

VI. FIRE ALARM MONITORING SERVICES

A. FIRST FIRE SYSTEMS, INC.

1. Table of General Requirements

	Completed Utility Order Request Form	Two dedicated Active Phone Lines	Fire Alarm Panel Operations Manual	Fire Alarm Panel Operations Manual	Call company direct to request the dialer
Request for Connection to Central Alarm Monitoring Station	√	√	√	√	
Request for Installation of Dialer					√

2. Requirements for Specific Requests

a. Request for Connection to Central Monitoring Station

The following needs to be submitted to the Energy Unit:

- Completed *Utility Order Request Form* specifying the date of when the connection is needed.
- Two (2) dedicated and active telephone lines.
- Availability of Fire Alarm Panel Operation Manual.

Procedure Notice: *The Requestor must verify/confirm the following information prior to the submission of the utility order request form to the Energy Unit:*

- *Two (2) dedicated telephone lines for the fire alarm panel must be in place and active (The primary line is used to communicate the alarm signals. The second line serves as a back-up in case the first line goes down.)*
- *The Fire Alarm Panel Operation Manuals for the existing fire alarm panel/equipment should be readily available for review.*
- *Name of company that installed the fire alarm system*
- ***Is an existing dialer or built-in dialer installed? (The dialer is used to communicate the alarm signals to the Central Monitoring Station)***
- *If there is an existing stand-alone dialer, what is the make and model?*
- *The make/model of the Fire Alarm Control Panel (FACP)*

Once the utility order request form is submitted to the Energy Unit, a utility order is generated and submitted to First Fire Systems for processing.

Upon receipt of the utility order, the field planner reviews the request and calls the Requestor directly to set-up a job site meeting. If everything is ready, Glendale will make the connection at that time.

If a dialer needs to be installed, please review the contract with the fire panel installation company first, to confirm whether or not they are supposed to provide a dialer. If not, please call First Fire Systems directly to order the dialer.

Ideally, before First Fire System arrives on-site to make the connection, the Requestor and local fire authority representatives should already have performed the NFPA required testing. The testing should identify any system performance issues.

All bills are sent to the Energy Unit for processing. The Requestor is responsible for payment of the dialer (if requested) and the service connection. The monthly maintenance fee will be paid for by M&O.

The average time frame for connection of service is 14-30 days. Please don't submit the utility order requests for connection until approximately 30 days prior to the Substantial Completion Date of the project. The Energy Unit will not submit the utility order to First Fire Systems until approximately one month prior to the Substantial Completion Date.

****Please note that these time frames are subject to change at any time according to the specific project requirements and the utility company's work load.***

3. Forms

- a. Attachment T - Fire Alarm Monitoring Utility Order Request Form

UTILITY ORDER REQUEST

FIRE ALARM MONITORING SERVICE REQUEST FORM

LAUSD REQUESTER INFORMATION (PRINT):

Name: _____

Date: _____

Location: _____

Phone: _____

Provider:

First Fire Systems, Inc.

Utility:

Fire Alarm Monitoring Service

VERIFICATION OF THE FOLLOWING MUST TAKE PLACE PRIOR TO THE SUBMISSION OF THE UTILITY ORDER:

1. Two (2) dedicated telephone lines for the fire panel are in place and active (there is a dial tone)
2. Operation Manuals for existing fire alarm panel/equipment are available
3. Power is available at the dialer panel

PLEASE NOTE: IF UPON ARRIVAL, THE FIRST FIRE SYSTEMS TECHNICIAN FINDS THAT ANY OF ITEMS 1-3 ABOVE ARE INCOMPLETE, A SERVICE CALL FEE OF \$380.00 WILL BE INVOICED DIRECTLY TO THE OAR.

LAUSD Project No.: _____

Make/Model of Existing Dialer? _____

School Name: _____

Built in Dialer? Yes/No? _____

LAUSD Site Name/Location: _____

Make/Model Fire Alarm Control Panel? _____

Loc Code: _____

Name of Equipment Installer? (I.e. Siemens, Tyco, First Fire, Fire Call, etc.) : _____

Requested Date for Connection: _____

Dedicated Line Telephone Numbers:

1. _____

2. _____

Are there sprinkler Water Flow Zones present on the monitoring System? Please circle: YES / NO

Funding: (If there is a cost, include a completed and signed FUND REQUEST MICRO DATE SHEET)

FUND	AREA	ORG/LOC	PROGRAM	OBJECT	PROJECT NO.	Phase/Subproj.

Signature: _____
(OAR)

Signature: _____
(Energy Office)

PLEASE DO NOT WRITE BELOW THIS LINE (FOR ENERGY UNIT ONLY)

Forecasted Proj. Start Date: _____

Forecasted Proj. Completion Date: _____