



PHILADELPHIA FIRE DEPARTMENT VITAL BUILDING INFORMATION REPORT



ADDRESS AND OCCUPANCY

Occupancy Name (Company/Business Name)		Occupancy ID (Unique ID)	Property ID (Name of Building)
Address 1 (Street Address)		Address 2 (Alternate/Vanity Address)	
ZIP Code	Phone Number of Company During Business Hours	Location of List of Handicapped Persons Living or Working in Building	

BUILDING CONSTRUCTION AND USE

Stories Above Grade	Stories Below Grade	Building Size (L X W)	Specific Property Use (If Multiple Uses, List Primary Uses)
Construction Type: Non-Combustible (Type I or II) P _____ Ordinary (Type III) P _____ Heavy Timber (Type IV) _____ Frame (Type V) P _____ Non-Combustible (Type I or II) UP _____ Ordinary (Type III) UP _____ Frame (Type V) UP _____ (Steel & masonry throughout, incl. floors) (Masonry walls & wood floors) (Masonry walls & heavy timber floors) (Wood framing throughout) P = Protected Construction (floors and ceilings have 2-hour fire rating for Type I and II and 1-hour for Type III) UP = Un-Protected (no rating for floors and ceilings)			
Detectors – Presence (present or none present)		Detector-Type (smoke or heat)	Detectors –Power Supply (battery, hardwired or hardwired with battery back up)

OWNERS AND CONTACTS

Owner's Name and Phone Number	Emergency Contacts (Name, Title & Phone Number – Cell # if Available)
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CONSTRUCTION AND OPERATIONAL INFORMATION

Naming/Numbering Scheme of Floors Sub-Basement _____ Basement _____ Ground Floor _____ Floors Above Ground Floor _____	Means to Access Roof and Location of Key if Locked
Location of Exit Stairways. Indicate Type of Enclosure, Such as Smoke Proof, Pressurized or Enclosed/Not Smoke Proof (No Vestibule or Pressurization). Also, Indicate if Any are Scissor Stairs. Exit Stair #1 _____ Exit Stair #2 _____ Exit Stair #3 _____ Exit Stair #4 _____ Exit Stair #5 _____ Exit Stair #6 _____	Exit Stairway Doors Normally Locked on Stairway Side Yes _____ No _____ Unlock Upon Activation of Fire Alarm Yes _____ No _____ N/A _____ Unlock From FCC or Remote Location Yes _____ No _____ N/A _____ Unlocking Location: Do Windows Open? Yes _____ No _____ Location of Key if Locked Location of Building Plans, Floor Diagrams and Preplans

BUILDING EQUIPMENT AND CONTROLS

Number and Location of Passenger Elevators, Including Number of Banks (Shafts)	Location of Freight or Large Carrying Capacity Elevators (Over 3,000 lbs.)
Location of Annunciator that Indicates Location of Elevator Cars	Elevators Phase I Emergency Recall Yes _____ No _____ Phase II Emergency Use Yes _____ No _____ Location of Emergency Use Keys
Type and Location of Other Shafts, Such as Utility, Trash or Laundry	Location of Mechanical Equipment Rooms
Location of HVAC Status Indicator and Controls	Location of Emergency Generators List Critical Systems/Equipment Powered
Location of Battery Emergency Power Systems (Batteries Contain Sulphuric acid)	Location of Master Keys Available for Fire Dept. Use

FIRE PROTECTION SYSTEMS AND EQUIPMENT

Name and Phone Number of Fire Alarm Monitoring Service	Location of Fire Command Center
Location of Fire Alarm Control Panel	Location of Remote Fire Alarm Annunciator(s)
Are Fire Dept. Phones or Phone Wall Jacks Installed in FCC, Stairs and Elevator Cars and Lobbies? Yes _____ No _____	Location of Fire Dept. Phone Jack Handsets (Six are Required)
Does Bldg. Have Voice Fire Alarm, PAS, Both or None? VFA _____ PAS _____ Both _____ None _____	Location of Controls for Voice Fire Alarm or PAS
Location of Sprinklers	Location of Sprinkler Floor Shut-Off Valves
	Location of Fire Dept. Connections Sprinkler System _____ Standpipe System _____
Location of Class I (Fire Dept. Use) Standpipe Hose Connections (Outlets)	Location of Class II (Occupant Use) Standpipe Hose Stations
Class I Standpipe System - Water Supply Wet _____ Dry _____ No SP _____	Class I Standpipe System – Interconnected? Yes _____ No _____ No SP _____
PRVs None _____ Regulating Type _____ Restrictor Type _____	Location of Adjustment Tool if PRVs are Emergency Field Adjustable

UTILITIES

Location of Natural Gas Service Shut-off(s) Main _____ On Floors _____ If Emergency Generator, is it Powered by Natural Gas? Yes _____ No _____ N/A _____	Location of Electrical Service Disconnect(s) Main _____ On Floors _____
Location of Main Water Shut-off	Location of Electrical Transformers. Indicate if Oil or Air Cooled

HAZARDOUS MATERIALS

(List hazardous materials by hazard class. Check warning labels on containers, packaging and MSDS for class. List NFPA 704 hazard numbers if known)

Location of Material Safety Data Sheets (MSDS)	Location of Transformers With PCBs Exceeding 50 ppm
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Flammable/Combustible liquids: List the Type of Chemical, Number and Capacity of Container(s) and Location (Examples of flammable/combustible liquids: fuel oils, alcohols, ethers, acetone, ketones, toluene, methyls, ethyls or other hydrocarbons)

HAZARDOUS MATERIALS CONTINUED

(List hazardous materials by hazard class. Check warning labels on containers, packaging and MSDS for class. List NFPA 704 hazard numbers if known)

Compressed/Liquefied Gases: List the Type of Gas, Number and Capacity of Cylinders and Location (Examples: propane, acetylene, chlorine, hydrogen or MAPP gas)

Corrosives: List the Type of Corrosive, Total Quantity and Location (Examples of corrosives: acids, bases [alkalines] or hydroxides)

Oxidizers: List the Type of Oxidizer, Total Quantity and Location (Examples of oxidizers: oxygen, oxides, peroxides or chemicals ending in ate or ite)

Toxic Materials: List the Type of Toxic Material, Total Quantity and Location (Examples of toxic materials: chlorine, ammonia, phosphides, cyanides, nitrides, benzene or aldehydes, such as formaldehyde)

Other Hazardous Materials: List the Type of Material, Total Quantity and Location (Examples: radioactive, biological or highly reactive when in contact with water or other materials)

ADDITIONAL INFORMATION

PERSON PREPARING FORM

Name, Rank and Company of Person Preparing Form

Date of Inspection

1st-in Engine Company

2nd-in Engine Company