



OFFICE OF THE STATE FIRE MARSHAL
University of California Santa Cruz
Designated Campus Fire Marshal Program
Fire Safety and Prevention
1156 High Street, Santa Cruz CA 95064

UC SANTA CRUZ

100% Schematic Design Checklist

- ❖ Campus Project Number
- ❖ List of project team and appropriate contact information (name, phone, email)
- ❖ Project description/summary
- ❖ Code summary must include:
 - Building codes and standards (include year of edition) for basis of design
 - Building construction type
 - Building height
 - Scope of work floor areas (when applicable)
 - Indicate whether building is fire sprinklered, partial sprinklered or non-sprinklered
 - Occupancy classification
 - Description of use
- ❖ Egress Plans
 - Indicate occupant loads at exit paths
 - Identify evacuation assembly point(s)
- ❖ Site Plan
- ❖ Floor plans: Indicate fire-rated walls by line-type or wall pattern
- ❖ Roof plan
- ❖ North arrow on all plans for appropriate drawings
- ❖ Exterior elevations
- ❖ Building sections
- ❖ Fire service main location: include backflow preventor, PIV, FDC and point of entry to the building(s) o Property line analysis for exterior wall/window protection
- ❖ List of deferred submittals
- ❖ Alternate Materials and Methods Request (AMMR)
- ❖ Chemical Inventory
 - If a building houses, uses, or handles hazardous materials as defined in the California Fire Code, provide Hazardous Materials Identifications System (HMIS) to the Fire Marshal for review/approval of occupancy groups

Note 1: If smoke control system is required, consult Lead Designated Campus Fire Marshal

Note 2: Submit to City of Santa Cruz street address application



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100% Development Design Checklist

- ❖ **All of the design requirements in the Schematic Design Checklist, plus:**
- ❖ Reflective ceiling plan
- ❖ Traffic study to determine appropriate means of design
- ❖ Equipment Plan
- ❖ Physical security system plan
- ❖ Interior elevations
- ❖ Vertical circulation sections
- ❖ Ceiling construction
- ❖ Illuminated and tactical exit light locations
- ❖ Fire extinguisher locations
- ❖ Knox Box location(s)
- ❖ Mechanical plans; and must include:
 - Fire, smoke, fire/smoke damper locations
 - Equipment schedule
 - Refrigerant Leak Detection System (if applicable)
- ❖ Plumbing plans
- ❖ Fire sprinkler drawings; and must include:
 - Location of control valves, floor control valve assemblies, etc.
 - Standpipe drawings
 - Hose valve and isolation valve locations
 - Section view(s)
 - Riser diagram
- ❖ Electrical plans
 - Include emergency egress lighting plan with photometric study (interior and exterior)
 - Fire Alarm Plans
 - Include location of FACU and Remote Annunciator Panel

Note 1: Proposed room numbers must be reviewed/approved by Capital Planning and Space Management at this phase

Note 2: Submit outline specifications



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100% Construction Design Checklist

- ❖ **All of the design requirements in the Development Design and Schematic Design Checklists, plus:**
- ❖ Partition schedule with listed assembly number (e.g. UL number) for fire rated assemblies
- ❖ Through penetration fire-stopping system details with listed assembly number (e.g. UL number)
- ❖ Construction joint system details with listed assembly number (e.g. UL number) for intersections of fire-rated assemblies
- ❖ Fire door / hardware and fire window schedule
- ❖ Signage schedule
- ❖ DCFM review stamp template in title block

Note 1: Construction Documents must be signed by Architect or Engineer

Note 2: Submit 100% specifications, signed by Architect or Engineer

These checklists may not be a complete list depending on project scope, size, complexity, etc. Conversely, some checklist items may not apply to a project.