkler systems that meet the criteria noted below in full. **It is the responsibility of the submitting contractor to review the following information.**

THE SCOPE OF WORK LETTER PROCESS IS NOT INTENDED TO BE USED FOR MULTIPLE SMALL PROJECTS AS A SUBSTITUTE FOR A FULL SUBMITTAL. A FULL SUBMITTAL WILL BE REQUIRED FOR PROJECTS WHERE THE CUMULATIVE SCOPE OF WORK IMPACTS MORE THAN (20) SPRINKLER HEADS WITHIN A 180-DAY PERIOD.

To be eligible for a scope of work submission, **ALL** the following criteria must be met in full:

- The scope of work must not impact more than a total of (20) sprinkler heads, including relocations and additions.
- The existing hazard classification must not be changed from the existing classification. The contractor shall attest to verifying the original hazard classification as it was designed or determined.
- The scope of work cannot include Group E or Group H occupancies.
- The scope of work cannot negatively impact the hydraulic demands of the system, including any modifications to the k-factor of the existing sprinkler heads. **This must be clearly indicated.**
- The scope of work cannot include high-hazard commodities, including but not limited to, hazardous materials, flammable/combustible liquids, high-piled storage, or rack storage, etc.
- Building occupancy class cannot change.

All scope of work letters are required to be reviewed, stamped, and signed by a NICET III-Water Based Systems Layout or a Professional Engineer (PE) registered in the State of Colorado. In addition, all scope of work letters are required to include the following:

1. A written description of the proposed work on the fire sprinkler contractor's company letterhead bearing their state registration number and indicating the designated designer and lead installer.
 - The letter must include the number of sprinklers impacted, hazard classification, sprinkler characteristics including temperature classification, k-factor, and response type.
 - This letter must include indication that existing sprinklers in pertinent areas are verified as not being recalled by the manufacturer or due for testing or replacement as per NFPA 25.
 - This letter must include indication that the existing spare head cabinet will be updated for all new sprinklers.
2. All equipment data sheets for newly installed equipment must be submitted in PDF format, with the specific makes and models specifications **CLEARLY HIGHLIGHTED.**
3. Any additional clarifying information that may be beneficial to the reviewer such as schematic drawings, etc.

The scope of work description needs to be as specific and detailed as possible. The statement **MUST** cover the full scope of work of the permit. Incomplete descriptions or a vague scope of work **WILL NOT** be accepted. Any associated modifications, removal, relocation, or additions to pipe, valves, or equipment must be clearly indicated, and must meet the requirements of the **2021 Edition of the International Fire Code**. Greeley Fire Department has the right to require a **FULL SUBMITTAL** at any point during the review process if it is deemed necessary due to insufficient scope of work submittal.