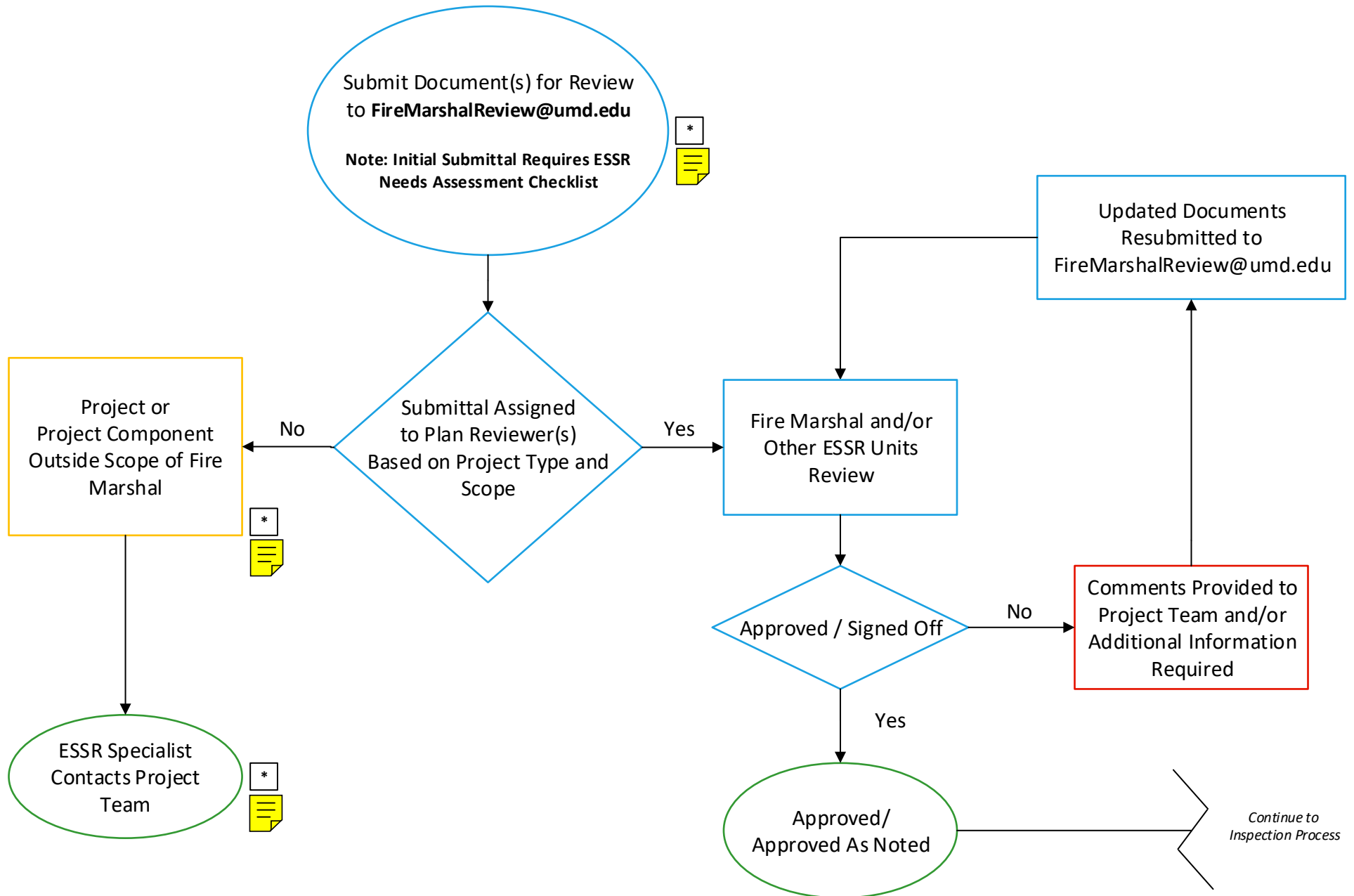


University of Maryland Office of the Fire Marshal Comprehensive ESSR Plan Review & Inspection Process

Plan Review Process





Document(s) to submit for review to FireMarshalReview@umd.edu include but not limited to:

- Initial Submittal Requires ESSR Needs Assessment Checklist

- Schematic Design Phase Plans
 - Design Development Phase Plans
 - Construction Documents
 - Renovation project details and drawings, including if there is a change in occupancy of space
 - Laboratory updates including change in hazard classification, new or transferred equipment (fume hoods, biological safety cabinets, autoclaves, etc.)
 - Request for Information (RFIs) regarding DCFS, NFP A, IBC, OSH, laboratory safety, or other standards/codes
 - If a hot work permit will be required
 - Special Events for General Assembly
 - Special events involving flammable hazards or other significant hazards to public health or the environment
-



Project or Project Component Outside the Scope of Fire Marshal include but not limited to:

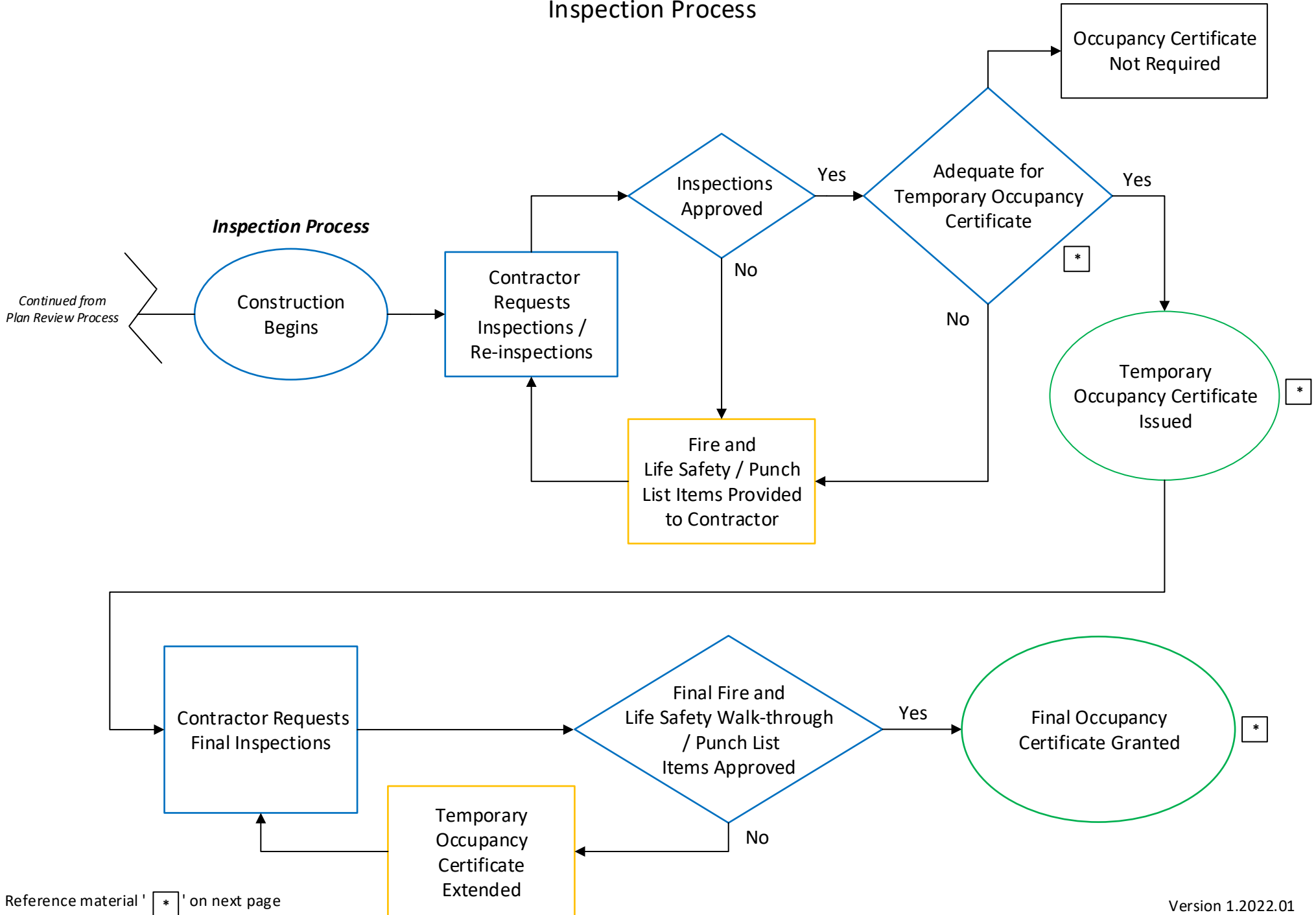
- Specialized laboratory equipment installation requiring State level inspections and tracking (ex: Autoclaves)
 - Laboratory Biosafety Levels I-IV State tracking requirements
 - Radiological hazard assessment and State tracking
 - Laboratory clean-out and environmental hazards/ releases
 - Laboratory waste pick-up and disposal
 - Environmental permitting and licensing
 - MDE generator air emission permitting
-



ESSR Specialist Contact Information:

- Biological Safety - biosafety@umd.edu
- Environmental Affairs and Waste Pickup envaffairs@umd.edu
- Insurance - insurance@umd.edu
- Lab Safety - labsafety@umd.edu
- Occupational Safety & Health - osh@umd.edu
- Radiation Safety - radiationsafety@umd.edu
- Sustainability - sustainability@umd.edu
- Stormwater (issues or spills) - stormwater@umd.edu
- Worker's Compensation - workerscomp@umd.edu

University of Maryland Office of the Fire Marshal Comprehensive ESSR Plan Review & Inspection Process





Occupancy Certificates

May not apply to all projects. (ex. sprinkler only, fire alarm upgrade, ADA updates, etc.)

Requirement to be determined by the University of Maryland Office of the Fire Marshal.



Temporary Occupancy Certificate

Valid up to 30 days with renewal at the discretion of the Office of the Fire Marshal.

Requirements:

- All close-in inspections completed.
- Minimal requirements are that all Fire and Life Safety Systems must have been inspected, tested, and operational. (ex. Fire Sprinkler System, Fire Alarm System, and Remote Monitoring, etc.)
- Building address posted on front of building (Can be a temporary sign large enough to be read from the street)
- A punch list of items will be provided to receive the final occupancy certificate.

What does this mean? The building may be occupied by faculty, staff, and contractors to prepare the space by moving in furniture and equipment (except for hazardous materials). It does not permit occupants to use, operate in, or otherwise continuously occupy the space. The building is not open to students or the general public until the final occupancy is granted.



Final Occupancy Certificate

Requirements:

- All fire/life safety punch list items have been inspected and approved by the University of Maryland Office of the Fire Marshal.

What does this mean? Per Public Safety Article, Title 6, Subtitle 3, Annotated Code of Maryland, a Certificate of Occupancy for the facility is granted.

*Sample Temporary (Attachment A) and Final Occupancy (Attachment B) documents are included.

ATTACHMENT A

INSPECTION REPORT



BUILDING NAME: New Building (999)
PROJECT NUMBER: 01-234-567-89
INSPECTION DESCRIPTION: 30-day Temporary Occupancy

Expires 7/3/22

ITEM #	ROOM #	INSPECTOR	DATE INSPECTED	ITEMS NOTED	ACTIONS	COMMENTS	DATE RESOLVED
1	All floors	KL	06/01/22	Complete Installation/Testing of Two-Way communications systems at Elevator Lobbies		Awaiting connection to UMCP Police	
2	Exterior	KL	6/1/22	Flow test the two new hydrants on-site.		Flow testing upon completion of exterior paving /site work.	
3	East Roof Terrace	EM	6/3/22	Railing panels/ wires and glass security gates need to be completed/ installed.		On West terrace, glass railing needs to be completed.	
4	Stair A	EM	6/3/22	Sprinkler head is missing at the bottom of the landing in Stair A.			
5	Lecture Hall	EM	6/3/22	Provide occupancy capacity certificate.		Will be provided by Fire Marshal Office	
6	Rm 2115	JL, KL	6/3/22	Remove cap on sprinkler head			
7	Main Electrical Room	KL	5/23/22	BFPE identified issue with FA system and delay in alarm being sounded.	BFPE to address. Re-test of FACP and remote annunciator panels.		
8	All Levels	JL, KL	5/23/22	Label all access panels for the sprinkler control valves on all floors.	Capitol Sprinkler to address.		6/1/22
9	Corridor 3397	JL	5/24/22	Add a 15 cd strobe at the end of corridor next to room 2310.	Schedule another walkthrough for this area.		
10	3211	JL	5/24/22	Duct detectors D71 and D73 - add Room 3211 to the device address.	BFPE to address. Revise points list.		
11	General	JL	5/24/22	Label all duct detector key switches and damper access panels.			
12	Outside	KL	6/3/22	Fire Department access road/sidewalk not completed.			
13	1st Floor/ Ramp	KL	6/3/22	Horizontal fire shutters (Atrium and top of ramp) not installed or tested.			

A Temporary Occupancy Certificate is issued for New Building for 30 days (expires 7/3/22). The building may be occupied by UMCP Faculty, Staff and contractors to prepare the space by moving in furniture and equipment (except for hazardous materials). It does not permit occupants to use, operate in, or otherwise continuously occupy the space. The building is not open to students or the general public until the final occupancy is granted.

The remaining items must be addressed prior to issuance of the final occupancy.

Keith Lippincott, P.E., Chief Fire Protection Engineer
 Office of the Fire Marshal, Department of Environmental Safety, Sustainability and Risk
 Seneca Bldg, 4716 Pontiac Street, Suite 0103
 College Park, MD 20742



Department of Environmental Safety, Sustainability & Risk
Seneca Building
4716 Pontiac Street, Suite 0103
College Park, MD 20742
301.405.3960 TEL. 301.314.9294 FAX.

September 29, 2021

Project Manager
Facilities Management, Department of Planning & Construction
University of Maryland, College Park

RE: Final Occupancy Certificate
New Building, Bldg 999
Campus Drive
Project Number 01-234-567-89

All remaining fire/life safety inspections have been completed by the University of Maryland Office of the Fire Marshal for the New Building located on the University of Maryland, College Park Campus.

Per Public Safety Article, Title 6, Subtitle 3, Annotated Code of Maryland, a Certificate of Occupancy for the IDEA Factory is granted. This letter shall serve as the certificate of occupancy.

Please contact me if you have any questions.

Sincerely,

Keith S. Lippincott, P.E.
Chief Fire Protection Engineer

Cc: Alan Sactor, Fire Marshal