This is a Fill Out On Computer & Print Form Only!   No hand written forms accepted!
TOTAL PAPER FORMS NEEDED: 3 - - - Original & 2 Copies

HOUSTON FIRE DEPARTMENT
HIGH-RISE SURVEY CHECKLIST

High-rise Id # : _____

Building name: _____

Building address : _____ Zip Code : _____

Number of stories above grade : _____ Number of stories below grade : _____

From the very lowest level through the 5th floor, using building terminology, list the floors : _____

_____

Is there a Level 13? _____

Occupancy Type (office, residential, hospital, etc..) : _____

BUILDING ENTRY INFORMATION

Preplanned entry point : _____

Does the building have 24-hour security on-site? _____

Working hours of engineering personnel. _____

FIRE CONTROL CENTER (FCC)

Location of Fire Control Center : _____

Telephone number in FCC : _____

Emergency control features of FCC : _____

If the alarm panel is not in the FCC, where is it? _____

DEPOSITORY BOX

Location of depository box : _____

How is the box locked? _____

What Keys are kept in the depository box : _____

Are the keys clearly marked as to their purpose? _____

SPRINKLERS

Which floors are sprinkled? _____

Where are the floor valves to control sprinkler flow? _____

Which floors require the closing of more than one valve to control sprinkler flow? _____

Where would a ladder be required to reach the sprinkler control valve? _____

Location of pre-action systems not controlled by the floor valve : _____

_____

What are the vertical zones of the standpipe/sprinkler system? _____
Are the sprinkler valves PRVs (pressure regulator valves)? _____
If so, what pressure do the fire pumps maintain in the system? _____
Where are the fire department connections for the sprinkler system? _____

Other sprinkler information : _____

_____

_____

STANDPIPES

Vertical standpipe zones (low zone, mid zone, high zone)? _____
Standpipe outlets in stairwells, tenants areas or both? _____

Are the standpipe outlets PRVs? _____
Is so, which levels do not have PRVs? _____
What out pressure are the PRVs calibrated to provide at full flow? _____
If a PRV system, what pressure must be maintained in each vertical zone to provide adequate water flow?

Other than PRVs, do the standpipe outlets have any type of flow restrictors? _____
If so, please describe: _____
Where are the fire pumps? _____
Upon power failure, does a generator supply power to the fire pumps? _____
Where are the fire department connections for supplying the standpipe system? _____

Other standpipe information: _____

_____

_____

SPECIAL SUPPRESSION SYSTEMS

Are there any special suppression systems in the building (FM-200, Halon, CO2, etc.)? _____

If so, where are they and what do they protect? _____

ELEVATORS

Which levels do each elevator serve? _____

Where is the main elevator lobby? _____
Which elevators have fire service? _____
Where is the elevator control panel? _____
If the elevators are recalled by the alarm system, is it necessary to key the phase I (Recall) switch to "On" before
Phase II operation is possible? _____

Where are the recall switches for each bank of elevators? _____

_____

After recall, do the elevator doors open and remain open or do the doors open briefly and then close? ____

_____

If the doors close after recall, where is the switch to reopen them and, if a key is required, where is the key?

_____

_____

Does the same key operate the Phase I (recall) switch and the Phase II (in-car) fire service switch? ____

_____

Please describe in detail, the procedure for operating the elevators in the fire service mode. (Please be very spe

_____

_____

_____

Is it possible, while operating in Phase II Fire Service, to turn the Phase II key-switch to the "Off" position and ret
the elevators to Phase I Recall Mode? _____

_____

Will the elevator recall while in the Independent Service Mode? _____

_____

Which elevators are powered by emergency power? _____

_____

Describe elevator communications capabilities: _____

_____

Other elevator information: _____

_____

_____

STAIRS

Are the stairwells pressurized? _____
Names and locations of stairwells: _____

_____

Floors served by each stairwell: _____

_____

Which floors are designated reentry floors? _____
Are the doors of reentry floors always unlocked or electrically unlocked? _____

_____

Which stairwell doors are electrically locked? _____

_____

Do they unlock upon alarm and upon power failure? _____

_____

Which, if any, stairwells directly access the roof? _____
Do they access the roof through a door or hatch? _____

_____

What are the locking characteristics of the roof doors or hatch? _____

If any stairwells are inaccessible from the lobby, which are they and how are they accessed?

Are any of the stairwells scissor stairwells?

Other stairwell information:

VENTILATION

Does the building have a smoke removal or smoke control system?
If so, is it automatic or manual?
If manual, where are the controls?
Please describe the smoke removal or smoke control system?

Which groups of floors are connected by common vertical ventilation shafts or ducts?

Do the fans operating through those shafts shut down upon alarm?

If yes, is it safe to assume these shafts or ducts will then provide a path for smoke to migrate from the fire floor to other floors?
If no, please describe what will prevent that smoke migration:

If there are any operable windows in the building, where are they and how are they operated?

Are there any special "break-glass" windows?
If so, are they marked?
Where are they?

COMMUNICATION

Is there a plug-in fireman's phone system?
If so, where are the jacks?
Where are the plug-in phones and how many are there?
Where is the control point for the plug-in phone system?
Are there installed emergency phones in the building?
If so, where are they installed and where is the control point?

Describe elevator communications:

Is the P/A system audible in the stairwells? _____

Where is the control point for the P/A system? _____

ELECTRICAL

Where is the main electrical transformer vault? _____

Where is the main electrical switchgear room? _____

Is the switchgear room sprinkled? _____

Please describe how to control primary electrical power on each floor (including overhead lighting and wall outlet

_____

_____

_____

Please describe how to control emergency power to individual floors: _____

_____

_____

Where is the building generator and is it diesel or natural gas powered? _____

What does the building generator supply power to? _____

_____

If there are other generators in the building, where are they, how are they powered and what do they supply power to? _____

_____

_____

If there are large UPS systems and battery banks, where are they and what do they supply power to?

_____

_____

Other pertinent information about the electrical system: _____

_____

_____

_____

GAS

Where is the main gas cutoff for the building? _____

If there are gas risers going up through the building, please describe their locations, floors involved and the equipment they supply: _____

_____

_____

_____

HAZARDOUS MATERIALS

If there is asbestos in the building, where is it?

If there are PCBs in the building, where are they?

Where is diesel stored in the building (large tanks and day tanks) and what are the capacities?

If there is a diesel riser running up through the building, where is it and what floors does it encompass?

Other information about chemicals or hazardous materials:

ALARM SYSTEM

Alarm Permit # :   Date Issued:
Where is the fire alarm panel?

Step-by-step procedure for the operation of the fire alarm panel including quieting the panel alert, silencing the a
in the alarm area, scrolling for previous alarms and resetting the panel:

Is there a printer to record alarms as they occur?

Where are smoke detectors in the building?

Other pertinent information about the alarm system:

EMERGENCY CONTACTS

Name and telephone number of the management company:

Name and telephone number of the Property Manager (office and emergency):

Name and telephone number of the Chief Engineer (office and emergency):

Name and telephone number of the Safety/Security Director (office and emergency):

HFD USE ONLY

Officer conducting survey: _____   Station / Shift: _____

Date completed: _____

FORM INFORMATION

1 FORM NAME AND IDENTIFICATION:

High-rise Survey Checklist
HFD Form 27 Rev. 3/02

2 WHEN IS FORM FILLED OUT?

Whenever a building is constructed or remodeled.

3 WHO IS RESPONSIBLE FOR THE FORM?

The District Chief making the survey.

4 CAN THIS FORM BE FILLED OUT ON COMPUTER?

Yes, only on the computer. No hand written forms will be excepted.

5 HOW MANY FORM ARE MADE?

3 --- Original & 2 Copies
2 -- Electronic Copies

6 WHERE IS THE FORM SENT?

1 - Original to District Chief
2 - Copies to Building Depository Box
1 - Electronic copy sent to Emergency Operations via E-mail as an att
1 - Electronic kept on Station Computer

7 HOW LONG IS THE FORM STORED AT STATION ?

None stored at station.
Stored on District Chief, first in engine and ladder truck.

If updating Survey, use number found on old form. If new

Do not forget zip code.

Example: 1,2 3, 4, 5 or Lobby, 2, 3, 4, 5 or Concourse, Lo
 Be Specific.

If multiple list.

Preplanned both day or night.
Stationary or roving?
Use military time. Do not forget weekends.

Be Specific.
Do not forget area code!
List all available at FCC.

Be Specific.

Be Specific.
Be Specific.
List all.

Yes or No and How are they marked?

List same as building terminology.
List all if different.

Be Specific.

Be Specific.

Be Specific.

List all.
Yes or No.
List P.S.I.
Be Specific and list all available.

Information not covered above.

What floors for each zone?
Be Specific.

Yes or No. If yes, list name of PRV.
List floors without PRVs.
Sometimes can be found on PRV.

List each zone and PSI for that zone.
Yes or NO.
List all.
Be Specific about location.
Yes or NO.
Be Specific and list all available.

Information not covered above.

List types.

Be Specific.

List identifier and floors serviced.

Be Specific.
Use same terminology as building. Example: Elevator 1 o
Be Specific.

Yes or No. Where is switch?

Be Specific.

Describe how they function.

Be Specific.

Yes or No. If not where is other key?

cific.)   List all steps!

:urn   Yes or No.
              List steps if different.

              Yes or No.
              List steps if different.
              Use same terminology as building. Example: Elevator 1 o

              Be Specific.

              Information not covered above.

              Yes or No. If yes, is fan at the top or bottom of stairway?
              Use same terminology as building. Example: Stairway 1 in Nort

              Be Specific with each stairway.

              List all for each stairway.
              Be Specific.

              List all for each stairway.

              Yes or No. If no, list the ones that do not.

              Use same terminology as building. Example: Stairway 1 in Nort
              Describe.

              List all lock types that will be found.

Be Specific.

Be Specific.

Information not covered above.

Type of system or no system.
Automatic or manual?
Be Specific.
How does it operate?

List each group.

Yes or No.

Explain!

List reasons why.

List all with their operation.

Yes or No.
Yes or No.
Be Specific.

Yes or No.
Be Specific.
Be Specific.
Be Specific.
Yes or No.
Be Specific.

How and where is control point?

_____ Yes or No.
_____ Be Specific.

_____ Be Specific.
_____ Be Specific.
_____ Yes or No.
ts): List all steps.
_____
_____
_____
_____ List all steps.
_____
_____
_____ Be Specific.
_____ List all areas.
_____
_____ Be Specific.
_____
_____
_____ Be Specific.
_____
_____
_____ Information not covered above.
_____
_____
_____ Be Specific.
_____ Describe all. Be very Specific.
_____
_____
_____

Where and in what form? Be very Specific.

Be Specific.

Be Specific.

Describe all effected.

Information not covered above.

If any should be available from building representative.
Be Specific.

larm   List all Steps.

Yes or No and Where?

Describe.

Information not covered above.

Do Not Forget!

To Print: 1. Make sure Printer is On-Line
        2. Point Cursor at Printer Icon found on Tool Ba
        3. Push Left Mouse Button, **once**.
        If multiple Copies are needed, repeat 2 & 3 until
        desired number has been reached.

TO SAVE FORM TO COMPUTER:
1. Once the pages are completed. Point cursor at "**FIL**
   Found in upper left corner. Push left mouse Button,
   This will open "Save As" dialog box.
2. Point cursor at "**SAVE AS**". Push left mouse Button.
   This will open "Save As" dialog box.
3. Type in form #, **-**, district #, building address, month.
   Example: 27-28-4141SANFELIPE122002-1 would (
   address) 4141 SanFelipe (month) December (year)
   page 1. A page number is added just in case multipl
   may be created on that same day at the same static
4. Point cursor at "**SAVE**" on dialog box, Push **once**.
   That page has now been saved in the computer.
5. Close form created.

achment

obby, 3, 4, 5

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r Southeast Elevator.

theast corner or Stairway South, etc..

theast corner or Stairway South, etc..

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nic Copy sent to Emergency

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once.

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2002
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