

**Fire Safety and Evacuation Plan (Appendix B-1)**  
**Hotel/Motel Occupancies**  
**Building Information Card**

**Instructions**

*A Building Information Card (BIC), in the format set forth as Appendix B-1, must be maintained at the fire command center, and made available to Fire Department representatives or emergency response personnel, upon request. The Building Information Card must be 11" x 17" in size, double sided. The BIC required to be maintained at the fire command center must be laminated; the one submitted for FSP plan approval does not.*

*Page 1 of the BIC requires detailed building information, including information regarding elevators, stairwells, water supply and utilities, fire extinguishing systems and ventilation systems.*

*Page 2 of the BIC requires a color-coded plot plan and elevation of the building that details bordering streets, entrances, floors, stairs, elevators, shafts, standpipes, and mechanical equipment room locations.*

**Page 1 (Written Information)**

*Page 1 of the Building Information Card requires written information about the building. Complete all sections of the form. No parts should be left blank; if any part does not apply, enter N/A.*

**Box 1 BUILDING INFORMATION**

**ADDRESS:** Provide complete address (e.g. 9 MetroTech Center)

**A/K/A:** Provide any other street addresses (e.g. 144 Tech Place)

**CONSTRUCTION CLASS/TYPE:** For buildings constructed under the 1968 NYC Building Code or prior code provide the 1968 Building Code construction classification (see reference 1 below). For buildings constructed under the 2008 Building Code provide the 2008 Building Code construction type as set forth in Building Code Section 602. Indicate the code used when completing the card (e.g. I-A (1968 Code) or II-A (2008 Code)).

**HOTEL FLOORS:** List all floors designated for Occupancy Group R-1 (hotel/motel) use (e.g., Flr 1-12)

**OFFICE FLOORS:** List all floors designated for Occupancy Group B office use (e.g. Flr 13-25).

**OTHER RESIDENTIAL FLOORS:** List all floors designated for Occupancy Group R-2 (apartment) use (e.g. Flr 26-39).

**RETAIL FLOORS:** List all floors with retail occupancy space.

**PUBLIC ASSEMBLY AREAS:** List all floors having public assembly areas. (e.g. Flr 1 theater; Flr 20 restaurant).

**BUILDING POPULATION: DAY/NIGHT/WEEKEND:** List the number of building employees and visitors in the building during the day, night and weekend. These numbers should coincide with information contained in Appendix A-1, Table 2.

**Box 2 BUILDING STATISTICS**

**STORIES:** List number of floors above and below grade.

**HEIGHT:** Provide building height in feet.

**WIDTH:** Provide building frontage width in feet.

**TYPE OF CONSTRUCTION:** List the predominate type of building material used in the construction of the building. (e.g. concrete and steel, concrete).

**TRUSS CONSTRUCTION: ROOF / FLOORS:** Circle "Yes" if roof is of truss construction; Circle "No" if it is not. Also, list all floors having any form of truss construction.

**HORIZONTAL CONNECTIONS:** *List the location and type of any horizontal connection to an adjacent building (e.g. passage ways, utility pipe chase, cellars, etc.).*

**ROOF SETBACK LEVELS:** *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.” List all floor numbers having setbacks.*

### **Box 3 STAIRWELLS**

**DESIGNATION:** *List the letter designations of all stairwells.*

**FLOORS SERVED:** *List the range of floors served for each stairwell.*

**PRESSURIZED:** *List any stairwell provided with stairwell pressurization.*

**STANDPIPES:** *List the stairwells that contain standpipe hose connections.*

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

**ACCESS/CONVENIENCE STAIRS:** *List the floors served. (e.g. Flr 2-3, 5-7). Include escalators.*

**ROOF ACCESS:** *List stairwells that have access to roof.*

**FIRE TOWER:** *List any stairwells that are fire towers.*

### **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:** *A sky lobby is an elevator bank whose lowest terminal level is on an upper floor. Not all buildings have sky lobbies. If a sky lobby is provided, list each floor on which a sky lobby is located.*

### **Box 5 VENTILATION**

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

**BUILDING MANAGEMENT SYSTEM:** *If there is a building management system provide its location.*

**OFF-SITE EMERGENCY NUMBER:** *Provide telephone number.*

**SMOKE MANAGEMENT SYSTEM/PURGE CAPABILITY:** *Indicate Yes or No / Auto or Manual*

**LOCATION OF MECHANICAL ROOMS:** *Provide location(s).*

### **Box 6 UTILITIES**

**ALL FUEL OIL TANK LOCATIONS:** *List the capacity and location of each tank.*

**NATURAL GAS SERVICE:** *Provide location of gas shutoff valve.*

**EMERGENCY GENERATOR LOCATION:** *Provide location of each emergency generator.*

**ROOF STORAGE: LPG/DIESEL/OTHER:** *Check appropriate box. If other, indicate type of fuel.*

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

**STANDPIPE LOCATIONS:** *Provide locations of standpipes. Standpipes in stairwells should be depicted in the diagram on Page 2. If other than in a stairwell, 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. Flr 19 utility closet, Flr 10 “B” stairwell).*

**FD CONNECTION LOCATION:** *Provide location(s) of FD connection(s) on exterior of building. Indicate which street side and the number of connections found on that side. (e.g. (2) Sixth Ave side; (1) 37<sup>th</sup> St side).*

**BUILDING FULLY SPRINKLED:** *Indicate 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 floor(s) on which the fire pumps are installed.*

**NON-WATER FIRE EXTINGUISHING SYSTEMS:** *List type of system and location (e.g. Flr 1 restaurant wet chemical system; Flr 10 electrical closet carbon dioxide system)*

## **Box 8 HAZARDOUS MATERIALS**

**NAME OF PRODUCT/QUANTITY:** *Provide information. If none, mark N/A.*

**LOCATION:** *Provide information. If none, mark N/A.*

- *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 may be excluded.*
- *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 the Building Information Card, such as fuel oil storage, are not required to be listed in this box.*
- *Identify areas/rooms of special concern (such as medical facility (x-ray); U.P.S./battery rooms; transformer locations; cellular antennas, etc.) as special notes.*

## **Box 9 COMMUNICATIONS**

**NUMBER OF RADIOS FOR FDNY USE:** *Indicate the number of building radios available for emergency responder use, if any. If none, mark N/A.*

**24 HOUR LOCATION:** *Indicate location and availability of radios (e.g. fire command center 24/7, fire command center 8am to 4pm). If none, mark N/A.*

**COMMUNICATIONS FOR FDNY USE:** *Indicate any other means of communication available for emergency responder use (e.g. repeaters). If none, mark N/A.*

## **Box 10 TEMPORARY CONSIDERATIONS**

*Fill in with erasable markings. This section is provided to allow the Building Information Card to be kept current to reflect such conditions as construction projects in progress, or out-of-service fire protection or life safety systems.*

## **Box 11- BUILDING FIRE SAFETY INFORMATION**

*Provide the name and contact information (work and emergency telephone numbers) for the fire safety director, building engineer and hotel/motel manager.*

---

### **REFERENCE # 1 (BOX 1)**

#### **1968 NYC Building Code Construction Classifications**

##### **Construction Group**

##### **Class**

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)

Buildings or spaces of noncombustible construction (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 is broken down into five different classes, I-A, I-B, I-C, I-D and I-E as follows:

**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.

---

## **Page 2 (Diagram)**

*Page 2 of the Building Information Card contains 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 and layout conforming to the Appendix B-I format.*

*The color-coded plot plan shall depict the following information:*

- *Floor plan of the lowest floor provided with fire apparatus access.*
- *Location of the fire command center. If the fire command center is located on a floor other than the lowest floor provided with fire apparatus access, indicate its position on the plot plan (which shows the lowest floor with fire apparatus access) but include in the legend the floor on which it is actually located*
- *Bordering streets*
- *Entrances*
- *Shafts*
- *Location and designation of stairwells and elevators*
  - *Indicate stairwell and elevator designations (e.g. bank A, stairwell C).*
  - *Indicate which stairwells contain standpipe connections.*
- *Fire towers*
- *Fire department connections*
- *Geographic north indicator*

*The elevation of the building shall mimic the profile of the building & depict the following information:*  
*\*Special note: Buildings with sections of significant variations in elevation, such as a low rise section adjacent to a high rise tower, depict the riser by the outside shape of the building and place those building components (stairs, elevators, etc.) particular to that section within that part of the riser diagram.*

- All floors (except access stairs), including below grade floors, serviced by exit stairwells
- Access stairs
- Mechanical equipment rooms (MER) and the HVAC zones controlled from such MER
- Stairwells containing standpipe connections
- Floors serviced by each elevator bank and the cars that service them (including below grade floors) and blind shafts
- Floors above ground level at which a stairwell terminates, or connects (by means of a horizontal exit passageway) to a different vertical shaft in which it continues to descend

The plot plan and elevation diagram shall be color-coded as follows:

- Elevators: blue;
- Standpipes: red;
- Stairwells: green;
- Blind shaft: pale blue;
- Access stairs/escalators: orange;
- Fire command center and mechanical equipment rooms: yellow