

CHAPTER 7 - COMPLIANCE, REQUIRED SUBMITTALS AND OCCUPANCY

1.0 General Information

- 1.1 The Office of Facilities and Property Management (OFPM), on behalf of Secretary of Administration, is to develop and adopt standards for inspection and acceptance of projects for the construction of buildings and major repairs and improvements to buildings for state agencies ([K.S.A. 75-3783](#)). The standards and process developed for acceptance is outlined in this chapter. Some of the processes include review and acceptance of code footprints, acceptance of construction documents for code, accessibility and energy compliance, acceptance of fire alarm and sprinkler shop drawing, code inspections of construction and issuance of Certificate of Occupancy DCC Form 145.
- 1.2 Kansas State Fire Marshal Office (KSFM) and the OFPM have a memorandum of understanding. OFPM will act as single point of contact and will coordinate with KSFM, the reviews and acceptance of code footprints for all construction projects on State property. OFPM and KSFM will both sign code footprints and accept temporary exit plans. OFPM, acting on behalf of KSFM, will perform reviews of fire alarm plans and sprinkler plans for all construction projects on State property.
 - 1.2.1 Exception – KSFM will review, in addition to OFPM review, fire alarm and sprinkler shop drawings for facilities that receive Federal Center for Medicare and Medicaid Services (CMS) funding.
- 1.3 Effective dates of applicable building codes, accessibility laws and guidelines and energy codes are available under Code and ADAAG Compliance/List of Applicable Codes DCC Form 110 at www.da.ks.gov/fp/.
 - 1.3.1 Project architects/engineers that contract with Department of Administration shall follow the applicable codes and accessibility laws attached to their contract.
- 1.4 A Request for Review Form DCC Form 120 is required to be submitted for all items requiring action or review by OFPM. This form is available under “Forms & Documents” at www.da.ks.gov/fp/. The form is required for building code questions/interpretations, code footprint reviews, construction document reviews, fire alarm and sprinkler shop drawing reviews. The Request for Review form shall have an OFPM project number provided. (See chapter 6 for more information on OFPM Project Number)
 - 1.4.1 Submissions will not be reviewed if the OFPM project number is not provided. The OFPM project number is required to file and properly track the project from review through construction and occupancy.
- 1.5 Questions regarding the building code, accessibility or requests for building code interpretations are to be forwarded to OFPM in a written format utilizing the Request for Review DCC Form 120. All questions and requests for building code interpretations are to be identified with an OFPM Project Number (see chapter 6 for more information on OFPM Project Number). OFPM will issue a written response.
 - 1.5.1 Accessibility questions regarding new construction, additions and/or renovations should be forwarded to OFPM.
 - 1.5.2 Accessibility questions regarding Title II program accessibility should be addressed to State ADA Coordinator.

- 1.6 Code footprints are required to be submitted for all new construction, additions, and building renovation/remodeling affecting active or passive life safety systems or change in occupancy of buildings on State property. ([K.A.R. 22-1-7](#))
- 1.6.1 If the project architect/engineer concludes during the code analysis of the project, a code footprint is not required or if it is uncertain a code footprint is required, the project architect/engineer shall submit "Is a Code Footprint Required?" DCC Form 105. OFPM may request drawings and code analysis information for clarification.
- 1.6.2 Accessibility analyses, including completed path of travel forms for additions/renovations, are to be submitted for all new construction, new additions, and building renovation/remodeling (alterations) during design. If a code footprint is required, the information shall be submitted with the code footprint. If a code footprint is not required, the information shall be submitted with the "Is a code footprint required?" Form DCC 105. Issuance of release to bid and/or permit to build is contingent on receipt and acceptance by OFPM.
- 1.7 If a code footprint has been prepared to address plan of correction items as identified with KSFM, that code footprint is to be forwarded to the KSFM as the single point contact for Plan of Correction. Code footprints submitted to OFPM for plan of correction will not be reviewed by OFPM and will be forwarded to KSFM for their action.
- 1.8 Code footprints and accessibility analyses can be submitted at any time during design and document phases. These in-progress submittals of code footprints and accessibility analyses will be reviewed and comments provided. OFPM will not provide project acceptance of in-progress code footprint submittals, only review comments will be issued. A Request for OFPM Review DCC Form 120 is to accompany all submittals. Documents will not be reviewed if form is not provided. See Section 2.0 in this chapter for procedures.
- 1.9 The final code footprint can be submitted when the project architect/engineer has determined the Code Footprint is in a final form. (i.e. the submittal can be forwarded prior to completion of construction documents.)
- 1.10 Final Construction Documents shall be submitted to OFPM for review for compliance with building and energy codes and accessibility laws and guidelines. (KSA 75-3783 and 58-1304) If a code footprint is applicable for the project, the construction documents will be reviewed for compliance with the accepted code footprint. If the Construction Documents vary from the accepted code footprint, revisions to the code footprint and/or construction documents will need to be made prior to releasing the project to bid.
- 1.12.1 Project architect/engineer is to indicate compliance to Energy Efficiency Performance Standards per section 4.0 of this Chapter. If compliance was not indicated with a design development submittal, compliance is to be indicated at final construction document submittal. This is required to receive construction document acceptance and permit to build.
- 1.11 Temporary exiting and/or access shall be identified in occupied buildings where renovations or building additions block or impair exiting or access during construction.
- 1.11.1 The temporary exiting or egress can be identified as part of the code footprint or as a separate plan submission. If a separate plan is submitted, the submission shall be in the same format (page size, title block, project number, building number, etc) as the code footprint, shall bear the project architect/engineer seal, shall list all applicable codes and shall be submitted with the code footprint submission.
- 1.11.2 Multiple plans may be required due to construction phasing.

- 1.11.3 If an accepted temporary exit or egress plan is modified during construction, the project architect/engineer shall submit a revised plan with the revisions indicated.
 - 1.11.4 A project acceptance will be issued by OFPM when temporary exiting plans have been accepted by OFPM/KSFM and when temporary access plans have been accepted by OFPM.
 - 1.12 For projects that are being bid by OFPM, failure to have a signed OFPM / KSFM code footprint, a signed Project Acceptance Record DCC Form 125 issued by OFPM and construction documents that do comply with applicable building codes and accessibility laws and guidelines will prevent the project being released to bid.
 - 1.13 For all other projects, a OFPM / KSFM signed code footprint, and a signed Project Acceptance Record by OFPM for construction documents that comply with building codes, accessibility laws and guidelines and energy codes are required prior to commencement of construction and issuance of the permit to build by OFPM.
 - 1.14 If the accepted code footprint is revised during construction, the code footprint shall be resubmitted with a revised date and all revisions shall be identified. The revised code footprint is to be accepted by OFPM/KSFM prior to issuance of Certificate of Occupancy.
 - 1.15 If a previously accepted code footprint is revised for a new project or change in occupancy, the revised code footprint shall include the new project number, have all revisions identified and shall include all information per [K.A.R. 22-1-7](#).
 - 1.16 Fire alarm and/or sprinkler shop drawings are required to be submitted to OFPM for review and acceptance. See Section 5.0 in this chapter for procedures.
 - 1.17 OFPM, on behalf of Secretary of Administration, has authority to authorize / accept occupancy. ([K.S.A. 75-1262](#) and [K.S.A. 76-757](#)). Certificate of Occupancy DCC Form 150 will be issued by OFPM prior to occupancy of any portion of a building that has been in construction or has a change in occupancy. See section 6.0 in this chapter for procedures.
- 2.0 Code Footprint Reviews
- 2.1 Each project architect/engineer is responsible to submit a code footprint for review and acceptance by OFPM. Code footprints shall be sent to OFPM. The code footprint should not be sent to KSFM. Misdirected and/or incomplete submittals may delay review process.
 - 2.2 Design development submittals must include a preliminary code footprint submission. The preliminary submittal review box on the Request for Review DCC Form 120 must be checked. The project architect/engineer shall resolve all OFPM code footprint comments prior to beginning construction documents.
 - 2.3 The 100% construction documents submittals must include a final code footprint submission. The final code footprint shall be routed at least two weeks prior to 100% construction document submittal. The final review box on the Request for Review PFDC Form 120 must be checked.
 - 2.4 The code footprint submittal process is as follows:
 - 2.4.1 Each code footprint submitted must be accompanied by a Request for OFPM Review DCC Form 120. The form is available at www.da.ks.gov/fp/.
 - 2.4.2 The project architect/engineer is to complete the first page of the Request for OFPM Review DCC Form 120 in its entirety. On the second page of the Request for OFPM

Review, the project architect/engineer shall complete the Compliance Attestation by identifying each item using an “x” to signify compliance and “NA” for those items that do not apply. Code footprints will not be reviewed if forms are not provided.

- 2.4.3 Code footprints, and revised code footprints, shall include all requirements of ([K.A.R. 22-1-7](#)). The second page of the Request for Review identifies all the ([K.A.R. 22-1-7](#)) requirements.
- 2.4.4 The code footprint shall be submitted in 11”x17” format and may be multiple pages. The pages are to be numbered x of y. The OFPM project number and building number must be part of the title block of the code footprint.
 - 2.4.4.1 The titleblock described at the end of the Construction Document Checklist DCC Form 123 is required on the code footprints. The OFPM project number shall be located per the titleblock standard.
- 2.4.5 Preliminary code footprint submittals do not require agency signature unless agency requires them. The preliminary code footprint submittal can be forwarded via e-mail to the Senior Architect – Construction & Compliance. The preliminary submittal review box shall be checked on the Request for Review DCC Form 120.
 - 2.4.5.1 Due to restrictions on the computer security system, OFPM is not able to receive .ZIP files. Please send review documents to OFPM in .DOC/.DOCX, or .PDF formats.
- 2.4.6 Signature lines shall be included on the front page for the Agency representative, OFPM and KSFM. **The Agency representative shall sign the final code footprint prior to submission to OFPM.**
- 2.4.7 The code footprint submittal for final acceptance shall include one (1) copy of the code footprint along with the Request for Review DCC Form 120. The one (1) copy of the accepted code footprint will be retained by OFPM. Electronic copies of the accepted code footprint will be forwarded to KSFM, the project architect/engineer and agency representatives.
- 2.4.8 The submission is to be in black and white format only. Color submissions will not be reviewed and a resubmission will be required.
- 2.4.9 Text shall be readable and legible. Project architect/engineer shall review submission for legibility prior to submission to OFPM. All graphics shall conform to the standard included on the Code Footprint Graphic Legend available at www.da.ks.gov/fp/.
- 2.4.10 Each facility is to be identified by the OFPM building number.
- 2.4.11 Existing conditions shall be identified and shall note if the existing condition is non-conforming. All new work shall be clearly identified.
- 2.4.12 All hazards are to be identified on the code footprint. This is to include hazardous materials and their quantities, any hazardous uses, and any special features/locking devices being proposed for egress doors (except for I-3 occupancies where only the condition type need be identified in the code footprint narrative).
- 2.4.13 Alternative materials, design and methods of construction and equipment should be reviewed with OFPM prior to the submittal of the code footprint. Each alternative material, design or method of construction is to be identified and justified on the code

footprint. See Chapter 1 of the International Building Code for definition of alternative materials, design and methods of construction and equipment.

- 2.4.14 The KSFM has determined that construction areas are hazardous and as such are to be separated from occupied portions of existing buildings with one-hour fire-resistive barriers. This separation is to be shown on the temporary egress plans.
 - 2.4.15 Identification of active life safety systems shall be listed as “required / not required” and “provided / not provided” *and/or* listed as existing non-conforming.
 - 2.4.16 Preliminary submittals shall be noted as “draft” or “for review only” and should indicate the design phase in the “Description of Work”.
 - 2.4.17 Code footprints will be reviewed in the order they are received by OFPM.
 - 2.4.18 After review of the preliminary submittal, OFPM will issue comments. It is the responsibility of the project architect/engineer to resolve the comments issued by OFPM.
 - 2.4.19 Final code footprints shall have the project architect/engineer’s seal affixed to the document.
- 2.5 When the final code footprint is accepted, a Project Acceptance Record DCC Form 125 will be issued. Electronic copies of the Project Acceptance Record and the accepted code footprint will be forwarded to the project architect/engineer and Agency via e-mail. The electronic copies will be sent to the contact person(s) identified on the request for review via e-mail. Additional paper copies of the original code footprint will not be returned.

3.0 Accessibility Laws and Guidelines

- 3.1 All buildings on state owned property are subject to federal [28 CFR Part 35] and state accessibility laws, ([K.S.A. 58-1301 et seq](#)), which mirror title II of the Americans with Disabilities Act (ADA).
- 3.2 Americans with Disabilities Act Accessibility Guidelines (ADAAG), 1991 governs all state building construction and renovation projects through March 15, 2012. The Uniform Accessibility Standards (UFAS) applies to all agencies which receive federal funds for any programs, for any construction project receiving federal funds, and all state owned housing. When UFAS also applies, the most stringent requirement from ADAAG/UFAS will apply to the project.
 - 3.2.1 On March 15, 2011 and thereafter, in addition to the above guidelines, 2010 Design Standards may be used for applications not addressed in ADAAG/UFAS.
 - 3.2.2 On March 15, 2012 and thereafter, 2010 Design Standards will become federal law for accessibility requirements; however, state requirements cite ADAAG as the accessibility standard to use. 2010 Design Standards may only be used for applications not addressed in ADAAG.
- 3.3 The project architect/engineer is responsible for compliance with Section 3.2 where applicable on all new construction, additions and renovation projects. OFPM and the state ADA coordinator will review all projects for compliance with appropriate accessibility guidelines regarding the timetable detailed above and applicable title II requirements during all phases of a project. ([K.S.A. 58-1304](#))
- 3.4 Prior to the approval of design development, the project architect/engineer shall analyze renovation projects for accessibility. When alterations to a primary function area are being

made, the project architect/engineer is responsible to identify what “path of travel requirements” are triggered. Path of Travel DCC Form 155 is available at www.da.ks.gov/fp/.

- 3.4.1 The Path of Travel DCC Form 155 is to be submitted to OFPM with the Schematic and Design Development packages.
- 3.5 Failure to provide compliant accessibility items in documents in all new construction, additions and renovation projects will result in denial of release to bidders or permit to build.
- 3.6 Any ADAAG, UFAS, 2010 design standards or Title II issues, including program accessibility, will be resolved by the state ADA coordinator.
- 3.7 The following is a list of accessibility elements commonly omitted on projects. This list is provided for the benefit of the project architect/engineer. This list is not all inclusive and does not relieve the project architect/engineer from the burden of complying with current accessibility standards required by the state of Kansas.
 - 3.7.1 Multistory governmental facilities are required to have at least one passenger elevator. Single story buildings with a code compliant mezzanine are not considered multistory facilities.
 - 3.7.2 Path of travel requirements are triggered when alterations are being made to a primary function area of a facility, and up to 20% of the construction budget is required to make alterations to meet path of travel requirements.
 - 3.7.3 Accessibility improvements that are required to make a facility accessible to individuals with disabilities shall be provided in the base bid contract, except when the project is limited solely to accessibility improvements.
 - 3.7.4 Dispersion of accessible seating in assembly areas with > 50 occupants.
 - 3.7.5 Parking and drop off areas.
 - 3.7.6 Exterior accessible routes.
 - 3.7.7 Required number of accessible entrances and exits.
 - 3.7.8 Door opening forces.
 - 3.7.9 Control mechanisms, operable by the public, such as automatic door openers, elevator hall call buttons, door handles, light switches, and etc. should be no higher than 38”.
 - 3.7.10 Reception counters.
 - 3.7.11 Areas of rescue assistance requirements.
 - 3.7.12 Fire alarm requirements.
- 4.0 Energy Code Compliance
 - 4.1 On all new buildings or additions and all buildings renovated, retrofitted or repaired shall comply with 2006 Edition of the International Code (IECC) or ASHRAE 90.1-2007 or as an alternative the project architect/engineer may seek to comply with a functionally equivalent standard as provided in K.A.R.1-67-2 AND 1-67-3.

- 4.1.1 When the project is a renovation, retrofit or repair compliance will only be required on systems or components being replaced or altered.
 - 4.2 The project architect/engineer shall attest compliance as follows:
 - 4.2.1 Indicate compliance on Request for Review DCC Form 120 by marking the applicable box under Energy Efficiency Performance Standards. This is to be completed at the time of design development submittal. If this is not completed at design development, this will be required at the time of final construction document submittal and the request for permit to build.
 - 4.2.2 If the project complies with ASHRAE or IECC no documentation is required.
 - 4.2.3 If the project architect/engineer is seeking compliance with a functionally equivalent standard, a report as required in K.A.R.1-67-2 and 1-67-3 will be required to be submitted. Information is received and filed by OFPM. OFPM will not review or certify acceptance of the information provided.
 - 4.3 Permit to build issuance is contingent on submittal of the Request for Review DCC Form 120 indicating compliance to energy efficiency performance standards.
- 5.0 Construction Document Reviews
- 5.1 Construction Documents are to be submitted to receive a permit to build and shall be accompanied by a Request for OFPM Review DCC Form 120 available at www.da.ks.gov/fp/. Documents will not be reviewed if form is not provided.
 - 5.1.1 The final Construction Documents for construction shall be sealed, signed and dated by the project architect/engineer. Drawings are to be submitted on bond paper.
 - 5.1.2 Half size sets are preferred if information is readable. Half size sets are required for 30" x 40" or larger original drawing sheets.
 - 5.1.3 Technical specifications shall be submitted electronically on a CD/DVD.
 - 5.2 Construction documents are to contain adequate information so compliance with applicable building codes and accessibility laws and guidelines can be determined. The Construction Documents Checklist DCC Form 123 available at www.da.ks.gov/fp/ outlines required information to be provided.
 - 5.3 A statement of special inspection shall be provided per applicable building codes. The project architect/engineer may reference the project specifications in lieu of a separate statement.
 - 5.4 A Project Acceptance Record DCC Form 125 will be issued electronically via e-mail when the Construction Documents are accepted by OFPM.
 - 5.5 Certificate of Occupancy DCC Form 150 will not be issued if Construction Documents have not been submitted and accepted by OFPM.
- 6.0 Fire Alarm and/or Sprinkler Shop Drawings
- 6.1 Submittals are to be reviewed and approved by the project architect/engineer prior to submittal to OFPM. Partial submittals will not be reviewed by OFPM. Partial submittals will not be returned to the submitter or retained by OFPM. It is the responsibility of the project architect/engineer to provide a complete submittal for OFPM review.

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- 6.1.1 OFPM, acting on behalf of KSFM will perform reviews of fire alarm and sprinkler shop drawings. In addition to OFPM review, KSFM will review fire alarm and sprinkler shop drawings for projects that receive Federal CMS funding (KSFM acts on behalf of CMS for these reviews.) OFPM will coordinate the KSFM review of these shop drawings.
- 6.2 When the complete shop drawing submittal is approved by the project architect/engineer, the project architect/engineer will forward **one** paper copy and **one** CD/DVD copy of the complete shop drawing submittal to OFPM for review and acceptance. The CD/DVD copy shall be provided on a CD/DVD and forwarded with the paper copy. E-mailed submissions will not be accepted.
- 6.3 A Request for OFPM Review DCC Form 120 shall accompany the shop drawings. The form is available at www.da.ks.gov/fp/. Shop Drawings will not be reviewed if form is not provided.
- 6.4 A Project Acceptance Record DCC Form 125 will be issued electronically via e-mail when the shop drawings are accepted by OFPM.
- 6.5 Project architect/engineer is to forward OFPM acceptance to contractor.
- 6.6 Installation of the systems shall not begin until OFPM Project Acceptance Record has been issued.
- 6.7 A complete fire alarm shop drawing submittal shall include all necessary drawings, calculations and product information, and shall include as a minimum:
 - 6.7.1 Floor plans the same scale as the architectural drawings.
 - 6.7.2 Identification of Edition of NFPA 72 used to design the system.
 - 6.7.3 Indicate the name/use of all rooms (i.e.: conf. rooms, office, storage, etc.)
 - 6.7.4 Locations of all alarm initiating and notification appliances.
 - 6.7.5 Candela rating of all strobes.
 - 6.7.6 Location of the FACP and any annunciation panels.
 - 6.7.7 System monitoring method (i.e.: dial up, security office, fire dept. etc.)
 - 6.7.8 Battery Calculations sealed by a licensed engineer.
 - 6.7.9 Conductor types, sizes and voltage drop calculations.
 - 6.7.10 Model numbers and listing information for equipment and devices.
 - 6.7.11 Interlocks with other systems (i.e. fire alarms, HVAC systems, security systems, etc.)
 - 6.7.12 Clearly indicate any non-standard conditions, such as, soffits, beam pockets, sloped ceilings, ceilings over 15 ft or any other condition which may alter the standard spacing of initiating or notification appliances.
- 6.8 A complete sprinkler shop drawing submittal shall include all necessary drawings, calculations and product information , shall be sealed by a licensed professional engineer, and shall include as a minimum:
 - 6.8.1 Plans and calculations shall be sealed, signed and dated by professional engineer.
 - 6.8.2 Floor plans the same scale as the architectural drawings.
 - 6.8.3 Identification of Edition of NFPA 13 used to design the system.
 - 6.8.4 Indicate the use of all rooms
 - 6.8.5 Hydraulic calculations
 - 6.8.6 Provide the requirements designated in the Plans and Calculations Chapter of NFPA 13 (Chapter 14 in the 2002 edition, Chapter 8 in the 1999 edition) as they pertain to the specific design.
- 7.0 Certificate of Occupancy and Required OFPM Code Inspections

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- 7.1 A Certificate of Occupancy DCC Form 150 will be issued electronically via e-mail when all applicable items have been verified acceptable by OFPM as outlined on the Occupancy Checklist DCC Form 145 and per this section. This checklist is available at www.da.ks.gov/fp/. A Certificate of Occupancy will not be issued to a project that does not have an OFPM project number.
- 7.2 Certificate of Occupancy for state nursing homes, state hospitals and KUMED Hospital require inspection by OFPM and KSFM.
- 7.2.1 KSFM is to be scheduled for a 50% construction inspection and the final inspection. KSFM is to be scheduled by contacting their main office at 785-296-3401.
- 7.2.2 OFPM and KSFM inspector shall inspect jointly at the 50% and final inspection. It shall be the responsibility of the agency to verify the contractor has scheduled and coordinated the OFPM / KSFM inspectors for this joint inspection.
- 7.2.3 Certificate of Occupancy will be issued when OFPM and KSFM inspectors have performed the final inspection and indicated their acceptance. Failure to schedule OFPM and KSFM for an inspection will result in denial of occupancy.
- 7.2.4 When a certificate of occupancy is requested by these types of occupancies, OFPM will contract KSFM to verify their acceptance for occupancy.
- 7.3 Certificate of Occupancy for childcare facilities (licensed by KDHE) require a jointly scheduled inspection with OFPM and KSFM designee.
- 7.4 It is the responsibility of the agency and/or the project architect/engineer to verify the contractor is contacting OFPM and KSFM (as required in 6.2) to schedule inspections for OFPM's determination of occupancy. ([K.S.A. 75-3783](#))
- 7.5 OFPM performs required code inspections during construction for the Secretary of Administration and on behalf of the KSFM for all other occupancies not listed in 6.2. These inspections are required for Certificate of Occupancy DCC Form 150. ([K.S.A. 75-1262](#) and [K.S.A. 76-757](#))
- 7.6 OFPM inspector shall be scheduled for the following required code inspections (if component is included in the project):
- 7.6.1 Footings and Foundations
 - 7.6.2 Underfloor / Underslab
 - 7.6.3 MEP Underground (not associated with underfloor / underslab)
 - 7.6.4 Framing
 - 7.6.5 In-wall
 - 7.6.6 Fire-resistive assemblies and fire-resistant penetrations
 - 7.6.7 Above ceiling
 - 7.6.8 Fire Alarm
 - 7.6.9 Sprinkler and standpipe
 - 7.6.10 Emergency lighting
 - 7.6.11 Back-up Power Sources
 - 7.6.12 Fire Pump
 - 7.6.13 Elevator (witness the load testing and verify ADAAG)
 - 7.6.14 Roof inspections, including tear-off, insulation, membrane placement, flashing
 - 7.6.15 Emergency Power
 - 7.6.16 Smoke Control Systems
 - 7.6.17 Pressure testing of Piping
 - 7.6.18 Locking systems
 - 7.6.19 Final inspections (including exit path and ADAAG verification.)

(Reference Occupancy Checklist DCC Form 145 for descriptions.)

- 7.7 A code inspection will not be provided if the construction project does not have an OFPM Project Number. A code inspection cannot be scheduled until the construction documents have been reviewed and accepted by OFPM. A Code Inspection cannot be scheduled for a sprinkler system or fire alarm system until the sprinkler and/or fire alarm shop drawings have been reviewed and accepted by OFPM.
- 7.8 The required code inspections listed above shall be coordinated with OFPM inspector via individual cell telephones. Telephone contact is to be a minimum of 3 working days prior to anticipated inspection. OFPM inspectors do not have continual access to e-mail and therefore, e-mail contact does not constitute timely contact. Inspection confirmation may occur via e-mail.
- 7.9 If the OFPM inspector has available time within his work schedule, the inspection may not be subject to the minimum 3 working days.
- 7.10 It shall be the responsibility of the project architect/engineer or agency to assure the minimum 3 working day notice is being maintained.
- 7.11 OFPM inspectors can defer code inspections as follows:
 - 7.11.1 OFPM inspector to review installation and set standard by which installation will be inspected. First inspection of a component is to be completed by OFPM inspector.
 - 7.11.2 Agency, Contractor or Project architect/engineer is to contact OFPM inspector for all required code inspections.
 - 7.11.3 Inspector will indicate availability to make an inspection. Inspector will determine if he, another OFPM employee, project architect/engineer or agency can perform inspection. Inspector will inform Contractor and agency representative regarding who will be performing inspection
 - 7.11.4 If agency or project architect/engineer personnel perform inspection, the installation will be documented with pictures. Personnel performing inspection shall forward pictures to OFPM Senior Architect – Construction and Compliance along with a completed Deferred Inspection Record DCC Form 140.
 - 7.11.5 OFPM inspector (or other OFPM personnel) will not defer and shall be present at the following code required inspections: fire alarm system, sprinkler system, fire pump, standpipes, back-up power sources, emergency lighting, ADAAG and Final Inspection.
- 7.12 OFPM inspector will complete an Inspection Record DCC 135 Form for each inspection. A copy of this form will be e-mailed to the Agency. It is the responsibility of the Agency to forward to the project architect/engineer and Contractor.
- 7.13 A Certificate of Occupancy DCC Form 150 will be issued by OFPM or designee when OFPM personnel and KSFM (as required in 6.2) have determined life safety systems and accessibility are compliant and as follows:
 - 7.13.1 Occupying a portion of a project:
 - 7.13.1.1 Floor plan is submitted by project architect/engineer to Senior Architect – Construction and Compliance indicating area(s) to be occupied, the exiting (permanent or temporary from occupied areas), and indication of separation of

occupied areas from construction areas. The rooms are to be identified by room numbers or by floor or area.

7.13.1.2 If the project utilizes state construction contracts, the Certificate Substantial Completion DCC Form 570 will need to be issued and signed by the Contractor. If the project does not utilize state contracts, the Contractor shall agree in writing to complete and correct all work for the project in accordance with contract documents within a time specified after the date of such occupancy.

7.13.2 Occupying a project that is substantially complete (Contractor has a list of items to complete):

7.13.2.1 If the project utilizes state construction contracts, the Certificate Substantial Completion DCC Form 570 (reference Chapter 16) will need to be issued and signed by the Contractor. If the project does not utilize state contracts, the Contractor shall agree in writing to complete and correct all work for the project in accordance with contract documents within a time specified after the date of such occupancy.

7.13.3 Occupying a project that is satisfactorily complete (Contractor has completed all contract document items):

7.13.3.1 The project architect/engineer and Agency recommends by e-mail to the Senior Architect – Construction and Compliance the project is satisfactorily complete and the AE routes the Certificate of Project Completion DCC form 575 (reference Chapter 16).

8.0 Graphic Standards for Code Footprints

- 8.1 The project architect/engineer shall use the graphic standard legend provided by OFPM at www.da.ks.gov/fp/.
- 8.2 The graphic standard legend contains symbols for the most common items shown on the code footprint.
- 8.3 If additional graphic symbols are needed to adequately present the building conditions on the code footprint, the project architect/engineer may add symbols to this list. Any additions must be shown on the symbol legend on the code footprint and the protective elements adequately described.

END OF CHAPTER 7