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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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) |