|  |  |
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| **CAD Building Address:**       | **Building Name:**       |
| **Cross Streets:**      **Building’s A-Side**:      **Location of Base**:       | **Building Also Known As:**       |

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| **Contact Information** |
|  | Maintenance Point of Contact |       | Phone: |       |
|  |  |       | Phone: |       |
|  |  |  |  |  |
|  | Building Engineer |       | Phone: |       |
|  |  |       | Phone: |       |
|  |  |  |  |  |
|  | Security Company |       | Phone: |       |
|  | Building Manager |       | Phone: |       |
|  |  |  |  |  |
|  | Management |       | Phone: |       |
|  | Building Owner |       | Phone: |       |
|  |  |  |  |  |
|  | Alarm Company |       | Phone: |       |
|  |  |  |  |  |
|  | Location of **floor plans** (x4) for SAFD       |

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| **Occupant Information** |
|  | Life Load during day       Life Load during the night       |
| Are **Evacuation Drills** held? Point of Contact and phone # for drills       |
| Any **Non-Ambulatory Occupants**?  |
| Floor Location(s) of **Special Needs Occupants**       |
| Any **Areas of Safe Refuge**?       |

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| **Roof** |
|  | Split level or continuous, Sloped or flat?       |
| Portable Ladder needed?       |
| Location of access points (doors, hatches, penthouses) Access points **Locked**?       |
| Any *additional* **vertical ventilation** points? (vents, skylights)        |
| Concerns/ Needs       |

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| **Floors** |
|  | Total number of Floors *at/above* street level       Is there a 13th floor?  |
| Number of Floors *below* street level       Are there any electro-magnetic doors?       |
| Basic hallway configuration (center core, straight, L, U)       |
| Roof access from top floor?       |
| Hose cabinets?  | Location       |

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| **Stairwells** |
|  | Number of Stairwells  |
|  |
|  | Stairwell  | Stairwell  | Stairwell  | Stairwell  |
| Serve floors (1-20) | \_     \_ |       |       |       |
| Standpipe? |  |  |  |  |
| Roof access? |  |  |  |  |
| Enclosed? |  |  |  |  |
| Doors locked? |  |  |  |  |
| **Elevators** |
|  | Location of Bank(s) (ex: center; A-side; D side-CD corner; B-side center; etc.)       |
| Number of Banks//number of cars per bank (ex: 2//4)       |
| Any Blind shaft(s)?       |
| Location of elevator **Phase I** recall (lobby, 2nd floor)       |
| Location of elevator **Mechanical Room**(s)       |
| Elevator Manufacturer name       |
| Elevator Service Company       |
| Elevator Service Company phone  |
| Is there a visual elevator location/identification system?       |
| Number of Elevator keys on site?       | Location of keys       |

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| **Fire Control System** |
|  | **Main Alarm Panel** location (ex: Lobby B-side)       |
| Alarm Company name       |
| Alarm Company phone       |
| Is there a building Communication System? (ex: yes-Fire Control Console       |

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| **Standpipe System** |
|  | Wet or Dry System?       Standpipe Locations       |
| Last system test date       Standpipe Fitting size       |
| **Fire Pump** Location(s)       |
| Any Pressure Reducing Devices/Valves (PRD/PRV)?       |
| FDC Location (ex: D-side near CD corner)       |
| **Two closest Hydrant locations** (ex: 1st Navarro/College, 2nd College/ and )       |

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| **Sprinkler System** |
|  | Last system test date       |
| **Sprinkler Control Room** location       |
| Location of spare sprinkler heads       |
| Building’s Sprinkler Coverage (Full, Hallways only, Floors 1-4, None, etc.)       |
| **Fire Pump** Location(s)       |
| FDC Location (ex: D-side near CD corner)       |
| Location of sprinkler valve cutoffs (floor and room)       |
| Sprinkler Company name       phone number       |
|  | Any non-water based fire protection systems?       |

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| **Knox Box** |
|  | Location of **Knox Box**       |
| Master keys present?       |
| Location of ***additional*** Master Keys/ key boxes       |
| Security Cards/ Passcodes needed?       |

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| **HVAC System** |
|  | **HVAC Mechanical Room** Location       |
| Ability to shut down HVAC?       |

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| **SAFD On-Site Radio Test** |
|  | Lowest Sublevel to Lobby (Good/Bad/None)       Fleet Nat’l **Talk-Around** (Good/Bad/None)       |
| Lowest Sublevel to Top (Good/Bad/None)       |
| Lobby to Top (Good/ Bad/ None)       |