

# OFFICE BUILDING INFORMATION CARD

(For use by Fire Department personnel)

**BUILDING INFORMATION**

Address: \_\_\_\_\_  
 A/K/A: \_\_\_\_\_  
 Construction Class: \_\_\_\_\_  
 Boiler Room Location: \_\_\_\_\_  
 Office Floors: \_\_\_\_\_  
 Residential / Hotel Floors: \_\_\_\_\_  
 Retail Floors: \_\_\_\_\_  
 Public Assembly Spaces: \_\_\_\_\_  
 Location of Day Care Center: \_\_\_\_\_  
 Bldg. Population: \_\_\_\_\_  
 Day: \_\_\_\_\_ Night: \_\_\_\_\_ Weekend: \_\_\_\_\_

**BUILDING FIRE SAFETY CONTACT**

(Including Emergency Contact numbers)

Fire Safety Director: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Emergency: \_\_\_\_\_  
 Building Engineer: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Emergency: \_\_\_\_\_  
 Managing Agent: \_\_\_\_\_  
 Work: \_\_\_\_\_  
 Emergency: \_\_\_\_\_  
 Security Desk: \_\_\_\_\_

**BUILDING STATISTICS**

Stories: \_\_\_\_\_ Height: \_\_\_\_\_ Width: \_\_\_\_\_  
 Type of Construction: \_\_\_\_\_  
 Below Grade Floors: Yes  No   
 Total FL: \_\_\_\_\_ Floor No.: \_\_\_\_\_  
 Truss Construction:  
 Roof: Yes  No   
 Floors: Yes  No  What Floors: \_\_\_\_\_  
 Horizontal Connections: Passageway / Utility Pipe Chase  
 Locations: \_\_\_\_\_  
 Roof Setback Levels: \_\_\_\_\_

**FIRE PROTECTION SYSTEMS**

Standpipe Locations: \_\_\_\_\_  
 Standpipe Isolation Valve Locations: \_\_\_\_\_  
 Street FDC Inlet Location: \_\_\_\_\_  
 Building Fully Sprinkled: Yes  No   
 Partially Sprinkled: Floors: \_\_\_\_\_  
 Main Sprinkler Shut Off Location: \_\_\_\_\_  
 Fire Pump: Electric  Diesel   
 Fire Pump Locations: \_\_\_\_\_  
 Chemical Suppression Systems: \_\_\_\_\_  
 Locations: \_\_\_\_\_  
 Firefighter Air Replenishment System: Yes  No

**STAIRWAYS**

Designation	Floors Served	Pressurized	Standpipe
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Re-entry Floors: \_\_\_\_\_  
 Access / Convenience Stair:  
 Located Between Floors: \_\_\_\_\_  
 Roof Access Provided by Stairways: \_\_\_\_\_  
 Smoke Tower Yes  No   
 Stairway Number: \_\_\_\_\_

**HAZARDOUS MATERIALS & LOCATIONS**

NAME OF PRODUCT	QUANTITY	LOCATION
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Material Safety Data Sheet Location (MSDS): \_\_\_\_\_  
 Special Notes:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ELEVATORS**

Bank Designation	Car Numbers	Floors Served
_____	_____	_____
_____	_____	_____
_____	_____	_____

Freight Elevator Bank: \_\_\_\_\_  
 Fire Safety Access Elevator (FSAE): Yes  No   
 Occupant Evacuation Elevator (OEE): Yes  No

**COMMUNICATIONS**

SFFD Red Plug-in Phones:  ERRCS   
 FCC landline phone number for SFFD Use: \_\_\_\_\_  
 Two-Way Communication: Yes  No   
 Onsite  24-Hr. Offsite Location

**VENTILATION:**

HVAC Zones: \_\_\_\_\_  
 Bldg. Management System (BMS): Yes  No   
 Location: \_\_\_\_\_  
 On-site / Off-site Emergency Number: \_\_\_\_\_  
 Smoke Management System/Purge Capability: Yes  No   
 Automatic  Manual   
 Location of Mechanical Rooms: \_\_\_\_\_

**TEMPORARY CONSIDERATIONS**

(TO BE FILLED IN WITH ERASABLE MARKINGS)

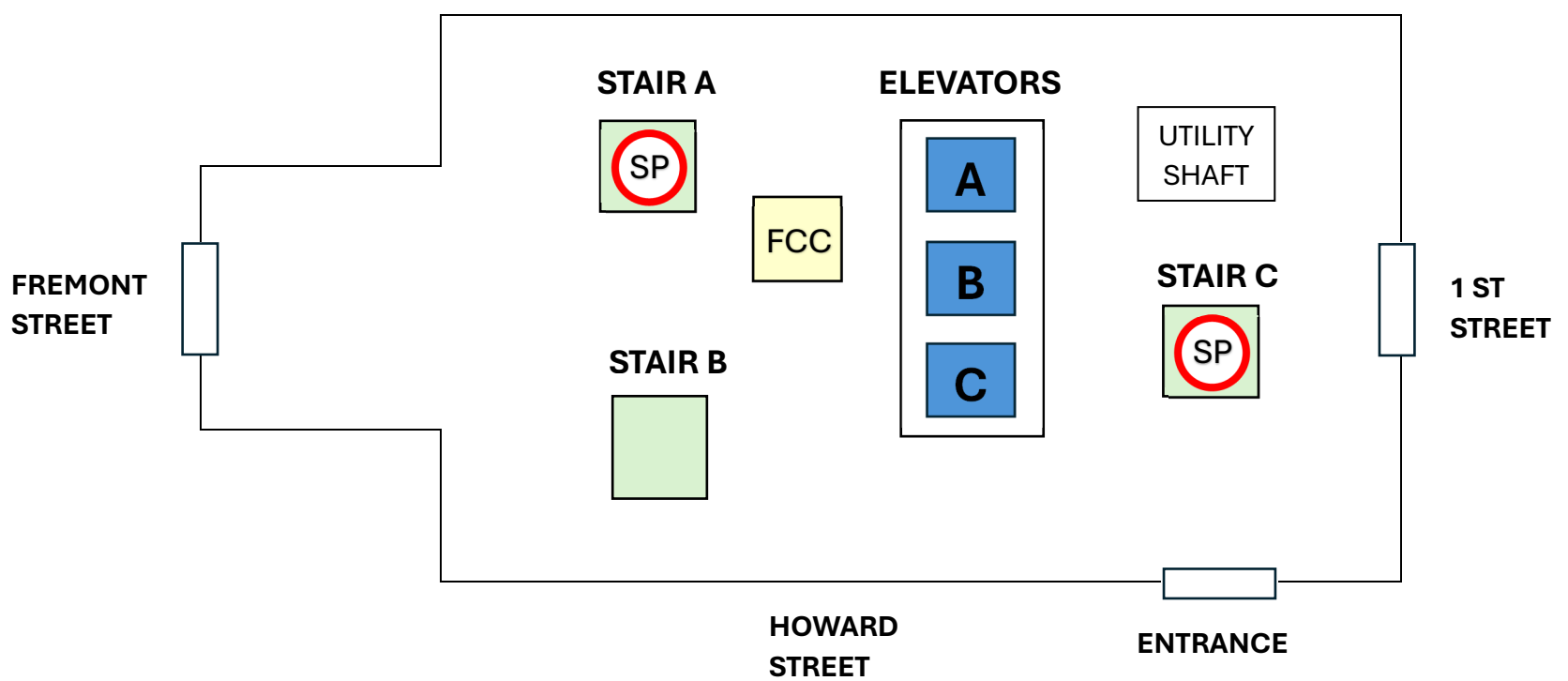
**UTILITIES:**

All Fuel Oil Tank Locations (Capacity):  
 Location \_\_\_\_\_ Gallon \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Natural Gas Service: Yes  No   
 Emergency Generator Location: \_\_\_\_\_  
 Roof Storage:  
 Propane  Diesel Fuel  Other  \_\_\_\_\_

**SHUT OFF LOCATIONS (See Map)**

Gas: \_\_\_\_\_  
 Main Electrical: \_\_\_\_\_  
 Domestic Water: \_\_\_\_\_  
 Other: \_\_\_\_\_

ROOF						EMR	
25						26	
24							
23						TO	
22							
21							
20	SP		SP			EMR	20
19						19	
18							
17							
16						TO	
15					MER ROOM		
14							
13							
12						11	
11	SP		SP			10	
10							
9							
8							
7							
6						TO	
5							
4							
3							
2							
1							
LOBBY						1	
B-1						EMR	
B-2						A	B
B-3						ELEVATORS	
	A	B	C				
	STAIRS						



	ELEVATOR
	STANDPIPE (SP)
	STAIR
	BLIND SHAFT
	INTERVENING STAIR
	ELEVATOR MECHANICAL ROOM (EMR)
	MECHANICAL ROOM (MER)
	FIRE CONTROL CENTER (FCC)