

## **DFD Building Information Card Tutorial (BIC)**

Building Information Card. A Building Information Card, as required in the 2021 IFC 508.1.6.13, shall be maintained at the Fire Command Center (FCC), and made available to Fire Department representatives or emergency response personnel, upon request. The Building Information Card (BIC) shall be 11” x 17” in size, double sided and laminated. Page 1 shall set forth detailed building information as set forth in the BIC handout, including information regarding elevators, stairways, water supply and utilities, fire extinguishing systems, ventilation systems, and contact information.

Page 2 is optional and contains a color-coded plot plan and elevation of the building detailing bordering streets, entrances, floors, and stairs, elevators, shafts, standpipes, and mechanical equipment room locations,

Please refer to the DFD links, below:

-While the 11” x 17” BIC required to be maintained at the FCS must be laminated, the 11” x 17’ BIC which must be submitted for EAP plan approval need not be laminated.

-Page one of the BIC is comprised of 10 boxes. The information required is specific and the boxes should not be altered to omit any information. No parts should be left blank. If any part does not apply, then N/A should be entered.

-Page 2 of the BIC must include t color coded schematic diagrams/plans.

### **Box 1- BUILDING INFORMATION**

ADDRESS: provide complete address, e.g. 1234 Main St A/K/A: provide other street addresses, e.g. 1233 Main St

BUILDING NAME: i.e.: Stately Tower or Best Condominium

CONSTRUCTION CLASS: Provide the Building Construction classification. (See page 4 below)

OFFICE FLOORS: List the floors of the building which have Class B occupancy; (i.e., FL 2-14)

HOTEL FLOORS: List floors with hotel occupancy

RESIDENTIAL/HOTEL FLOORS: List any residential floors (i.e. Fl 17-32 Residential)

RETAIL FLOORS: List floors with retail space occupancy.

PUBLIC ASSEMBLY AREAS: List public assembly areas. (i.e. theaters, churches, restaurants, night clubs...)

LOCATION OF DAY CARE CENTERS: List location of day care centers.

BUILDING POULATION: DAY/NIGHT/WEEKEND: List the number of building employees and visitors in the building during a typical day, night, and weekend.

### **Box 2- BUILDING STATISTICS**

STORIES: Number of floors; above and below ground level (45 up/4 down)

HEIGHT: Express in feet (175’) WIDTH: provide frontage width.

TYPE OF CONSRUCTION: Provide the building material predominately used in construction. (e.g., concrete and steel, concrete)

TRUSS CONSTRUCTION: ROOF / FLOORS Y/N: Circle “Y” if roof is of truss construction. Also, indicate all floors constructed with truss construction.

HORIZONTAL CONNECTIONS: Location and type of horizontal connection to an adjacent building (e.g., passageways, tunnels, utility pipe chase, cellars, etc.)

ROOF SETBACK LEVELS: Provide the floor numbers. A set back is an “area formed when the floor area of the building is reduced thus requiring the exterior wall of a building to be recessed.”

### **Box 3-STAIRWAYS**

DESIGNATION: List the letter/number designations of all stairways.

FLOORS SERVED: Provide the range of floors served for each stairway.

PRESSURIZED: List any pressurized stairways.

STANDPIPES: List the stairways that contain a standpipe.

RE-ENTRY FLOORS: List all re-entry floors.

ACCESS/CONVENIENCE STAIRS: List the floors served. (i.e., 2-3, 5-7)

ROOF ACCESS: List stairways that have access to roof.

### **Box 4-ELEVATORS**

BANK: List the letter designations or name for all elevator banks. (Low-Rise, Parking)

CAR NUMBERS: List the individual elevator car numbers in each bank.

FLOORS SERVED: List floors served by each elevator.

FREIGHT ELEVATOR BANK: List bank, car numbers or location of freight elevators.

LIST ANY EVACUATION ELEVATORS: List bank, car numbers or location.

BLIND SHAFTS: List floor numbers of blind shafts. (12-20, 20-30)

### **Box 5-UTILITIES**

ALL DIESEL TANK LOCATIONS: List capacity and locations.

DOMESTIC WATER SHUT OFF LOCATION

ELECTRICAL SHUTOFF LOCATION. Uninterrupted Power Supply (U.P.S.)? Yes or No

NATURAL GAS SERVICE: Yes or No. Provide location of gas shutoff valve.

EMERGENCY GENERATOR LOCATION: Provide location, if any. Include tenant generators.

LOCATION OF MECHANICAL ROOMS: Provide location(s). This information should also be depicted on Building Diagram on page 2.

### **Box 6-BUILDING FIRE SAFETY INFO**

BUILDING FIRE SAFETY INFO: List work and mobile phone numbers for the Fire Safety Administrator (FSA), FSA Backup & Building Engineer

### **Box 7-FIRE PROTECTION SYSTEMS**

FDC LOCATIONS: List locations of all fire department connections and what they cover, if not the whole building. i.e. Tower, Retail or Garage. Give street side and numbers of FDC connections found on that side. (i.e. (2) California St. side; (1) 17<sup>th</sup> St side)

FCC LOCATION: Fire Command Centers should be easily visible or in an approved location. State “Visible from main entrance” or the exact location, i.e. (main entrance, turn left down hallway

STANDPIPE LOCATIONS: Provide locations of standpipes. Standpipes in stairways are listed by stairwell name and/or be depicted in Building diagram; If other than stairway, give exact locations (i.e. Across from “B” bank elevators; east side of building; In tenant spaces by Stairway 1, etc.)

STANDPIPE ISOLATION VALVE LOCATIONS: Provide valve locations and floor. (i.e. 19<sup>th</sup> Floor utility closet, 10<sup>th</sup> Floor “B” stairway, in ceiling at East end of hallway)

SPRINKLER ISOLATION VALVE LOCATIONS: Same as above

BUILDING FULLY SPRINKLED: Yes or No

UNSPRINKLED FLOORS: List any floors that are not sprinkled. Same for partially sprinkled floors.

PRV VALVE FLOOR LOCATIONS: Indicate location of Pressure Reducing Valves.

FIRE PUMP LOCATION: List exact location fire pump is installed.

FIRE SPRINKLER ROOM LOCATION:

CHEMICAL SUPPRESSION SYSTEMS: List type of system and location (e.g. 1st Floor restaurant (Ansul System); 10<sup>th</sup> Floor computer room (pre-action system); etc.)

## **Box 8- HAZARDOUS MATERIALS AND LOCATIONS**

NAME OF PRODUCT/QUANTITY: Provide information. If none, write none. LOCATION:

Provide the location or write N/A.

- When completing the HAZARDOUS MATERIALS & LOCATIONS portion of the Building Information Card you may exclude from such list any storage location within the building that contains less than 10 gallons of flammable liquid, or is in a flammables cabinet.
- When completing the HAZARDOUS MATERIALS & LOCATIONS portion of the Building Information Card, in addition to the name of product for each hazardous material, indicate its United States Department of Transportation classification.
- Hazardous material storage locations within the building identified elsewhere on this Building Information Card, such as fuel oil storage, are not required to be listed in the HAZARDOUS MATERIALS & LOCATIONS section.
- The Special Notes portion of the HAZARDOUS MATERIALS & LOCATIONS section may be used to identify areas/rooms of special concern, such as an X-Ray clinic, barometric chamber, U.P.S rooms/Battery rooms, transformer locations, cell sites, etc.

LOCATION OF SAFETY DATA SHEET: Indicate location of the SDS.

SPECIAL NOTES: The Special Notes portion of the HAZARDOUS MATERIALS & LOCATIONS section may be used to identify areas/rooms of special concern, such as an X-Ray clinic, barometric chamber, U.P.S rooms/Battery rooms, transformer locations, cell sites, etc.

## **Box 9-TEMPORARY CONSIDERATIONS**

Fill in with **erasable markings**. This section is for updating building information such as out of service systems, construction projects and the floors they are on, etc.

## **Box 10- OTHER INFORMATION**

Some buildings have shared systems i.e., generators, fire pumps, etc. Please note this information here, along with the building name and addresses that are affected.

## CONSTRUCTION CLASSIFICATION INFORMATION

<u>Construction Group</u>	<u>Class</u>
I.- Noncombustible	I - A - (4-hr. protected) I - B - (3-hr. protected) I - C - (2-hr. protected) I - D - (1-hr. protected) I - E - (unprotected)
II.- Combustible	II - A - (heavy timber) II - B - (protected wood joist) II - C - (unprotected wood joist) II - D - (protected wood frame) II - E - (unprotected wood frame)

### CONSTRUCTION GROUP I - NONCOMBUSTIBLE

#### **Classification**

Buildings or spaces in noncombustible construction group I are those in which the walls, exit ways, shafts, structural members, floors, and roofs are constructed of noncombustible materials and assemblies affording fire-resistance ratings. The noncombustible construction group I consists of classes I-A, I-B, I-C, I-D, and I-E.

#### **Construction class I-A.**

Includes buildings and spaces in which the bearing walls and other major structural elements are generally of four-hour fire-resistance rating.

#### **Construction class I-B.**

Includes buildings and spaces in which the bearing walls and other major structural elements are generally of three-hour fire-resistance rating.

#### **Construction class I-C.**

Includes buildings and spaces in which the bearing walls and other major structural elements are generally of two-hour fire-resistance rating.

#### **Construction class I-D.**

Includes buildings and spaces in which the bearing walls and other major structural elements are generally of one-hour fire-resistance rating.

#### **Construction class I-E.**

Includes buildings and spaces in which the bearing walls and other major structural elements generally have no fire- resistance rating.

## BUILDING INFORMATION CARD SIDE 2(DIAGRAM)

Side 2 shall contain a **color-coded plot plan and elevation of the building** detailing bordering streets, entrances, floors, stairs, elevators, shafts, standpipes, and Mechanical Equipment Room locations.

**Provide a legend as per example (refer to example for proper layout)**

### **COLOR CODED PLOT SHALL CONTAIN:**

- Floor plan of first (1) floor with north indicator.
- Indicate location of Fire Command Center (if present on first floor)
- Bordering streets
- Entrances
- Shafts
- Location and designation of stairways and elevators.
  - Indicate stairway and elevator designations (e.g. bank A, stairway B)
  - Indicate stairways containing standpipes.

### **ELEVATION OF THE BUILDING**

- Indicate access stairs
- Indicate floors containing Mechanical Engineering Rooms.
- Indicate all floors serviced by exit stairways.
  - Do not include access stairs
  - Indicate stairways containing standpipes.
  - Indicate below grade.
- Indicate floors serviced by all elevator banks.
  - Indicate blind shafts
  - Indicate floors below grade

\* Letter and number designations may not be legible if viewed in black and white

