

## Procedure Guidance

**DATE:** February 15, 2022  
**TO:** Associates and Coworkers  
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### **SUBJECT: De-Rating Procedure for Fire Rated Assemblies**

This is to provide guidance for OUBO approval and field modifications required for de-rating fire- resistance rated assemblies. This policy is in line with the overall provisions of USBC and VSFPC for nonrequired fire protection systems and applies to fire rated assemblies, fire protection rated doors/frames, fire protection rated glazing, fire/smoke dampers, and fire resistance-rated penetrations.

The following criteria are required for OUBO approvals:

1. A/E shall evaluate the building and space for de-rating and provide appropriate code analysis and other supporting documentation to support de-rating.
2. Documentation shall be submitted to OUBO requesting approval to de-rate the assembly. Documentation shall include justification for de-rating, building floor plans (plan view), routing of all rated assemblies, fire rating of each assembly, clear clouding of wall section involved, any changes proposed to existing fire and/or smoke rated dampers, and status of existing stencil on the rated assembly.

Once approval has been granted by OUBO to de-rate the assembly, the following field modifications will be required:

1. Existing fire rated stenciling or label applied to the de-rated wall shall be removed or completely covered by paint, rolled brush only (no spray paint). This applies to both sides of the de-rated wall. If painting or removal of label cannot be accomplished safely, other means to obscure the stencil will be considered.
2. De-rated doors/jambs/wall frames shall have label(s) identifying fire rating removed. Rated door hardware and rated glazing can remain in the door.
3. If the dampers are not removed, they must stay in place, and the damper(s) shall be permanently fixed in the open position and a label attached to the duct on both sides of the wall stating that the damper has been "Disabled and permanently fixed in the open position." Label shall include date of decommission. Remove any associated damper labels from ceiling grid/walls.
4. Fire rated penetrations in the de-rated assembly shall have any identifying markings removed.
5. All documentation shall be provided to EHS for review and record prior to closeout.
6. OUBO will inspect and approve field modifications when changes are complete.