


TECHNICAL BULLETIN CITY OF RALEIGH, N.C. www.raleighnc.gov				OFFICE OF THE FIRE MARSHAL	
Subject	Bulletin #	SECTION	PAGE	EFFECTIVE DATE	
Record Drawings	TB-7	NCFPC	1 of 4	7/1/2006	
		PREPARED BY Office of the Fire Marshal			Revision Date 06/01/2019

1.0 **Purpose**

The primary purpose of record storage is to provide a secure place to store the documents required for servicing, renovations, repairs, and building expansions. These documents are invaluable to architects, engineers and contractors on present and future projects.

2.0 **Organization(s) Affected**

Raleigh Fire Department (Office of Fire Marshal), Fire Sprinkler contractor, and Fire Alarm contractor.

3.0 **References**

Current adopted edition NFPA 13, NFPA 72, NC Building Code, NC Fire Prevention Code (NCFPC).

5.0 **Requirements**

5.1 **Fire Alarm Systems “New”**

- 5.1.1 An AS BUILT Record Drawing Cabinet shall be installed at each project that has a new Fire Alarm System and is to be located at the Main Fire Alarm Control Panel.
- 5.1.2 The cabinet shall be tampered and record a supervisory signal at the FACP.
- 5.1.3 The following documents shall be stored in the Record Drawing Cabinet:
 - A. Complete set of As Built Drawings (NCFPC, and NFPA 72)
 - B. Original Record of Completion for system (NCFPC) Signed by the Contractor and Fire Marshal.
 - C. A copy of the completed building code summary sheet
 - D. A copy of the original test printout
 - E. A hard copy print out of the system configuration if it's a programmable system
 - F. A copy of each maintenance inspection report
 - G. Operating Instructions

- H. A copy of the equipment submittals/specifications.
- I. Voltage Drop Calculations
- J. Battery Calculations
- K. Shall be keyed the same as the FACP
- L. Any keys required for the system.

5.2 **Fire Alarm Systems Alteration, Fit-up, and Repair**

- 5.2.1 An AS BUILT Record Drawing Cabinet shall be installed at each project that has an Alteration, Fit-up or repaired Fire Alarm System and is to be located at the Main Fire Alarm Control Panel.
- 5.2.2 The cabinet shall be tampered and record a supervisory signal at the FACP.
- 5.2.3 The following documents shall be stored in the Record Drawing Cabinet:
 - A. Record documents for all alterations, fit-ups, and repairs shall be as listed in 5.4 below. (As-Built, and Record of completion, if original is not available can be for fit-up only).
 - B. Voltage drop and battery calculations for all circuits and panels that the fit-up affected. For NAC circuits, the entire power supply shall be included in the voltage and battery calculations.
 - C. A copy of the completed building code summary for the fit-up.

5.3 **Fire Alarm System Up-grade or Replacement**

- 5.3.1 The requirements for New Fire Alarm Systems shall be met when replacing a fire alarm control panel or up-grading from conventional to addressable systems.

5.4 **Fire Sprinkler Systems New**

- 5.4.1 An AS BUILT Record Drawing Tube or Cabinet shall be installed at each project that has a new Fire Sprinkler System and is to be located at the Fire Sprinkler Riser Room.
- 5.4.2 The following documents shall be stored in the Record Drawing Cabinet:
 - A. Complete set of As Built Drawings and Equipment Specs. (NFPA 13, 2002 ed.)
 - B. Original Above ground and below ground Material Test Certificate Signed by the Contractor and RFD Inspector.
 - C. A copy of the completed building code summary.
 - D. A copy of the original Sprinkler design data summary.
 - E. A copy of the original Storage design data summary.
 - F. Fire pump certified test curve, and field start-up certification.
 - G. Backflow test certification and forward flow test certification.
 - H. Operating Instructions
 - I. A copy of the equipment submittals/specifications.
 - J. Any keys or tools required for the system.

5.5 **Fire Sprinkler System Alteration, Fit-up and Repair**

5.5.1 An AS BUILT Record Drawing Tube (FP-20) or Cabinet shall be installed at each project that has a Alteration, Fit-up or repaired Fire Sprinkler System and is to be located at the Fire Sprinkler Riser Room.

- 5.5.2 The following documents shall be stored in the Record Drawing Cabinet:
- A. Record documents for all alterations, fit-ups, and repairs shall be as listed in 5.2 above. (As-Builts, and Record of completion, if original is not available can be for fit-up only).
 - B. Original Above ground and below ground Material Test Certificate Signed by the Contractor and RFD Inspector
 - C. A copy of the completed building code summary for the fit-up.

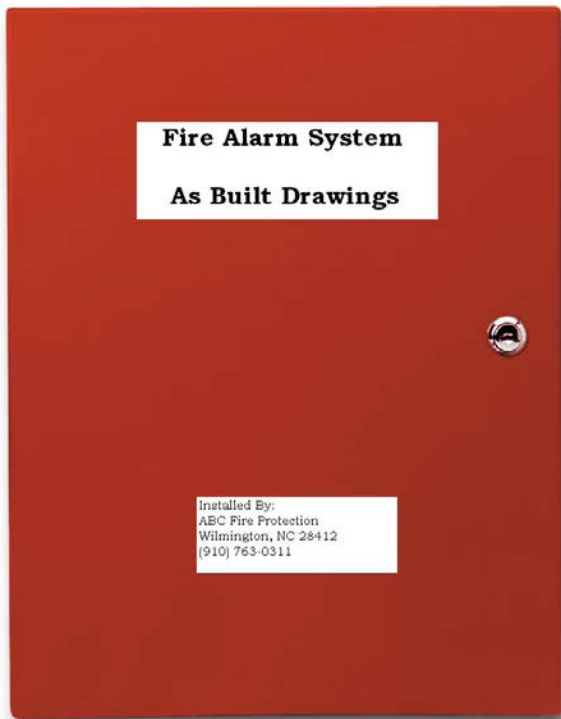
6.0 **Goal:**

Raleigh Fire Department is aware that reverse engineering building documents can be very expensive to owners and tenants. Our goal is to provide consistent document storage and availability for required system records. These documents are required by architects, engineers, contractors and others over the life of the system in order to design new tenant spaces, maintain, service, repair systems, and, upgrade protection levels, etc.

The cost of this requirement should be minimal to the building owners and tenants. All documentation required by code and most construction specifications shall be turned over to the building owner at completion. The only extra cost is for the Record storage cabinet or tube which is minimal.



Record Document Storage Tube (Details FP-20)



Record Document Storage Cabinet