### ACCESS
- **Weight Restricted Parking/ Access/ Areas**
  - Yes [ ] No [ ] If Yes, Provide a Site Plan Drawing Showing the Restrictions

### FIRE ALARM
- **Fire Alarm Panel at Main Entrance**
  - Yes [ ] No [ ] Other: [ ]
- **Annunciator Location**
  - Main Entrance [ ] FCC [ ] Other: [ ]
- **Reset Switch Location**
  - Fire Alarm [ ] Monitored [ ] Local [ ] Monitoring Company [ ]
- **Voice Communication**
  - Yes [ ] No [ ]
- **Speakers in Stairways**
  - Yes [ ] No [ ]
- **Fire Phones**
  - Yes [ ] No [ ]
- **Evacuation Signs Posted**
  - Yes [ ] No [ ]
- **Signal Silence Location**
  - [ ]
- **Evacuation Method**
  - Full [ ] Partial [ ] Relocation [ ] Number of floors in alarm:

### BUILDING INFORMATION
- **Below Grade Floors**
  - #: [ ] Use: [ ]
  - Total # of Stories [ ] Dimensions [ ]
- **Boiler Room Location**
  - Type of Heat:
- **Is there a 13th Floor?**
  - Yes [ ] No [ ]
- **Major Occupancy**
  - # of Res. Units [ ]
- **Type of Construction**
  - I [ ] II [ ] III [ ] IV [ ] V [ ]
- **Fire Resistance Rating**
  - A [ ] B [ ]
- **Roof Construction (check all that apply)**
  - Wood [ ] Concrete [ ] Steel [ ] Truss [ ] Other: [ ]
- **Floor Construction (check all that apply)**
  - Wood [ ] Concrete [ ] Steel [ ] Truss [ ] Other: [ ]
- **Stairways Enclosed**
  - Yes [ ] No [ ]
- **Stairways Pressurized**
  - Yes [ ] No [ ]
- **Unenclosed Stairways**
  - Yes [ ] No [ ]
- **Between which Floors?**

### ELEVATORS
- **Recall Key Switch Location**
  - Elevator Recall [ ] Automatic [ ] Manual [ ]
  - Location of Elevator Recall Keys [ ]
- **Is there a Designated Fire Elevator?**
  - Yes [ ] No [ ]
  - If yes, What is the location of the designated elevator? (per CBC 403.6.1) [ ]
  - Number of Designated Fire Elevators [ ]
- **Do you have phase 1 and phase 2 elevator recall?**
  - Yes [ ] No [ ]
  - Is there an Occupant evacuation elevator? (per CBC 403.6.2) [ ]
  - If yes, where is this elevator located? [ ]
- **Are the elevators connected to emergency power?**
  - Yes [ ] No [ ]
  - Phones in Elevators [ ]
  - Elevator Service Company [ ]
  - Phone [ ]

### HAZARDOUS MATERIALS OR PROCESSES
- **What? (add additional sheets if necessary)**
  - Where? (add drawing if necessary)
  - Location of MSDS [ ]
  - Swimming Pool [ ] Location [ ]
  - Hot Tub [ ] Location [ ]

### FIRE SUPPRESSION
- **Sprinklers**
  - None [ ] Total [ ] Partial [ ]
  - Partial where:
  - Location of Main Sprinkler Shut off [ ]
  - Location of spare sprinklers [ ]
- **Provide location(s) of FDC inlets**
  - Backup Water Supply [ ]
  - Standpipes:
    - Dry [ ] Wet [ ] Combination [ ]
  - Sprinkler Isolation Valves [ ]
  - Locations [ ]
  - Standpipes: 3” Outlets
    - Yes [ ] No [ ] Location:
  - Riser Isolation Valves [ ]
  - Locations [ ]
  - Standpipes: with 11/2 inch hose lines attached
    - Yes [ ] No [ ] Location:
  - Each Zone Clearly Identified at Fire Department Connection [ ]
  - Fire Pump (check all that apply)
    - Yes [ ] No [ ]
    - Diesel [ ] Electric [ ]
    - GPM [ ]
    - FP#1: [ ] FP#2: [ ] FP#3: [ ]
  - Sprinkler Design Information
    - Hazard Classification:
      - Design Area Sq Ft: [ ] Density: [ ]
## RESCUE AIR SYSTEM

Location: (define location by stair and floors)

## SMOKE REMOVAL AND VENTILATION

- Operable Windows
- Breakout Windows
- Smoke Control System
- Smoke Shaft

Location of Smoke Control Panel
- Exhaust Fan: [ ] Automatic
- [ ] Yes [ ] No

Type of Damper Control
- [ ] Toggle
- [ ] Knob type

List any Specific Instructions if Necessary

<table>
<thead>
<tr>
<th>Pressurized Stairways</th>
<th>Stairway Fan Activation</th>
<th>Number of Stairways</th>
<th>Stairway Identification</th>
<th>Stairs to Roof</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Yes [ ] No</td>
<td>[ ] Manual [ ] Automatic</td>
<td>From 1 to</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Location of Pressurization Control Switch
- Cross Over Floors: [ ] Yes [ ] No
- Which Floors

## GARBAGE

- Bin Location
- [ ] Compactor [ ] Yes [ ] No
- Chute Location
- [ ] Chute Sprinklers [ ] Yes [ ] No
- Sprinkler Isolation Valve Location

## KEYS

- Lock Box Type (only Trac-Vault is approved for exterior locations)
  - [ ] Trac-Vault [ ] Other [ ] None
  - Location

List of Keys in Lock Box

## ROOF

- Microwave/Cellular Antennae: [ ] Yes [ ] No
- Quantity:
- Strongest Wattage
- Watts:
- Roof Locked: [ ] Yes [ ] No

- [ ] Guard Rail [ ] Parapet [ ] Unprotected
- Standpipe on Roof: [ ] Yes [ ] No
- Roof Access
  - [ ] Door [ ] Hatch [ ] No Interior Access
  - Batteries Installed: [ ] Yes [ ] No
  - Shut offs provided (include locations and instructions)

Other roof top hazards (describe and provide locations):

## SHUT OFF LOCATIONS

- Gas
- Main Electrical
- Domestic Water
- Other (specify type and procedure)

## EMERGENCY POWER AND LIGHTING

<table>
<thead>
<tr>
<th>Generator Location</th>
<th>Fuel</th>
<th>Capacity K.W.:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Day Tank
- [ ] Yes [ ] No
- Location and capacity:

Feeder Tank
- [ ] Yes [ ] No
- Location and capacity:

UPS Power
- [ ] Yes [ ] No
- Battery location and size:

Battery Powered Emergency Lights & Exit Signs
- [ ] Yes [ ] No
- Will Operate (check all that apply):
  - Fire Alarm
  - Voice Communications
  - Elevators
  - Fire phones
  - Fire Pump
  - Lights
  - Smoke Control
  - Other:

Are there privately Owned Generators in the Building?
- [ ] Yes [ ] No
- If yes, powering what?
- Hours on Building Generator: ___ Hrs

Leak detection provided for generator fuel? (all generators)
- [ ] Yes [ ] No
- Reporting location of leak detection system, if provided:
<table>
<thead>
<tr>
<th>CHILLERS/REFRIGERANTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Type of refrigerant and quantity:</td>
</tr>
<tr>
<td>Leak detection system provided?</td>
</tr>
<tr>
<td>Shut down controls, location and procedure:</td>
</tr>
</tbody>
</table>

**ADDITIONAL INFORMATION** (PROVIDE ADDITIONAL INFORMATION TO ASSIST EMERGENCY RESPONDERS)