

Appendix B **Building Information Card (BIC)**

Building Information Card. A Building Information Card, in the format set forth as Appendix B, shall be maintained at the Fire Command Station (FCS), 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 Appendix B, including information regarding elevators, stairways, water supply and utilities, fire extinguishing systems, ventilation systems, and contact information.

Page 2 shall contain 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, as set forth in Appendix B.

Please refer to the FDNY links, below:

http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_b1.pdf

http://nyc.gov/html/fdny/pdf/rcny/rcny_6_02_app_b2.pdf

-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 11 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 three color coded schematic diagrams/plans.

Box 1- BUILDING INFORMATION

ADDRESS: provide complete address; e.g. 9 Metrotech Center

A/K/A: provide other street addresses (e.g. 144 Tech Place)

CONSTRUCTION CLASS: Provide the NYC Building Code classification.
(see reference 1, below)

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

RESIDENTIAL/HOTEL FLOORS: List any residential or hotel floors (e.g. Fl 1-2 hotel)

RETAIL FLOORS: List floors with retail space occupancy.

PUBLIC ASSEMBLY AREAS: List public assembly areas. (e.g. 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. These numbers should coincide with information on Table 6 and in Appendix A, section 2.4.

Box 2- BUILDING STATISTICS

STORIES: Number of floors; above and below grade

HEIGHT: Express in feet (175')

WIDTH: provide frontage width

TYPE OF CONSTRUCTION: 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 of truss construction.

HORIZONTAL CONNECTIONS: Location and type of horizontal connection to an adjacent building (e.g. passage ways, 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 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. (e.g. 2-3, 5-7)

ROOF ACCESS: List stairways that have access to roof.

FIRE TOWER: List any stairways that are firetowers.

Box 4-ELEVATORS

BANK: List the letter designations for all elevator banks.

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

FLOORS SERVED: List floors served by each elevator.

FREIGHT ELEVATOR BANK: List bank and car numbers of freight elevators.

SKY LOBBY Y/N: List location (floors) of sky lobbies. A sky lobby is when an elevator's lowest terminal level is on an upper floor. Not all buildings have sky lobbies.

Box 5-VENTILATION

HVAC ZONES: List the zones or floors the HVAC system supplies. Several zones, such as "floors 1-10, 11-20, 20-35", or individual "package units" for each floor are examples.

BUILDING MANAGEMENT SYSTEM Y/N: If there is a building management system provide its location.

OFF-SITE EMERGENCY NUMBER: Provide telephone number.

SMOKE MANAGEMENT SYSTEM/PURGE CAPABILITY: Y or N / Auto or Manual

LOCATION OF MECHANICAL ROOMS: Provide location(s). This information should also be depicted on Appendix B Diagram.

Box 6-UTILITIES

ALL FUEL OIL TANK LOCATIONS: List capacity and locations.

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

EMERGENCY GENERATOR LOCATION: Provide location, if any.

ROOF STORAGE: PROPANE/DIESEL/OTHER: Check appropriate box. If other, give name of fuel.

Box 7-FIRE PROTECTION SYSTEMS

STANDPIPE LOCATIONS: Provide locations of standpipes. Standpipes in stairways should be depicted in Appendix B diagram; If other than stairway, give exact locations (e.g. across from "B" bank elevators; east side of building; etc.)

STANDPIPE ISOLATION VALVE LOCATIONS: Provide valve locations and floor. (e.g. 19th Floor utility closet, 10th Floor "B" stairway)

SIAMESE LOCATION: Provide location of Siamese found on exterior of building. Give street side and numbers of Siamese connections found on that side. (e.g. (2) Sixth Ave side; (1) 37th St side)

BUILDING FULLY SPRINKLED: Yes or No

PARTIALLY SPRINKLED FLOORS: In a building that is not completely sprinklered, list any floors that are sprinkled.

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

FIRE PUMP LOCATIONS: List the floors fire pumps are installed.

CHEMICAL SUPPRESSION SYSTEMS: List type of system and location (e.g. 1st Floor restaurant (Ansul System); 10th 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 5 gallons of flammable liquid, 25 gallons of combustible liquid or 55 gallons of corrosive material.
- 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, U.P.S rooms/Battery rooms, transformer locations, cell sites, etc.

Box 9-COMMUNICATIONS

NUMBER OF RADIOS FOR FDNY USE: Provide the information.

24 HOUR LOCATION: Provide the information or write N/A.

COMMUNICATIONS FOR FDNY USE: If there are any other communication tools for FDNY use (e.g. repeaters) provide the information; or write N/A.

Box 10-TEMPORARY CONSIDERATIONS

Fill in with erasable markings. This section is for updating building information such as construction projects, water tanks out of service, out of service systems, etc.

Box 11- BUILDING FIRE SAFETY INFORMATION

Accurately list all the information required in this section.

Reference # 1: Construction Classifications

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 Station (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 C)
 - 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



