

Building Information Card – Form (Example)

1. Building Information

Address:

AKA:

Construction Class:

Occupancy:

Public Assembly Areas:

Building Population: Day: Night: Weekend:

Comments/ Notes:

2. Building Statistics

Stories Above Grade: Ground Level Floor Area (sq.ft): Height (ft):

Stories Below Grade: Ground level Dimensions (ft):

Type of Construction:

Horizontal Connection:

Vertical Voids:

Roof Setback Levels:

3. Exit Stairways

Designation	Floors Served	Pressurized	Standpipe
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Re-entry Floors:

Roof Access Stairwells:

Access/Convenience Stair Locations:

Comments/ Notes:

4. Elevators

Bank Letter	Car Number	Floors Served
<input type="text"/>	<input type="text"/>	<input type="text"/>

Freight Elevator Bank(s): Sky Lobby(s):

MRL Elevator Bank(s):

Comments/ Notes:

5. Ventilation

HVAC Zones:

Building Management System (BMS):

Smoke Control System:

Type: (select all that apply)

- Atrium
- Break out windows
- Stair shaft
- Stair shaft & hoistway
- Underground stair shafts
- Zone smoke control

6. Utilities

Natural Gas Service:

Electric Service:

Emergency Generator:

7. Hazardous Materials / Misc.

Name of Product / Quantity (Capacity)	Location
<input type="text"/>	<input type="text"/>

Cell Towers Location(s):

Energy Storage System:

Uninterrupted Power System:

Special Notes Pertaining to Entire Premise

8. Fire Protection System

Standpipe Location(s):

Standpipe Isolation Valve Location(s):

FD Connection Location(s):

Pump To:

Sprinkler System:

Pressure Reducing Valve Location(s):

Pump Type(s) & Location(s):

Non-Water Fire Extinguishing System:

System Water Source:

9. Communications

Emergency Responder Radio System:

FF Telephones: (Locations)

Comments/ Notes:

10. Temporary Considerations/ Additional Important Notes

11. Building Fire Safety Contact Information

Completed By:

Date Completed: