

**APPROVAL OF PLANS FOR TEMPORARY FIELD OFFICES
(FIRE MARSHAL GUIDELINES)**

State of California

The Resources Agency

M e m o r a n d u m

To: D. Gene Mattocks, Chief
California Department of Transportation
Division of Right of Way
1120 N. Street, Room 5100
Sacramento, California 95814

Date: August 10, 2001

Telephone: (916) 445-8196

FAX: (916) 323-9822

Internet Address: www.fire.ca.gov

From: **Office of the State Fire Marshal**

Construction Services Program

P.O. Box 944246

Sacramento, CA 94244-2460

Subject: **APPROVAL OF PLANS FOR TEMPORARY FIELD OFFICES**

Approximately eleven years ago the State Fire Marshal began reviewing plans submitted directly by the California Department of Transportation for space leased for temporary field facilities. This program was established to handle those facilities exempted from review by the Real Estate Services Division, Professional Services Branch, and Studio 2.

The Following guidelines are intended to assist your leasing agents, and to help us expedite the plan review process:

1. Provide plans which show proposed space and complete exiting system to the exterior. Identify use of all rooms within space (office, conference, etc.).
2. Provide address, suite number, etc. on plans.
3. Show location of fire extinguishers.
4. Mark all fire-rated corridors stair enclosures, exit balconies, and exit passageways with fire rating.
5. Indicate location of new construction and add the following note to plans:

Construction of interior partitions shall be consistent with building type construction.

6. Provide scale.
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7. For new doors, state size and fire rating of door assembly.

Note:

Fire-rated doors are required to be self-closing, or automatic-closing and positive-latching.

8. Identify door hardware within lease space and egress routes to the exterior. Knobs are not permitted. Deadbolts may be permitted in some locations. Where deadbolts are present, indicate type (keyed or thumb latch), whether there is any other latching hardware on that door, and whether or not there is a sign above door stating: **DOOR TO REMAIN UNLOCKED WHENEVER THE BUILDING IS OCCUPIED**.
9. Clearly show location and rating of occupancy separations.
10. State on plans use or adjacent space. Occupancy separations may be required. If adjacent space is vacant, and could be used for other than office space, add the following note to plans:
- Occupancy separations shall be provided where required by the California Building Code.
11. Note location of any hazardous areas within or adjacent to the building.
12. Show location and/or state which areas of lease space and exit system are provided with emergency lighting. Emergency lighting is required where exit system serves an occupant load of 100 or more. [CBC 1003.2.9.2]
13. Show location of exit signs. Exit signs are required where two exits are required and shall be approved self-luminous type or illuminated by emergency power. [CBC 1003.2.8.2]
14. Note whether or not the building is provided with an automatic sprinkler system.
15. Show that elevator openings located above the lowest elevator landing are separated from fire-rated corridors by labeled 20-minute door assemblies.
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The above information shall be provided in the form of two copies of floor plans, with notes added to the plans. Please do not submit correspondence between the building representative and your department.

Please note that approval of plans is not required when Caltrans wishes to locate facilities in existing buildings, and will not make tenant improvements. A field inspection, however, is required. It is also not necessary to submit plans on job site trailers.

If you have any questions, please do not hesitate to call Deputy John Woods at (916) 445-8196.

Thank you for your cooperation in our mutual efforts to provide a fire-safe environment for the occupants of these facilities.

Sincerely,



John Woods
Senior Deputy State Fire Marshal

JW/sg
