



# Bastrop Fire Department

## Fire Prevention Division

PO Box 427

Bastrop, TX 78602

Phone (512) 332-8670

### *Kitchen Hood System Submittal Completeness Checklist*

#### **Complete the following information below:**

Project Name: \_\_\_\_\_

Project Street Address: \_\_\_\_\_

Fire Protection Company: \_\_\_\_\_

Contact Email & Phone Num: \_\_\_\_\_

Completed By (Printed name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **ITEMS REQUIRED FOR KITCHEN HOOD SYSTEM INSTALLATIONS**

Check Y (yes) item is complete or N/A if the item does not apply to the project.

- Y NO 1) Is the system a Pre-Engineered, UL300 compliant fire suppression system?
- Y NO 2) Is the system a non-pre-engineered, UL300 compliant system that has been designed by a person holding a State of Texas FEL-PL license holder or a professional engineer?
- Y N/A 3) A completed and current Fee Calculation form included
- Y N/A 4) A minimum of (3) sets of all plans: (1) for BFD records, (1) for owner's records to be kept onsite, and (1) for contractor to maintain. Additionally (1) set of all calculations, (1) copy of manufacturer's installation manual, and (1) set of data sheets (for all equipment, nozzles, piping, valves, etc) for BFD records are included.
- Y N/A 5) Correct project address is shown on the following, this form, fee calculation form, submittal cover sheet and project drawings. Note: Incorrect project address shall result in non-approval.
- Y N/A 6) Project building permit number is shown in the lower right-hand corner on all project drawings.  
\*\*\*If building permit number is not applicable provide a reason for not having one in the scope of work.
- Y N/A 7) Original Engineer seal or FEL-PL with wet signature, contractor's ECR # and contact info on plans.
- Y N/A 8) Brief scope of work and limits of contract shown on plans.
- Y N/A 9) Fully dimensioned plans provided.
- Y N/A 10) Kitchen layout, including exits, pantry, and access to dining shown on plans.
- Y N/A 11) Hood dimensions and details shown.
- Y N/A 12) Exhaust duct and appliance dimensions, along with the interface of the fire extinguishing system detectors shown.
- Y N/A 13) Piping size and length shown.
- Y N/A 14) Nozzle type and distance to the appliances indicated.
- Y N/A 15) Fuel shut-off devices and their listing type shown.
- Y N/A 16) Agent storage container type and size shown.

- Y N/A **17)** Manual actuation device and related cable installation in the kitchen shown.
- Y N/A **18)** Flow point calculations provided.
- Y N/A **19)** Graphical representation of the scale shown. Drawings shall be no smaller than 1/8" scale.
- Y N/A **20)** Location of Type K and ABC Dry Chemical extinguishers shown on plans.
- Y N/A **21)** If the building has a fire alarm system or other suppression system monitoring, show how the hood suppression system is connected to the system (any activation shall be indicated by alarm status at the FACP). A separate Fire Alarm/Monitoring System submittal is required.
- Y N/A **22)** Each appliance shall be provided with at least one detector unless located directly below the exhaust duct, in which case, one detector may be provided for two appliances provided this configuration is allowed by the system's manufacturer.
- Y N/A **23)** Indicate the actual surface dimension being protected, not just the size of the unit (e.g., 36" griddle with 30" x 24" cooking surface).
- Y N/A **24)** All appliances shall be locked in place. If appliances must be moveable for cleaning, location markers shall be permanently installed to indicate the approved location of the appliance (e.g., Wheel chocks designed to precisely relocate mobile cooking equipment under the exhaust hood, at the approved designed location, in accordance with NFPA 96 and NFPA 17A requirements).
- Y N/A **25)** Hoods for canopy type commercial cooking shall overhang or extend 6" inch horizontally beyond the edge of the cooking surface on all open sides and shall not exceed 4' feet vertically from the cooking surface to the lip of the hood except listed exhaust hoods are to be installed with the terms of their listings and installation instructions.
- Y N/A **26)** System design complies with NFPA 17A and/or NFPA 96.
- Y N/A **27)** Is Owner aware of automatic fire extinguishing system service intervals of at least every 6 months and after activation of the system? Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion. Records to be maintained on-site. (IFC 904.11.6.4)
- Y N/A **28)** Is Owner aware of hood, grease removal devices, fans, ducts and other equipment cleaning intervals necessary to prevent the accumulation of grease? Records of cleaning stating the extent, time and date shall be maintained on-site. (IFC 904.11.6.3).
- Y N/A **29)** Suppression system manufacturer's listed installation and maintenance manuals or listed owner's manual received by system owner.
- Y N/A **30)** After completion of the installation, modification, or addition of a fixed fire extinguisher system, the fire protection contractor must complete an installation certificate in the format provided by the State Fire Marshal. When an installation certificate has been completed, legible copies must be distributed as follows: (1) posted on site at control head or panel; (2) a copy to Bastrop Fire Department Fire Marshal's Office; and (3) a copy to certifying firm to retain in their office for access by SFMO.

### **RE-SUBMITTALS**

**In addition to all the above items include the following additional items for resubmittals:**

- Y N/A 1) On top of the re-submittal package – completed fee calc form **including resubmittal fees**.
- Y N/A 2) On top of the re-submittal package – a copy of the original review comments.
- Y N/A 3) On top of the re-submittal package – a letter on the company letter head signed by the ECR-PL or Professional Engineer briefly explaining how each review comment was addressed.
- Y N/A 4) On top of the re-submittal package – a copy of the original reviewed submittal and marked up drawings.
- Y N/A 5) On all re-submittal packages – all revisions on new drawings are clearly marked with a cloud and a triangular note corresponding to the revision number (revision 1, revision 2, etc...). This includes all changes included with the re-submittal; BFD reviewer comments, new changes per the contractor, architect, owner etc.