

PROJECT SUBMITTAL CHECKLIST

GENERAL REQUIREMENT

Projects submitted to DSA must include one-hundred percent complete Construction Documents, finalized, completely detailed, coordinated across all disciplines and ready for construction.

PURPOSE

The DSA 3 submittal checklist is a guide for submitting complete documents to provide for a thorough, comprehensive and efficient plan review process by DSA. It addresses Forms, Fees, Construction Documents and Supporting Documents required by plan reviewers. As outlined in DSA Procedure (PR) 17-03: *Project Submittal Appointment Process*, submittals that are found to be incomplete will be rejected and required to register for a new submittal date.

INSTRUCTIONS

The DSA 3 submittal checklist is to be completed by the design professional responsible for the quality control and coordination review of the Construction Documents. All fields should be filled with either an "X" indicating required items included in the submittal or "N/A" indicating items not applicable to the scope of work.

It is recommended that the DSA 3 checklist be reviewed by the design professional at the time the project is registered to allow adequate time to verify that all applicable items have been completed and coordinated prior to submittal. Any questions related to the applicability of a listed item to the specific project scope should be clarified with DSA intake staff at the time the project is registered, and the progress drawings are uploaded to DSA Box.

DSA Application #: _____ Date of Form Completion: _____

PART 1 – APPLICATION FORMS

ENTER X OR N/A

1. A completed form *DSA 1: Application for Approval of Plans and Specifications*. ☐
Note: Design Professionals listed must match those listed on the Title Sheet of the plans.
2. A completed form *DSA 3: Project Submittal Checklist*. ☐
3. A completed form *DSA 1-INC: Definition of Scope Increments*. Applicable to projects requesting incremental plan review. See *IR A-11: Incremental Submittals*. ☐
4. A completed form *DSA 1-DEL: Delegation of Responsibility*. Applicable to projects involving delegation of responsibilities of plans and specifications, and construction observation which are not easily described on the form *DSA 1*. ☐
5. A completed form *DSA 1-MR: Application for New Manufactured Permanent Modular or Relocatable Buildings*. Applicable to projects utilizing manufactured permanent modular or relocatable buildings. See bulletin *BU 16-01: Delegation of Authority for Modular and Relocatable Buildings – FAQs*. ☐
6. A completed form *DSA 1-RUH: Request for Finding of Unreasonable Hardship*. Applicable to alteration, addition or repair projects seeking relief from full compliance with path of travel requirements. ☐
7. A completed form *DSA 1-AMM: Request for Alternate Design Materials and Methods of Construction*. Applicable to projects requesting approval of alternates to achieve code compliance. See *PR 18-01: Request for Alternate Design, Materials and Methods of Construction*. ☐
8. *DSA 403 and 403-C: Energy Code Certificates of Compliance Checklist and CALGreen Code Project Submittal Checklist* ☐

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- 9. For pre-check (PC) submittals *DSA 403-PC PER and/or DSA 403-PC PRE and 403-C: Energy Code Certificates of Compliance Checklist and CALGreen Code Project Submittal Checklist*..... ☐
- 10. *DSA 1-L: Outdoor Water Use Self-Certification of Landscape Irrigation Design* form and documentation with Site Landscape Are Location Plan. Applicable to public elementary and secondary schools and community college projects for new building construction and site work on a new or existing site. See *PR 15-03: Compliance with CALGreen Outdoor Water Use Regulations* ☐
- 11. *DSA 1-AMM-PV: Request for Alternate Design, Materials & Methods of Construction*. See *PR 23-04: Alternate Means for Photovoltaic Panel Requirements: Campus Photovoltaic (PV) Systems* ☐

PART 2 – APPLICATION FEES

ENTER X OR N/A

- 1. Payment
 - a. Required fees may be combined on a single check or warrant made out to “Division of the State Architect” (Note: Not all projects require review by all three disciplines. Indicate plan review services required on the DSA 1 form). Fees are based on the estimated value of construction. Use the Plan/Field Review Fee Calculator within Tracker to determine amount due at submittal.). Clients interested in paying fees affiliated to their filing fee, certification re-examination fee or plan/field review invoices may access the online payment option by following the instructions in *PR 20-02: Online Payments for Plan Review Filing Fees, Plan/Field Review Fee Invoices and Project Certification Re-Examination Fees* for more details. ☐
- 2. Project Submittal
 - a. Structural, Fire and Life Safety and Access Compliance plan review fees as required. ☐
- 3. Pre-Check Submittals (PC)
 - a. Structural, Fire and Life Safety and Access Compliance plan review fees..... ☐

Note: Plan review fees are charged on an hourly basis. A \$6,000 deposit check or warrant made out to “Division of the State Architect” is due at submittal. Final fee to be calculated and invoiced based on actual plan review hours.
 - b. CALGreen/Energy Code plan review fee ☐

An additional fee is required for CALGreen/Energy Code plan review for PC submittals for permanent modular or relocatable buildings. See *PR 07-01: Pre-Check Approval*).

PART 3 – CONSTRUCTION DOCUMENTS

ENTER X OR N/A

A. GENERAL REQUIREMENTS FOR DRAWINGS AND SPECIFICATIONS

- 1. One hundred percent completed Construction Drawings and Specifications, cross-referenced, and coordinated among all disciplines. ☐
 - a. Bid alternates identified, when applicable..... ☐
 - b. DSA approved Pre-Checked (PC) drawings to be included in drawing set for projects incorporating PC designs. ☐
 - c. Electronic Plan Review submittal prepared in accordance with the drawing and specification format/file requirements in *PR 18-04: Electronic Plan Review for Design Professionals of Record*. ☐

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- d. Over-The-Counter (OTC) Plan Review submittal prepared in accordance with DSA Policy (PL) 07-02: *Over-the-Counter Review of Projects*. ☐
- e. For the submittal of new, revised or renewed pre-check (PC) applications see PR 07-01 and PR 18-04. Submittal is required to be in electronic format. All conditioned or unconditioned PC buildings require DSA CALGreen/Energy review. ☐
2. A completed form DSA 103: *List of Required Structural Tests and Special Inspection*..... ☐
3. A completed form DSA 810: *Fire & Life Safety Site Conditions Submittal* when required per the DSA 810 instructions. (Incorporate on fire access site plan, with local fire authority sign off for proposed alternates for applicable projects.) ☐

B. TITLE SHEET

1. A complete Code Analysis. For each building indicate use, occupancy classification(s), allowable area, allowable building height, construction type, mixed ratio and area increase justifications. (Provide separate code analysis sheet, if necessary.) ☐
2. Index of all sheets ☐
- a. If used, indicate Statement of General Conformance, DSA Interpretation of Regulations (IR) A-18: *Use of Construction Documents Prepared by Other Professionals* and identify sheets under this category. ☐
3. Complete scope of work description ☐
4. On incremental submittals, identify all increments and their respective scope of work.
Note: A Title Sheet is required for each incremental submittal. ☐
5. Project directory including contact information for owner, architect, and consultants. ☐
Note: Contact information must match those listed on the form DSA 1.
6. List of required governing codes adopted standards and inspector classifications. ☐
7. List of deferred submittals. (See DSA Guideline (GL) 3: *Structural Plan Review* for list of items eligible for deferred submittal.) ☐
8. For alterations, if a project is either under the valuation threshold, has been granted a finding of unreasonable hardship or technical infeasibility, provide a note on the title sheet indicating the project is under the valuation threshold, or the finding of unreasonable hardship or technical infeasibility and describing the nature and scope of the revised path of travel and the elements of the path of travel that will, and will not, be improved because of the valuation threshold exception, unreasonable hardship or technical infeasibility ☐
9. Acceptance testing note on either the title sheet, architectural cover sheet or general notes sheet requiring acceptance testing to be provided by certified technicians for envelope design ☐
10. Identify California climate zone of the project on either the title sheet or architectural cover sheet ☐

C. SITE AND / OR CIVIL PLANS AND DETAILS

1. Comprehensive campus site plan and enlarged site plans for areas of work. Identify if the site is located within a fire hazard severity zone. Label all incremental work if applicable. ☐
2. Identify each building and include name, use, occupancy, construction type and whether or not it's equipped with a fire sprinkler system. ☐
3. Identify locations of fire apparatus access roadways (i.e., fire lanes). ☐

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- 4. DSA application number(s) for each existing structure and facility within the scope of work identified. See *IR A-20: New Projects Associated with Existing Uncertified Projects*. Note that issues preventing the certification of existing structures and facilities will need to be resolved before plans altering those structures and facilities are approved. ☐
- 5. Path of travel improvements which include an accessible route from the area of work to each of the following elements with improvements to current code: on-site public transportation stops, public way, accessible parking, accessible passenger loading zones, administration building, and accessible restroom(s) serving area of work. For additions, alterations, or relocations, provide Design Professional in General Responsible Charge Statement. See *PR 15-01: Required Information for Path of Travel Upgrades on Construction Documents*. ☐
- 6. Accessible parking spaces identified and detailed within scope. ☐
- 7. Parking ratio calculations for each parking lot, within or impacted by the scope of work. ☐
- 8. Sidewalk and roadway delineated, with widths and surface materials identified within scope. ☐
- 9. Path of exit discharge to public way or to identified area(s) of safe dispersal. ☐
- 10. All fencing and gates shown, indicating required exit gates, panic hardware and widths..... ☐

D. DEMOLITION PLANS

- 1. Area of demolition and location of adjacent structures indicated on site plan. ☐
- 2. Detailed demolition plan for partial demolitions with note on plan stating that no demolition shall begin until plans including the demolition work have been approved by DSA. Indicate termination of existing utilities serving the demolished building, and/or any constructed or installed elements to house terminations. ☐

E. FLOOR PLANS

- 1. Floor plans demonstrating access compliance, including restrooms, elevators, wheelchair lifts, stairs, ramps, door clearances, door swings, doors with panic hardware, casework, fixed furniture, equipment and all other required accessibility features. ☐
- 2. Enlarged floor plans of restrooms, elevators, stairs, ramps, lifts and specialty areas such as science labs, kitchens, auditoriums, etc. ☐
- 3. Distance of travel from elevator location to top and bottom nosing of all stairways demonstrated to be less than 200 feet. ☐
- 4. Accessible egress systems identified and detailed. ☐
- 5. Room and occupied area labels, indicating use and total occupants. Load factor used for occupant load calculations identified (net or gross). ☐
- 6. Net or gross floor area totals for each room or occupant area indicated. ☐
- 7. An exit analysis provided, indicating exit widths and cumulative loads at exits, including exit discharge paths and widths. ☐
- 8. Fire-resistance-rated walls and smoke barriers identified, and cross referenced to partition schedules and details. Wall types, wall function, assemblies, and assembly design number references indicated..... ☐
- 9. A detailed bleacher seating layout, identifying accessible seating and remaining floor area occupant load calculations (required in initial submittal even for projects where bleachers are identified as a deferred submittal). ☐

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10. Way-finding and signage plans with legends and/or schedules cross-referenced to details. ☐
11. Dedicated egress provided within a new addition, unless the existing adjacent structure providing egress is of equal or greater live load and lateral load design criteria than the new addition (per *Part 1, Title 24, Section 4-306*). ☐

F. ARCHITECTURAL DETAILS, ELEVATIONS, SECTIONS, ROOF PLANS AND REFLECTED CEILING PLANS

1. Detailed interior elevations, exterior elevations, and sections including dimensions. Show roofing types and connections to structure. Show ceiling types and support and bracing details. ☐
2. Interior and exterior wall framing and details, including locations of drift joints in exterior wall framing as applicable. ☐
3. Fire-resistance-rated horizontal assemblies, ceilings and floors identified and detailed. ☐
4. Door openings and wall penetrations located and detailed. ☐
5. Skylight locations and sizes shown and detailed. ☐
6. Door, hardware, window and finish schedules cross referenced to details. Identify panic hardware, fire doors, doors with security hardware, and any fire-resistance-rated and tempered glazing/window assemblies. ☐
7. Signage schedules, cross referenced to details of room identification and way-finding signage. ☐
8. Casework and fixed furniture identified, including elevations, details, anchorage and required accessibility clearances and features. ☐
9. Soffits and other architectural projections identified and detailed. ☐
10. All equipment identified and anchorage detailed. ☐
11. Walk-in refrigerators and freezers identified and detailed. See *IR A-14: Walk-In Freezers and Cold Storage Boxes*. ☐
12. Roof fire hazard classification identified on all new and existing roofs within the project scope. ☐

G. STRUCTURAL DRAWINGS

1. Description of design basis, indicating the materials and lateral system utilized. List design gravity and lateral loads, soil parameters, and wind and seismic coefficients. For voluntary seismic improvements, indicate the specific structural items to be upgraded and the load levels for which those items are designed. ☐
2. Dimensioned foundation, floor and roof framing plans, including locations of all structural elements (e.g., foundations, walls, columns, beams). ☐
3. Complete truss detailing, including open web manufactured trusses (unless deferred.) ☐
4. Details for all elements of the lateral force resisting system ☐
5. Details for all diaphragms, chords, and collectors ☐
6. All windows, doors, skylights, ducts, pipes and other openings identified and detailed. ☐
7. Mechanical and electrical equipment located on plans, sections and elevations with unit weights noted on floor and roof framing plans. ☐
8. Project details, schedules and notes, as applicable to scope of work. ☐

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9. For relocatable buildings less than or equal to 2,160 square feet, identify and detail wood or concrete foundations. ☐
10. For relocatable buildings over 2,160 square feet, identify and detail concrete foundations ☐

H. MECHANICAL/PLUMBING DRAWINGS AND CALCULATIONS

1. Location of all fire rated wall and ceiling assemblies identified. ☐
2. Mechanical unit locations shown, anchorage details referenced. ☐
3. Mechanical equipment schedule, including equipment CFMs (cubic feet per minute rating), unit operating weights and cross-reference to anchorage details. ☐
4. For MEP (Mechanical/Electrical/Plumbing) only projects, show partial structural framing plans at existing floors or roofs supporting mechanical equipment. ☐
5. Anchorage details for ducts and piping. ☐
6. Plumbing fixture schedules with flow rates and flush volume indicated. ☐
7. Mechanical and piping penetrations at fire-resistance-rated walls, shear walls, headers, lintels, floors and roofs identified and cross referenced to details. ☐
8. Plumbing layout coordinated with architectural plans and accessible fixtures identified. ☐
9. Grade level gas shut-off valve location indicated at all buildings. ☐
10. Locations of all fire and smoke dampers, supply/return registers and ducting indicated with details cross-referenced. ☐
11. Fume hood system shown including weight and exhaust duct identified and detailed. ☐
12. Type I kitchen hood fire suppression system identified and detailed. (Show gravity support and lateral bracing for kitchen hoods.) ☐
13. Any special systems indicated, including smoke removal, special venting, dust collection and all interconnected equipment identified and detailed with weights shown or scheduled for required anchorage design. ☐
14. Domestic water and gas load calculations with pipe sizes identified. ☐
15. Water heating system and location of equipment identified. ☐
16. For new building construction and site work on a new or existing site, provide the following Energy Code compliance documentation:
- a. Energy Code Certificate of Compliance forms included with appropriate signatures plans. ☐
- b. Mechanical acceptance testing note on the title sheet of submitted plans requiring acceptance testing to be provided by certified technicians for mechanical systems ☐

I. ELECTRICAL DRAWINGS

1. Location of all fire rated wall and ceiling assemblies identified. ☐
2. Panel locations with fire-resistance-rated enclosure assemblies identified. ☐
3. New and existing exit signs located. ☐
4. Interior and exterior emergency egress lighting and dedicated circuits identified. ☐

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5. Power receptacles, ground-fault circuit interrupters (GFCI), and switches with accessible locations indicated and heights detailed. ☐
6. Assistive Listening Systems identified and detailed. ☐
7. Panel schedules and load calculations provided. ☐
8. Equipment/fixture schedule with weights and reference to anchorage details provided. ☐
9. For new building construction and site work on a new or existing site, provide the following Energy Code compliance documentation:
 - a. Energy Code Certificate of Compliance forms with appropriate signatures included on plans. ☐
 - b. Lighting controls and process equipment acceptance testing note on the title sheet of submitted plans requiring acceptance testing for lighting controls and process equipment to be provided by certified technicians for lighting controls, and process equipment ☐

J. FIRE ALARM SYSTEM DRAWINGS

1. *GL2: Project Submittal Guideline: Fire Alarm and Detection Systems* has been reviewed and all applicable items incorporated into submittal ☐
2. Automatic fire alarm system if applicable (An automatic fire alarm system is required for all new buildings at a new or existing campus and for modernizations if project cost exceeds \$200,000 with any state funding.) ☐
3. Fire alarm site plan indicating building names or designations ☐
4. Fire alarm floor plans, including room uses, ceiling heights with circuits and device numbers identified, including locations of fire-resistance-rated walls and ceilings. ☐
5. Locations of the fire alarm control panel, power booster, terminal cabinets, annunciator panels, and all other required fire alarm equipment shown. ☐
6. Conduit runs, including wire type, size and number of conductors indicated. ☐
7. Fire alarm system identified: system type and circuit class. ☐
8. Voltage-drop (for each circuit) and battery calculations shown. ☐
9. Emergency Voice/Alarm Communication System. (See *IR 9-1: Emergency Voice/Alarm Communication Systems* for projects, where required). ☐

K. AUTOMATIC FIRE SPRINKLER SYSTEMS (AFSS) DRAWINGS

1. *GL-1: Project Submittal Guideline: Automatic Fire Sprinkler Systems* and *PL 10-01: Plan Submittal Requirements: Automatic Fire Sprinkler Systems (AFSS)* have been reviewed and all applicable items incorporated into the submittal ☐
2. Test hydrant locations identified, and water-flow test data provided by local fire authority or water purveyor. ☐
3. Fire sprinkler plan and site plan layout with water-flow test hydrant nodes indicated. Show locations for all seismic bracing and hangers. Show locations of fire rated assemblies and full height walls. ☐
4. Reflected ceiling plan with fire sprinklers located and coordinated with architectural, mechanical and lighting plans. ☐
5. Cross sections of buildings. ☐
6. Details of all assemblies, fittings, bracing, hangers, thrust blocks, signage, flexible piping and any other required AFSS equipment or supports. ☐

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PART 4 – SUPPORTING DOCUMENTATION**ENTER X OR N/A****A. GENERAL SUPPORTING DOCUMENTS**

1. Pre-application meeting minutes ☐
2. District letter for exempt items. (Applicable only to school project submittals containing items listed in *Appendix A of IR A-22: Construction Projects and Items Exempt from DSA Review* which the district wishes DSA not to plan review or certify.) ☐
3. Previously approved DSA reference drawings (for alteration, reconstruction or additions to previously DSA-approved structures). ☐
4. Previously approved DSA comparison sets (for projects re-using previously DSA-approved designs) ☐

B. STRUCTURAL REVIEW SUPPORTING DOCUMENTS

1. EXISTING BUILDING EVALUATION (For projects involving reconstruction, alterations, or additions.) ☐
 - a. Copy of DSA approved (REH) Rehabilitation Evaluation and Design Criteria Report (applicable to rehabilitation projects for upgrades of non-conforming building or mandatory triggered upgrades per CAC 4-309 (c)). See form *DSA 1-REH Pre-application for Approval of a Rehabilitation Project Evaluation & Design Criteria Report* and procedure *PR 08-03: School Facility Program/Seismic Mitigation Program*. ☐
 - b. For projects involving reconstruction, alterations, or additions where no REH report has been submitted: Provide calculations demonstrating that the triggers of *CAC Section 4-309(c)* have not been exceeded. ☐
 - c. For projects involving reconstruction, alterations, or additions where no REH report has been submitted: Provide justification that the cost of the building reconstruction, alteration, or addition, determined in accordance with *CAC 4-309(c)*, does not exceed 50 percent of the building replacement cost. ☐
2. FLOOD MAP
(Applicable to new construction, additions and relocations. See procedure *PR 14-01: Flood Design and Project Submittal Requirements*.) ☐
3. PROJECT STRUCTURAL CALCULATIONS
 - a. One set of stamped and signed structural calculations indicating codes used. ☐
 - b. Index of all calculations included. ☐
 - c. Description of scope of work covered by the submitted calculations with complete design criteria indicated. Provide a clear narrative for each calculation section with main assumptions and design approach to be used. Address the impact to existing structural lateral systems of any proposed partial demolition(s). Reference *CAC 4-309* for structural rehabilitation triggers. ☐
 - d. Seismic, wind and importance load factors indicated. Wind loading provisions including wind speed, exposure and any specialized items such as topographic effects need to be clearly defined. ☐
 - e. Snow load utilized in the design identified; provide snow drift calculations, if appropriate. ☐

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- f. Utilized soil bearing pressure indicated. If greater than 1,500 psf, or where the exceptions in *California Building Code (CBC) Section 1803A.2* are not met, provide substantiating geotechnical report. ☐
- g. Utilized lateral soil passive pressure indicated. If greater than 100 psf, provide substantiating geotechnical report. ☐
- h. Completed design checks of foundations including check of soil stresses and strength checks of footings. ☐
- i. Allowable lateral soil pressure for the design of poles, signs or antennae. ☐
- j. Calculations for miscellaneous site structures. ☐
- k. Key plans for foundations, floors and roofs, coordinated and cross referenced to the submitted structural calculations. ☐
- l. Lateral drift calculations, as required by code. ☐
- m. Load calculations, including weight of mechanical and electrical units and fire sprinkler pipe. ☐
- n. Structural calculations for support and seismic bracing of sprinkler systems ☐
- o. Calculations for mechanical equipment anchorage, including overturning. ☐
- p. Complete gravity system calculations, including checks of connections. ☐
- q. Complete truss calculations and details for open-web trusses (unless deferred). ☐
- r. Complete chord and collector calculations. ☐
- s. Lateral system calculations, including checks of connections. ☐
- t. Calculations for lateral floor and roof diaphragms. ☐
- u. Rigid diaphragms identified and calculations provided for accidental torsion consideration. ☐
- v. Dynamic analysis calculations required for buildings with structural irregularities, in accordance with American Society of Civil Engineers Standard 7 (ASCE 7), Table 12.6-1. ☐
- w. For designs by computer analysis, printouts of key input and output with a copy of the input and output files must be included. Structural calculation should provide all model geometry, loading information, boundary conditions, material properties, framing sizes, and strength check modifiers. Calculations must also contain primary analysis results such as reactions, all strength checks, and any connection design output to justify the design with the model provided as backup. ☐
- 4. GEOTECHNICAL INVESTIGATION / SOILS REPORT (See *CBC 1803A* for applicability)
 - a. New report applicable to the buildings in the scope of work with the appropriate professionals' stamps and signatures. ☐
 - b. A previous report may be submitted if a reevaluation is made and found to be currently appropriate. A letter updating the original report(s) by the same geotechnical engineer or geotechnical engineering firm must be included.) ☐
- 5. GEO-HAZARDS REPORT (See procedure *PR 14-01* for applicability) ☐
 - a. A Geo-Hazards Report applicable to the buildings in the scope of work, with the appropriate professionals' stamps and signatures. ☐

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- b. A previous report may be submitted provided that a reevaluation is made and found to be currently appropriate and the additional criteria outlined in *IR A-4: Geohazard Report Requirements* are satisfied. Provide a letter updating the original report(s) by the same geotechnical engineer or geotechnical engineering firm. ☐
- c. One copy of a completed California Geological Society (CGS) application with CGS project number, when the geohazard report is required to be submitted to CGS per *IR A-4*. ☐
- d. One copy of site data report submitted to CGS per *CBC 1603A.2* when required to be submitted to CGS per *IR A-4*. ☐
- e. CGS Final Acceptance letter will be required prior to DSA's stamp-out when required to be submitted to CGS per *IR A-4*. ☐

C. ACCESS COMPLIANCE REVIEW SUPPORTING DOCUMENTATION

- 1. Manufacturers' product data sheets for door and window hardware, plumbing fixtures, restroom accessories. ☐

D. FIRE AND LIFE SAFETY REVIEW SUPPORTING DOCUMENTATION

- 1. Current CAL FIRE Office of the State Fire Marshal listings and manufacturers' product data sheets for all fire sprinkler system (AFSS) materials and devices. ☐
- 2. Water supply (fire flow) test documentation. ☐
- 3. Hydraulic calculations for on-site fire hydrant systems ☐
- 4. Fire sprinkler system hydraulic calculations for each building, system coordinated with the water-flow test hydrant ☐
- 5. Current CAL FIRE Office of the State Fire Marshal listings and manufacturers' product data sheets for all fire alarm devices ☐
- 6. Manufacturer's listing and installation information for battery energy storage systems (BESS) ☐