

# Louisiana State University

## Office of Facility Services

### Operating Instruction 4014

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**SUBJECT: SUBMISSION OF APPROVED REQUEST FOR ESTIMATES FOR STATE FIRE MARSHAL APPROVAL**

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#### I. Procedures

- A. Procedures have been set up to prepare, submit and track Fire Marshall approval for new construction and renovations involved with routine maintenance and minor alterations affecting life, safety and accessibility

#### II. Origination of Fire Marshal Approvals

- A. University projects that require approval of the State Fire Marshal are divided into three (3) groups
  - 1. New construction and renovation
  - 2. Construction involving routine maintenance and affecting means of access
  - 3. Incidental construction involved with customer driven work/job orders
- B. All University projects that are performed by the Office of Facility Services and fall into one of the three categories above must submit required documents for approval to the Office of State Fire Marshal

#### III. Requirements for Form Submittals

- A. **Formal Plan Review**-The Resources department of Facility Services will complete required documents, drawings, specifications and materials documentation that will be assembled and submitted to the State Fire Marshal. Information included in this form of submittal will include:

1. Plan Review Application (OSFM)
2. Drawings
  - a. Site Plan showing location of project on campus
  - b. Building floor plans showing overall egress paths, stairs, doors, etc
  - c. Large scale plan showing all work in the project area
  - d. Sections, elevations and schedules that describe configurations, materials used and method implementation
  - e. Manufacturer's printed information that is required and will assist in the explanation and understanding of the proposed work

B. **Cursory Plan Review**-The Resources department of Facility Services will complete required documents, drawings, specifications and materials documentation that will be submitted to the State Fire Marshal. Information included in this form of submittal will be:

1. Letter of Request for Cursory Review
2. Drawings
  - a. Building floor plans showing overall egress paths, stairs, doors, etc
  - b. Large scale plan showing all work in project area
  - c. Sections, elevations and schedules that describe configuration, materials and method of implementation
  - d. Manufacturer's printed information that is required and will assist in the explanation and understanding of the proposed work

C. **Minor and Incidental Construction**-Minor and incidental construction that is the result of maintenance and customer driven work/job orders will be reviewed by Facility Development. All drawings, specifications, information, etc. needed to explain these projects are required to be submitted to Facility Development prior to beginning work.

VI. **Documentation and Tracking of Fire Marshal Approvals**-It is the responsibility of Facility Development to track all submittals, responses, approvals and closeouts of all projects involving Fire Marshal submittals and approvals. The following procedures will apply to the three forms of submittals:

A. **Formal Plan Review**- A file will be created and maintained for all projects that require formal Plan Review and will contain the following:

1. Copy of all documents included in the formal plan review
2. Copy of all correspondence between Facility Services and State Fire Marshal pertaining to specific project
3. Copy of the approved plan from State Fire Marshal
4. Copy of documentation generated at completion of project showing compliance with State Fire Marshal

**B. Cursory Plan Review-** A file will be created and maintained for all projects that require cursory Plan Review and will contain the following:

1. Copy of the Determination of Submittal form
2. Copy of all documents included in the formal Plan Review
3. Copy of approved cursory Plan Review from the State Fire Marshal
4. Copy of documentation generated at completion of project showing compliance with State Fire Marshal

**C. Minor and Incidental Construction-** A file will be created and maintained for all projects that receive State Fire Marshal approval. This file will contain the following:

1. Copy of the Determination of Submittal form
2. Copy of the completed work/job order

**V. Maintenance and Accessibility of Files-**Facility Development will maintain and update all files pertaining to State Fire Marshal submittals on a weekly basis. Additionally, accessibility to files will be granted to representatives of the Enforcement division of the State Fire Marshal during regular business hours. Access to the files outside of regular business hours will be coordinated through Facility Development.

**VI. Miscellaneous-**Facility Development will be responsible for the submission of projects to the State Fire Marshal following the procedures outlined above. Notification of the Resources department of any project that includes minor and incidental construction will be the responsibility of the respective departments, i.e. Facility & Utility Operations

Submission of information to obtain State Fire Marshal approval by Facility Development will be the responsibility of Facility Development

Registered professionals (architects, engineers, etc.) within Facility Services will be available to Facility Services staff members to provide advice and guidance regarding requirements of submission to the State Fire Marshal