

# This Is A Fire Fresh Document

## FIRESAFETY

### APPLICATION CRITERIA FOR ADMINISTRATIVE BUILDINGS

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#### 1. GENERAL

- 1.01 This section outlines application criteria for the 760-600 series firesafety practices for administrative buildings.
- 1.02 This section is being updated to add firesafety requirements under standby engines, suppression systems and detection systems for administrative buildings. Whenever this section is reissued, the reason(s) for reissue will be given in this paragraph.
- 1.03 The recommendations in this section are based, in general, on the National Fire Protection Association (NFPA) standards, the Model Building and Fire Codes, insurance and property risk management considerations, technical advice of Bellcore and consensus opinion of Company subject matter experts.
- 1.04 Where local, state, federal or Occupational Safety and Health Act (OSHA) regulations require higher degrees of protection, the legislated criteria should be

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followed to the extent required. Where those provisions are in conflict with this section, a variance means should be found by seeking "equivalent protection" through alternative installation methods which will satisfy the intent of this section.

- 1.05 An administrative building is any building constructed for office usage and does not contain telephone communications equipment, other than house telephone facilities, or electronic data processing equipment (EDP). Administrative buildings typically have space which is used as management offices, business offices and training centers.
- 1.06 The use of the term high-rise building and low-rise building in this section shall be determined based upon building height as covered in the local jurisdictional building and/or fire codes.
- 1.07 This section is based on Company Firesafety Policy and applies to both new and existing facilities. However, there may be cases in existing buildings where it is impractical to retrofit the building to comply with certain sections. Therefore, sound engineering judgment should be exercised in these cases to ensure the intent of the sections are achieved.

## 2. **FIRESAFETY PRACTICES**

- 2.01 The basic firesafety philosophy to be incorporated into the design of administrative buildings is to follow local code requirements except where the firesafety requirements are more stringent in the sections listed in Table A and discussed in the following paragraphs. The basic philosophy of these criteria is to provide a sound basis of fire protection for all administrative buildings.
- 2.02 The sections listed in Table A detail firesafety requirements for **Site Selection, Finishes and Furnishings, Cafeteria/Kitchen, Standby Engines, Building Construction, Exposure Protection, Egress/Access, HVAC Systems, Portable Fire Extinguishers, Suppression Systems, Detection Systems, and Engineering Provisions For Firesafety Plan.**
- 2.03 **Standby Engines:** Of particular importance is providing 1) concrete diking around day tanks, 2) fuel level and warning indication at the point of fill (normally outside the building) on day tanks and 3) automatic shut-off valves on the fuel supply lines as they enter the building and as they leave inside storage tanks.
- 2.04 **Suppression Systems:** The use of automatic suppression systems are

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recommended in administrative buildings.

- (a) In particular, sprinkler systems are recommended to be installed in high-rise administrative buildings and in newly constructed or major renovations of existing low-rise administrative buildings.
- (b) The application recommendations for standpipe and hose systems in administrative buildings are shown in Section 760-640-310, Table 1 and generally based upon a function of building height (number of stories) and area per floor.

2.05 **Detection Systems:** The use of early warning fire detection system (EWFDS) is recommended in administrative buildings.

- (a) EWFDS shall be installed so as to provide detection coverage in high-rise administrative buildings and in newly constructed or major renovations of existing low-rise administrative buildings.
- (b) Areas within administrative buildings may use return air smoke and fire detection. This includes administrative/office areas, toilet facilities, janitor closets, lounges, hallways, corridors, general purpose storage and other administrative types of spaces not involving a concentration of combustibles.
- (c) Areas containing a concentration of combustibles that are not protected by a suppression system, standby engine rooms and fuel storage areas shall have detection in the space.
- (d) EWFDS shall be continuously monitored for alarms 24 hours a day by a control center. Monitoring indication shall include detection and trouble conditions and, where provided, sprinkler system supervisory signal operation.

2.06 **Engineering Provisions for Firesafety Plan:** The engineering provisions required for the administration of the Firesafety Plan are indicated in Section 760-660-100 "Engineering Provisions for the Firesafety Plan." A Fire Command Station and Communications System is required in all multistory administrative buildings with greater than 100,000 square feet and normally occupied by 100 or more people. Evacuation plans and signs are required in all multistory administrative buildings either greater than 25,000 square feet or normally occupied by 100 or more people.

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TABLE A

## SUPPORT DOCUMENTATION FOR ADMINISTRATIVE BUILDINGS

CATEGORY	SECTION NO.	SECTION TITLE
1. Site Selection	760-610-100	Considerations Related to Site Selection
2. Finishes/Furnishings	760-610-200	Considerations for Interior Finishes and Furnishings
3. Kitchen/Cafeteria	760-610-300	Considerations for Cafeteria(s)/Kitchen(s)
4. Standby Engines	760-610-400	Considerations for Standby Engines
5. Building Construction Practices	760-620-100	Fire Protection During Construction
6. Exposure Protection	760-630-100	Protection Against Exposure Fires
7. Egress/Access	760-630-300	Egress/Access Requirements
8. HVAC Systems	760-640-100	Considerations for Heating, Ventilating, and Air-Conditioning Systems
9. Portable Extinguisher	760-640-200	Distribution of Portable Extinguishers
10. Suppression System	760-640-300 760-640-310 760-640-320 760-640-400	General Considerations for Suppression Systems Standpipe and hose Systems Considerations for Pumps for Fire Service Design Considerations for Halon Flooding Systems
11. Detection System	760-650-100	Fire Detection Systems
12. Engineering Provisions for the Firesafety Plan	760-660-100	Engineering Provisions for the Firesafety Plan

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