

Construction, Renovations and Alterations Policies and Procedures

Fire and Life-Safety Group (FLS)

Introduction

This document was prepared to list some but not all of the requirements based on the latest edition of adopted codes in 2011. Please ensure that all the requirements of applicable codes at the time of new installations or changes to existing installations are verified and implemented.

In order to ensure that construction at the University of Colorado is compliant with building codes, fire codes and other regulations, it is imperative that all construction activities, large and small, be conducted through or with the approval of Facilities Management (FM).

Work Exempt from Construction Permit

A list of all work that is exempt from construction permit is given in Section 105.2 of the 2009 edition of the *International Building Code* (IBC).

Policies and Procedures

For any construction project, the following steps are to be taken:

1. Contact the FM Service Center and open a work order for the project at 303-492-5522.
2. Assign a project manager from FM Shops or FM Design and Construction Group.
3. The project manager will handle construction activities from that point on.

A number of groups are involved in campus construction activities, one of which is Fire- and Life-Safety Group (FLS). FLS reviews designs for compliance with building and fire codes. Part I below lists examples of work where a review by FLS is, in general, necessary. Part II lists examples of work that may be completed without contacting FLS, i.e., no review is necessary. Part III provides a quick index to the Campus Construction/Life-Safety Handbook.

If you have any questions or comments please contact FLS at 303-492-4042.

Part I.

Examples of when it is necessary to contact FLS before doing modifications:

1. Changing light fixtures that might affect fire sprinkler spray pattern
2. Painting the ceiling if the room is sprinklered
3. Replacing a door with a door that has a different fire rating
4. Removing or adding a door
5. Building, removing or relocating a wall
6. Installing a bookshelf that may be closer than 18 inches to a sprinkler head
7. Blocking access to a door
8. Changing the hardware on a door

9. Changing the type of occupancy, such as changing an office to a storage room
10. Storing flammable liquids or gases
11. Relocating a fire extinguisher
12. Placing objects near a fire alarm pull station
13. Placing an object that could block emergency lighting
14. Storing or locating items in a corridor or egress path
15. Modifying sprinkler heads or sprinkler pipes
16. Any project that requires temporary blockage of aisles, corridors, stairways or other means of egress
17. Any construction activity inside or outside buildings
18. Installing projectors on ceiling that could block fire sprinkler spray
19. Changing occupant loads for rooms, e.g., changing an office to a meeting room
20. Installing any temporary or permanent open-flame device
21. Installing any abnormal ignition device, such as using portable radiant heaters
22. Penetrating fire-rated walls, such as corridors, stairs and rooms with fire rated enclosures
23. Replacing or relocating exit signs
24. Installing magnetic door holders
25. Replacing windows in residential areas
26. Running wiring above ceiling
27. Adding windows
28. Any work in an exit stair enclosure
29. New interior finish such as wall paper

Part II.

Examples when it is not necessary to contact FLS to review modifications:

1. Painting Walls
2. Changing the key to a door
3. Modifying or adding baseboard trim
4. Fixing an existing bookshelf to a wall
5. Putting furniture or accessories in a room that will not come within 18 inches of the ceiling or sprinkler heads
6. Repairing walls when the fire-rating of the wall will not be adversely affected
7. Repairing floors when the fire-rating of the floor will not be adversely affected
8. Repairing doors when the fire-rating of the door will not be adversely affected
9. Repairing door hardware
10. Replacing carpet
11. Installing telephone/computer network jacks, see Part I item 26 for exceptions
12. Installing electrical sockets in any area except for exit stairs
13. Installing audio or video equipment that does not attach to the ceiling and does not block the sprinkler spray pattern
14. Rearranging furniture
15. Replacing a door with an equally fire rated door
16. General maintenance or replacement of HVAC diffusers/grilles with equivalent diffusers/grilles
17. Plumbing repairs and modifications
18. Light fixture repairs
19. Installing personal computer hardware

Part III.

Campus Construction/Life-Safety Handbook

For a full Construction, Renovations and Alterations Policies and Procedures please refer to the handbook.