NORRIS INC

PO Box 2551
2257 West Broadway
South Portland, ME 04106

1.800.370.3473
fax 207.879.0540

RESURGAM CITY OF PORTLAND, MAINE

Reviewed for Code Compliance
Inspections Division
Approved with Conditions

Date: 05/06/15

Please fax this information to the Administrative Sales Assistant at the So. Portland Office at (2

Building Owner Information Form

Job Name:	**Project #:**

Electrical Contractor:

NFPA requires this information for proper documentation

****The contractor MUST provide all of the information with an asterisk below before ANY equipment can be released.***

If building owner contact is unknown provide contact name/tel. of GC and check box

Electrical Contractor Contact Name:	
Estimated Date Equip. Needed:	***Estimated Finals Date:**

***Building Owner:**

***Job Site Address:**

***City:**	**State:**	**Zip:**

***Contact Name:**_____ **Check here if GC**

***Phone #:**	**Fax #:**

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Thank you for your cooperation.

Please advise the building owners that if this system is equipped with a digital communicator, then they MUST also make monitoring arrangements prior to a certificate of occupancy. Norris Inc. will attempt to contact the building owners

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STOP!

THIS COPY IS FOR YOUR ELECTRICIAN

ON THE JOB-SITE

PLEASE BE SURE THIS COPY IS FORWARDED

1) **A riser diagram is enclosed. DO NOT USE THE ENGINEER'S RISER SHOWN ON THE PLANS. If there is any information that you question, call us immediately.**
2) **YOU MUST CALL AT LEAST FIVE DAYS IN ADVANCE TO SCHEDULE FINAL CONNECTION ASSISTANCE.**
3) **All of your wires must be labeled and clear of any grounds, shorts or opens and must maintain polarity throughout. Meter out all circuits before calling for final connection assistance. If applicable verify End of Line resistors are in place.**
4) **If using shielded cable, the drain wires must be connected and fully insulated (wrapped with tape) so that neither the shield or the drain wire touches the backbox.**
5) **Unless special arrangements are made, we will make one final job-site visit. If a special visit is required for an elevator inspection or partial occupancy, then additional charges may apply if special arrangements were not made ahead. Call your customer service representative.**
6) **If you have any defective or left-over parts DO NOT WRITE ON THEM OR THE BOXES. Save the original box, all mounting hardware and instructions. Returns that do not conform to this practice will not be accepted for credit.**
7) **If the system is being monitored through a digital communicator, then please turn to page 2.**

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IMPORTANT INFORMATION FOR THE BUILDING OWNERS

SPECIAL NOTE REGARDING ALARM MONITORING SERVICES

Included within your alarm system package is a digital communicator, which sends a coded message to a private 24-hour central station if your alarm system is activated. This is a code requirement for most fire alarm systems. As a service to our customer, we offer central station monitoring services from our local UL Listed central station at extremely competitive rates.

If the central station monitoring contract is purchased through Norris Inc. prior to our scheduled start-up; we will connect, program, and test the communicator at no additional charge.

Should the building owners decide to obtain monitoring services from another company, then the cost for programming and testing the communicator will be the sole responsibility of the firm they have contracted with. Furthermore, if programming changes are made to the system by persons other than Norris Inc. technicians, then the company performing the changes shall be solely liable for any personal injury or loss of life or damage to or loss of property arising out of the use of or inability to use the system and it shall result in a waiver of any system warranties.

We appreciate that you understand the delicate nature of this life safety and/or security system and realize that serious problems may arise when modifications to the system are made including very simple programming changes.

Call Norris Inc. at 1-800-370-FIRE (3473) to make arrangements for central station monitoring services.

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SUBMITTAL PACKAGE

Project: **University of Southern Maine**
Portland Campus
Central Heat Plant

System: **Fire Alarm System**

Submitted By: **Norris Inc.**
2257 West Broadway
South Portland, Maine 04106
Telephone: (800) 370-3473

Date: **April 9th, 2015**

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Company Profile

"We are extremely proud to represent the highest quality manufacturers integrating life safety, alarm and communication systems throughout northern New England."

-- Bradford Norris, President --

Mission Statement

Provide quality engineered systems, exceptional service.

Goal

Learn...Continually Improve...Exceed Expectations

Founded in 1979 Norris Inc. has grown to become Northern New England's leading integrated system contracting and supply company. Norris Inc. is an innovated proactive organization with extensive experience in integration interdisciplinary building management systems. Our local and national affiliations assure that your project will be done properly regardless of size representing leading manufacturers our comprehensive products provide outstanding quality reliability and performance... surpassing customer application requirements and exceeding the stringent requirements of Underwriters Laboratories, National Fire Protection Association and other codes. We maintain an exceptional level of quality and provide the highest levels of customer service. Our knowledgeable technical support will insure the great service you deserve. Whether your needs involve industrial, commercial, institutional, or educational applications, you can trust that Norris Inc. has the complete resources it takes to provide the right solution right away.

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NORRIS INC
Advancing security, life safety and communications

OUR CONTINUOUS COMMITMENT TO OUR ENVIRONMENT

At Norris, Inc. we are proudly committed to continuous environmental improvement for a sustainable future and to develop strong partnerships within our community.

Our mission while running our operations is to do everything within our power to improve the environmental quality of our world and to work together to create a clean and safe place to live in and work in for future generations.

We will incorporate and promote green practices within our operations with policies to support it, a system of rewarding those that fully embrace it and then will regularly review our practices for continuous improvement.

We will establish policies, make investments in technologies and set the example in our own operations to include our ongoing commitment to go paperless and making it a requirement to Reuse, Reduce & Recycle, to turn off unneeded lights, to not allow our vehicles to idle, to encourage carpooling and to utilize practical energy efficient transportation.

We will always be 100% compliant with all applicable environmental laws and regulations and will report any violations.

We will remain committed to working locally and whenever possible to sell and use locally manufactured products.

We will insist that every purchase we make will include a review of its environmental impact with a very high priority to selecting the greenest products and services available.

We will remain committed to selling low energy products. This includes promoting wireless technologies, using existing wire infrastructures in our installations, promoting solar powered devices, using our Remote Services in lieu of on-site service calls and performing calculations to minimize power supply and battery needs.

We will educate our employees and customers to illustrate that green practices and purchases are almost always less costly in the long run.

We will support and give priority to organizations that show the strongest commitment to the environment.

We will actively encourage and promote the same responsible green practices that we utilize in the work place to our employees for use in their everyday personal lives.

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LIMITED WARRANTY

Norris, Inc. warrants that the products of its manufacturers shall be free from defects in materials or workmanship as warranted by the manufacturer which is typically for a one (1) year period from the completed installation date, but not always. The completed installation date will be the date when the end-user was able to begin using or started using the product(s) or the system, whether partially or in its entirety. For projects that have a specification or bid instructions to follow which contains specific warranty requirements, Norris Inc. will always honor the warranty terms exactly as specified in the project's specifications or bid documents, which may be more or less in coverage and duration than the manufacturer's warranty. In performing hundreds of projects per year with thousands of different products it is impossible for Norris, Inc. to track the terms and details of specified or individual product warranties. Therefore Norris, Inc. will request that the owner's representative provide these special warranty details when the warranty work is requested; otherwise a standard one year warranty on the equipment will be honored. The manufacturer's warranty is for equipment only and does not include any labor and/or shipping costs. All warranties provided by Norris, Inc. are limited with the same limitations included with the manufacturer's warranty which is included in the manuals of the products being provided.

The warranty will apply only if such goods have been properly installed, are subject to normal proper use and have not been modified in any manner whatsoever. Upon return of the defective product, Norris, Inc. will, at its sole discretion, either repair or replace, at no cost, such goods determined to have a defect in materials or workmanship. In cases of a warranty repair, Norris, Inc. will use its sole discretion to determine if a suitable replacement part can be provided on loan while the repairs are being performed.

All warranty work is performed during regular business hours. If emergency warranty work is required, the customer will pay the difference between the emergency service bill and our normal hourly charges.

Norris, Inc.'s limited warranty does not apply to those products that are damaged due to misuse, abuse, negligence, exposure to adverse environmental conditions, acts of God or have been modified in any manner whatsoever.

Norris, Inc.'s Standard terms and conditions are provided with our invoices. Those Terms and Conditions shall be provided upon request.

NORRIS, INC. SHALL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING FROM LOSS OF LIFE &/OR PROPERTY OR OTHER DAMAGE OR LOSSES OWING TO THE FAILURE OF NORRIS INC. PRODUCTS BEYOND THE COST OF REPAIR OR REPLACEMENT OF ANY DEFECTIVE PRODUCTS.

NORRIS, INC. MAKES NO WARRANTY OF FITNESS OR MERCHANTABILITY AND NO OTHER WARRANTY, ORAL OR WRITTEN, EXPRESS OR IMPLIED AS ALLOWED TO THE FULLEST EXTENT OF THE LAW.

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REMOTE INTERNET CONNECTIONS

As an added service to our customers and in order to facilitate the commissioning of the system(s) being provided within this submittal and then later provide warranty support Norris, Inc. may (at Norris, Inc.'s option) use internet connections to gain access to the system(s) being provided. Many methods can be used, but the most popular is utilizing software named LogMeIn. This software or any other method used to connect to the customer's network will allow Norris, Inc.'s technicians the ability to get onto the programming and diagnostic levels of the system(s) being provided via the building owner's or tenant's data network and program, diagnose or make needed changes to the operation of the system(s). This will provide a better working atmosphere to perform programming from a controlled environment without the disruptions of a construction job-site and will allow fast and efficient troubleshooting and/or servicing if problems should occur later. Acceptance of this submittal by those approving it shall constitute an acceptance and approval to perform the work necessary to install and/or enable these network connections if Norris, Inc. chooses to do so. It is the sole responsibility of the submittal approvers to advise the building owners and/or tenants that Norris, Inc. has the ability to gain access to their network. At the specific request of those approving this submittal or the contractor that Norris, Inc. is working for or the building owners or tenants that own the network, Norris, Inc. can remove or disable the ability to connect to the building's network. However, leaving it in place will allow for quicker and more cost effective service when it is needed. Under absolutely no circumstances shall Norris, Inc., its principals, employees or heirs be held responsible for any losses incurred as a result of this network connection or the inability for the network connection to operate as expected.