



West Virginia University
Environmental Health and Safety
Building Design Checklist

General			
	Yes	No	COMMENTS
Is project using 2000 State Fire Code?			
Is project using 2000 NFPA Code?			
Is project using Current BOCA Code?			
Does project affect existing structure?			
Existing Structure			
Has an Asbestos inspection been performed?			
Has a Lead inspection been performed?			
Have State Fire Marshal Reports been reviewed?			
Have State Board of Risk and Insurance Management Reports (Schirmer Engineering) been reviewed?			
Architect and Engineer			
Have shop drawings of sprinkler system been submitted to State Fire Marshal for review? If yes, when?			
Have shop drawings of fire alarm system design been submitted to State Fire Marshal for review? If yes, when?			
Has letter been received from A&E verifying that shop drawings have been submitted to State Fire Marshal?			
Have architectural drawings been reviewed, approved, stamped, and forwarded by the State Fire Marshal's office to WVU?			
State Fire Marshal			
At substantial completion, has State Fire Marshal testing of the following been completed?			
Sprinkler system			
Fire alarm system			
Emergency system(s)			
Fire pump system			
Elevator			



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	Yes	No	Comments
Contractor			
At final completion, have completion letters been sent to State Fire Marshal for the following items?			
Interior finish			
Electrical			
Fire alarm system			
Sprinkler system			
HVAC and Smoke Evacuation			
Generator			
Elevator			
Siamese connection thread compatibility			
Fire Pump			
Training			
Have Fire Control personnel received proper training on fire protection equipment?			
Other Issues			
Does structure have proper separation?			
Is alarm system audible in all areas?			
Are exits well marked?			
Is sprinkler coverage adequate?			