



FIRE ALARM 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 alarm systems that meet the criteria noted below in full. **It is the responsibility of the submitting contractor to review the following information.**

A scope of work letter is encouraged to be used for the replacement of any communicator (dialer swap) as well as modification or replacement of a fire alarm control panel (FACP), so long as no other system modifications are being completed. All modifications must be “like for like” to be eligible for a scope of work submission.

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

- The scope of work must not include the addition of more than five (5) notification or initiating devices.
- The scope of work must not include the relocation or modification of more than ten (10) notification or initiating devices.
- The scope of work cannot include Group E or Group H occupancies.
- The scope of work cannot impact secondary power demands of the system.
- The scope of work cannot provide for a smoke control system or stair pressurization system.
- The designer shall attest to verifying that all new components are compatible with existing components.
- An updated graphic map shall be provided where applicable.

All scope of work letters are required to be reviewed, stamped and signed by a NICET III-Fire Alarm 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 alarm contractor’s company letterhead.
 - The letter must include the number of notification devices impacted, number of initiating devices impacted, communication modifications, and FACP modifications.
 - Indication that the system will be 100% function tested prior to requesting a final inspection.
 - Indication that an NFPA 72 Certificate of Completion will be provided at the time of final inspection.
 - Indication that an upgraded graphic map will be provided for any new initiating devices or functions.
2. All equipment data sheets for newly installed equipment must be submitted in PDF format, with the specific makes and models, and power demand (if applicable) 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, and meet the requirements of the **2021 Edition of the International Fire Code**. 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 circuit modifications must be included, as well as any equipment that is added, relocated, or removed, such as type of notification devices, type of initiating devices, power supplies, annunciators, or modules. 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.