



City of Houston

R.W. Galvan

Fire Department

Fire Marshal

*Fire Prevention Division
600 Jefferson Street
Houston, Texas 77002
T.832-394-6900
F.832-394-6686*

I am remodeling and I have a fire alarm system?

PROCEDURES FOR REMODELING AND DEMOLITION OF BUILDINGS WITH A REQUIRED FIRE ALARM SYSTEM

If the nature of construction warrants, the Life Safety Bureau of the Houston Fire Department, in accordance with Chapters 9 and 14 of the Houston Fire Code, approves the following options during full or partial construction of a floor:

1. Installation of light-weight paper bags over smoke detectors. (i)
 2. Installation of molded thin plastic cups over smoke detectors. (i)
 3. Replace smoke detectors with rate-of-rise heat detectors. (ii)
- (i) If paper bags or molded plastic cups are installed, a written procedure should be established by Building Management and included into all Construction Rules and Regulations to ensure:
- a. Proper installation of cups/bags.
 - b. Proper removal of cups/bags whenever an area becomes unoccupied and follow-up to verify removal of all the cups/bags.
 - c. Maintenance of daily documentation of involved locations, including contact names.
 - d. Designation of appropriate person in the construction area to activate the fire alarm, call the Houston Fire Department and building management in the event of an actual smoke/fire situation.
 - e. A readily accessible emergency telephone shall be provided in an approved location at the construction site. The street address of the construction site and the emergency telephone number of the fire department, "**9-1-1**", shall be posted adjacent to the telephone.

- f. Ensure that at least one approved fire extinguisher is provided at each stairway on all floor levels where combustible materials are being used or have accumulated.

(ii) Heat detectors are not acceptable in elevator lobbies. Lobbies must have bags/cups installed.

The disabling of the alarm system in any way by device or zone, or complete deactivation of the fire alarm system shall be done only with prior approval of the Fire Marshal.

In the event of the demolition of a floor including removal of the fire alarm system, Building Management should:

1. Notify by telephone the Fire Marshal's Office at **832-394-6900** and the Houston Fire Department Emergency Communication Center administrative line at **713-884-3143**.
2. Check with an alarm company for temporary alternatives.
3. Meet minimum requirements of a temporary standpipe and two exits from the building.

Failure to comply with the above may result in the issuance of citations, fines **\$500.00 to \$2,000.00**.

If additional information is required, please contact the Fire Marshal's Office, **832-394-6900**.

R.W. Galvan
Fire Marshal