

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

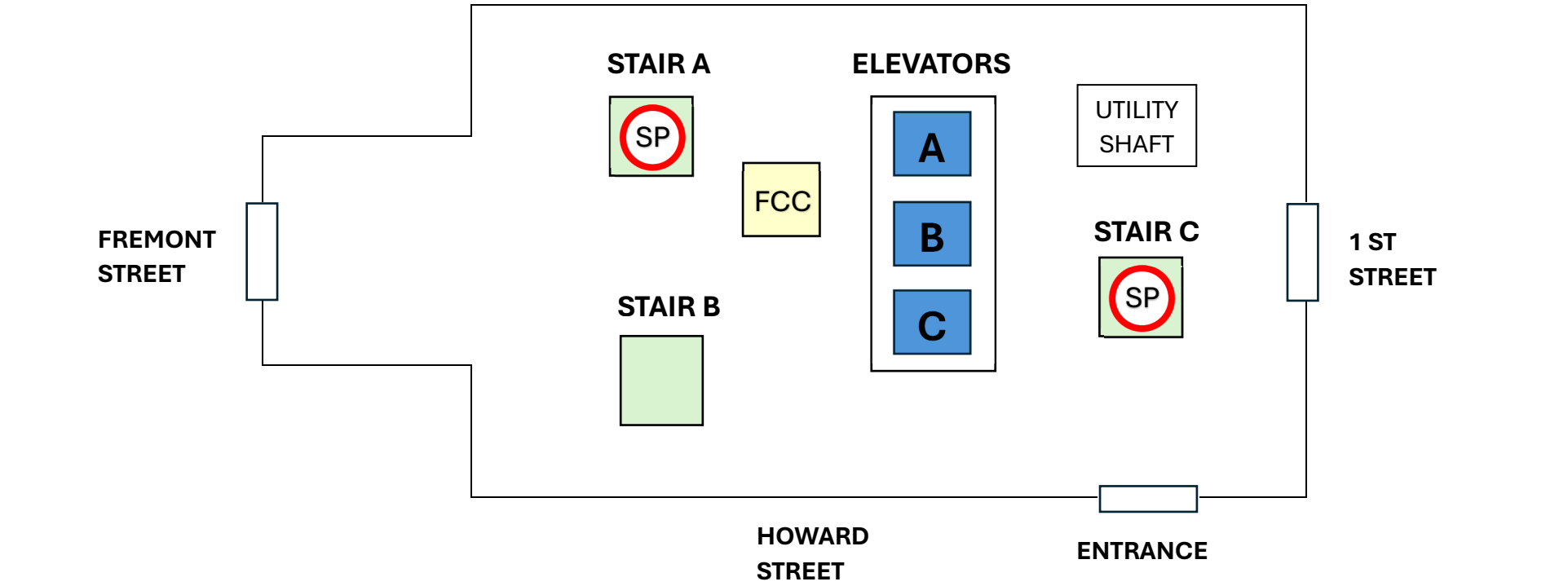
VENTILATION:
HVAC Zones:
Bldg. Management System (BMS): Yes No
Location:
On-site / Off-site Emergency Number:
Smoke Management System/Purge Capability: Yes No
Automatic Manual
Location of Mechanical Rooms:

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						EMR	20	
19						19		
18								
17								
16						TO		
15					MER ROOM			
14								
13								
12						11		
11					10			
10								
9								
8								
7								
6					TO			
5								
4								
3								
2								
1								
LOBBY					1			
B-1					EMR			
B-2						A	B	C
B-3					ELEVATORS			
	A	B	C					
	STAIRS							



ELEVATOR

STANDPIPE 

STAIR

BLIND SHAFT

INTERVENING STAIR

ELEVATOR MECHANICAL ROOM (EMR)

MECHANICAL ROOM (MER)

FIRE CONTROL CENTER (FCC)