

UNIVERSITY OF MINNESOTA LIFE SAFETY PLAN REQUIREMENTS AND PROCESS (UPDATED JULY 11, 2024)

INTRODUCTION:

The University of Minnesota has established a **building life safety plan template**. This template was developed through the collaboration of various departments. These departments include: The U of M Building Codes Department, Capital Project Management, FMdesign, FIS Engineering Records, and the Department of Environmental Health and Safety.

Note: The building life safety plan is NOT a code analysis. The building life safety plan is to be part of the official code set for the official project.

Note: The design professional is still responsible for any and all building/ project scope code analysis, which might be produced during any of the design phases as requested/ required by the Authority having jurisdiction. The information from the code analysis can and should be integrated into the building life safety plan.

PRELIMINARY GUIDELINES/ REQUIREMENTS

- The U of M has established a building life safety plan template that design and construction professionals who have projects at the University will be required to use and update.
- All building project types shall be required to update part or all of the life safety plan as applicable to the project scope. Through consultation with the code office, the design professional is to incorporate any information determined necessary for the proper code analysis for the project.
- If any additional code related plans are required such as fire protection, chemical inventory analysis, etc, the design professional is to receive said information from Engineering Records and incorporate into alternative code analysis/ life safety plans as applicable.

APPLICABILITY

- Any projects where the University building codes department has jurisdiction, a life safety plan/ code analysis shall be required.
- On any projects where the University Building codes department does not have jurisdiction, the design professional shall be required to submit construction documents or as-built drawings to Engineering Records.

PROCESS FOR UNIVERSITY ENGINEERING RECORDS DEPARTMENT

- Engineering Records staff is responsible for creating a storage repository for life safety plans. Life safety plan repository is to be sorted with individual building folders.
- When requested, the records department is to provide the most recent life safety plan.
- At the end of the project construction the records department is to receive the updated life safety plan from the Project Manager and store it in the building folder within the life safety plan repository.

PROCESS FOR UNIVERSITY PROJECT MANAGER

- The Project Manager is responsible to include the life safety plan update, as provided by the design and construction professional, at the building code review stage.
- The Project Manager is responsible to submit the life safety plan to the UMN FIS Engineering Records for storage in the Repository.

PROCESS FOR UNIVERSITY CODES DEPARTMENT

- The Building Codes Department is responsible for reviewing the updated life safety plan at Permitting stage/ code review stage, and providing comments as applicable to the scope of work for the specific project.

PROCESS FOR DESIGN AND CONSTRUCTION PROFESSIONAL

- As part of scope of work and associated deliverables, the design and/ or construction consultant will be required to provide an updated life safety plan.
- The consultant is to request the most recent life safety plan/ code plan for the building.
- If the life safety plan provided is 10 years old or less, the consultant is to transfer information from the recent plan to the provided life safety plan template. However, the licensed professional shall be responsible for validating information as provided in the life safety plan.
- Life safety information to be updated is based on scope of work being accomplished as part of project scope of work. For example, if numbered sections 4 and 8 of the life safety plan template are impacted by scope of work, those sections are to be updated.
- If only updating a portion of the LSP, the design or construction professional is to place a bubble around the impacted/ updated section in the LSP.
- The design or construction professional shall place the most recent date in the lower right section of the title block, under "date".
- The Consultant shall submit an updated life safety plan as part of the **construction document/ permit** set for the project.
 - If project goes on pause or is canceled, save information as applicable
- At the end of construction, the life safety plan is to be updated, reviewed by Building Codes Department and submitted as part of the official closeout/ records process

FORMAT AND STORAGE

- The format for the life safety plan template is autoCAD 2019.
- Design and/or Construction professionals are to submit in both AutoCAD (dwg) file and PDF formats.

SMALL OR MEDIUM PROJECT GUIDANCE

- Applies to renovation projects with an overall project cost less than \$500,000.
- Scope shall include a keyplan - showing entire floor plate.
- Sections of the Life Safety plan that are impacted by scope of work are to be updated.

LARGE PROJECT GUIDANCE

- Applies to projects that are large renovations, additions or new buildings, and include a collection of spaces, suites or floors, and with an overall cost over \$500,000.
- Scope shall include a keyplan - showing the entire floor plate of all floor levels.
- The entire Life Safety plan is to be updated.

HIGHER RISK PROJECTS (reference IBC Chapter 4)

- Scope shall include a keyplan - showing entire floor plate and floor levels impacted
- These projects include projects which occur in high rise buildings, buildings with lab functions, buildings with healthcare functions, and buildings with chemical storage.
- Note: Projects that will include any chemical use or storage, are to include a chemical inventory analysis in addition to updating of the LSP.

IF THE PROJECT DOES NOT CARRY TO COMPLETION:

- When a project reaches the schematic design phase, general building code/ life safety information is to be incorporated into the life safety plan.
- Prior to the schematic design phase, any applicable code information is to be provided.
- The design consultant shall submit to the Building Codes Department for review.

CONTENT OF THE LIFE SAFETY PLAN INCLUDES:

- Note: A key plan floor plan is to be consistently provided showing egress from floor level.
- The following sections shall be included in the life safety plan:
 1. Currently Applicable Governing standards
 2. Building Information, building Address/Identification
 3. Construction Dates - Addition/ Remodel Construction Date
 4. Occupancy classifications - Primary Use
 5. Occupancy Type
 6. Building Separation
 7. Occupancy Separation
 8. Allowable and Actual Area Calculations,
 9. Occupant load
 10. Building height
 11. Allowable building height
 12. Grade elevation section diagram
 13. Risk Category (CH. 4 Special Detailed Requirements for Use and Occupancy)
 14. - 20. Fire suppression, Sprinklered buildings and alarming
 21. H Occupancies
 22. High Rise Buildings
 - 23 - 25. Plumbing Fixtures
 26. Accessible Main entry - on plan
 27. Egress
 - 28 - 31. Labs
 32. Generators
 33. Historic Designation.

