



Email Notification Instructions

Notification to the Chief's Regulation No. 4 Unit shall be made at least two (2) working days prior to any testing. Less than two working days requires verbal approval.

MS OUTLOOK

- Go into your calendar
- Find the Meeting Request option
- Fill in the boxes:
 - To: LAFDreg4@lacity.org
 - Location: leave blank
 - Start Time: The time the tester will be at the test site
 - End Time: **30 minutes MAXIMUM** even if the test will be longer.
 - Subject: FOLLOW THE FORMAT BELOW.
 - **Format:** Date (1 day only), Time, Tester's name: Cert #, Equipment being tested, Testing Address, Tester's Cell number (FORMAT AND PUNCTUATION IS ESSENTIAL -see examples)

Send the request

OTHER EMAIL SYSTEMS

Enter the information onto the **SUBJECT LINE** only. Use the punctuations as shown below.

Format:

Date, Time, Tester's name: Cert #, Equipment being tested, Testing Address, Tester's Cell number.

Example (on SUBJECT LINE, Various formats):

12/25, 5PM, John Smith: R4000, FP, FA, 200 N. Main St., (213) 571-4567

12-25-2010, 1700, John Smith: R4000, EP, FA, 200 North Main Street, 213-571-4567

01/12/2011, 0800, John Smith: R4000, **RETEST** (bold not required), EP, 200 N. Main, 213-571-4567

01/12/2011, 0800, John Smith: R4000, **CANCEL** (bold not required), EP, 200 N. Main, 213-571-4567

NOTE: Subject line shall be used for one (1) day and one time period only. Multiple days shall be put on multiple emails.

Abbreviations for equipments:

AE– Auto Elevator

AEWO– Auto Elevator Witness Only

AS– Auto Sprinkler

Batt– Battery

BC– Building Communications

CFA– Complex Fire Life Safety (Fire Life Safety Sys.)

CI– Class I

CII– Class II

CIII– Class III

Combined– Combined Standpipe & Sprinkler

CS– Central Station

EP– E-Power (Generator)

FA– Basic Fire Alarm

FD– Auto. Closing Fire Assemblies (Fire Doors)

FE– Fire Escape Assemblies

FP– Fire Pumps

MGD– Methane Gas Detection

MS– Mechanical Smoke-proof Enclosures

PH– Private Hydrant

PS– Pressurized Stairshaft

SE– Smoke Evacuation

UL300- UL300 system

Reminder- FAX, CALL, or EMAIL the Fire Prevention Unit or Fire station responsible for the occupancy.

Call the Chief Regulation No. 4 Unit at (213) 978-3597 or email us at LAFDreg4@lacity.org for any *changes* in time, date, or tester. Include the *ORIGINAL* time & date.