VITAL BUILDING INFORMATION

Form 01/25

Building Name	Date (MM/DD/YYYY)
Address	

Access

Weight Restricted Parking/Access/Areas ☐ Yes ☐ No **If Yes, Provide Site Plan Drawing Showing the Restrictions.**

Fire Alarm

Fire Alarm Panel at Main Entrance ☐ Yes ☐ No	Local Alarm ☐ Yes ☐ No	911 Signs Posted ☐ Yes ☐ No
Annunciator Location	Signal Silence Location	
Reset Switch Location / Fire Alarm ☐ Single Stage ☐ 2 Stage	Monitoring Company	
Voice Communication ☐ Yes ☐ No / In Stairways ☐ Yes ☐ No	Fire Phones ☐ Yes ☐ No	Location

Building Information

Below Grade Floors # Use:	# of Storeys	Dimensions X
Boiler Room Location	Type of Heat	
Is there a 13th Floor? ☐ Yes ☐ No / Major Occupancy	# of Suites	Upper Floor Construction ☐ Wood ☐ Concrete ☐ Steel ☐ Other
Roof Construction ☐ Wood ☐ Concrete ☐ Steel ☐ Other	Private Stairway ☐ Yes ☐ No	Between which floors?

Elevators

Recall Key Switch Location	Elevator Recall ☐ Automatic ☐ Manual	Elevator Keys in Lock Box or on Site with Security?
Is there a Designated Fire Elevator? ☐ Yes ☐ No	If Yes, What is the Location of the Designated Elevator?	
Do you have FireFighter Service or Independent Service? ☐ FF Service ☐ Independent		
Which Elevator Runs on Emergency Power?	Phones in Elevators ☐ Yes ☐ No / Elevator Service Company	Phone ( )

Dangerous Goods / Hazardous Processess

What? (add additional sheets if necessary)	Location of Hazardous Materials (attach drawing if applicable)
Location of M.S.D.S. (attach drawing if applicable)	
Swimming Pool ☐ Yes ☐ No / Location	Hot Tub ☐ Yes ☐ No / Location

Fire Suppression Systems

Sprinklers ☐ None ☐ Total ☐ Partial / Partial where?	Sprinkler Main Valve Location
Standpipes: 2 1/2" Valves ☐ Yes ☐ No Location:	Sprinkler Zone Isolation Valve Location
Standpipes: 1 1/2" Valves ☐ Yes ☐ No Location:	Siamese Location
Riser Isolation Valves ☐ Yes ☐ No / Each Zone Clearly Indicated at Fire Dept. Connection ☐ Yes ☐ No	
Fire Pump ☐ Yes ☐ No Location:	GPM/LPM FP#1 FP#2 FP#3
Special Fire Suppression System ☐ Yes ☐ No Location:	

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Smoke Removal & Ventilation

☐ Openable Windows ☐ Stairway to Roof ☐ Smoke Shaft ☐ Building Exhaust System

Location of Smoke Damper Control	Exhaust Fan ☐ Yes ☐ No	**If Yes** ☐ Automatic ☐ Manual

Type of Damper Control
☐ Electrical Toggle ☐ Manual Pull

Do Parkade Fans Shut Down on Fire Alarm Activation? ☐ Yes ☐ No	If Yes, where are the manual override switches? ☐ Fire Alarm Panel ☐ Other Location

List Specific Instructions if Necessary (attach additional sheets if required)

Stairway Information

Pressurized Stairways ☐ Yes ☐ No	Stairway Fan Activation ☐ Automatic ☐ Manual	Numbered Stairways From 1 to	Coloured Stairways ☐ Yes ☐ No	Stairway Number/Colour Direct to Roof

Location of Pressurization Control Switches	Cross over Floors ☐ Yes ☐ No	Which Floors	Scissor Stairs ☐ Yes ☐ No

Garbage

Bin Location	Chute Location	Compactor ☐ Yes ☐ No	Chute Sprinklers ☐ Yes ☐ No	Sprinkler Isolation Valve Location

Keys

Lock Box ☐ Yes ☐ No	24 Hour Security ☐ Yes ☐ No	Location

List Keys in Lock Box

Roof

Microwave Antennae ☐ Yes ☐ No Quantity:	Strongest Wattage Watts	Roof Locked ☐ Yes ☐ No
☐ Guard Rail ☐ Parapet ☐ Unprotected	Roof Hydrant ☐ Yes ☐ No	Roof Access ☐ Door ☐ Hatch ☐ No Interior Access

Shut Offs

Sprinkler Location	Gas Location
Water Location	Electric Location

Emergency Power / Lighting

Generator Location ☐ N/A	Fuel	Capacity KW

Battery Powered Emergency Lights ☐ Yes ☐ No	UPS Power ☐ Yes ☐ No	Day Tank ☐ Yes ☐ No Location	Feeder Tank ☐ Yes ☐ No Location

Will Operate ☐ Fire Alarm ☐ Voice Communications ☐ Elevators ☐ Fire Phones ☐ Fire Pump ☐ Lights ☐ Smoke Ventilation ☐ Other

Are there Privately Owned Generators in the Building? ☐ Yes ☐ No If Yes, Powering What?	Hours on Building Generator : Hrs

General Information

Building Owner & Address	Phone Number ( )
Manager/Management Company & Address	Phone Number ( )
Caretaker	Phone Number ( )
24/7 Contact with knowledge of Building/Contents/Processes	Phone Number ( )
Alternate 24/7 Contact	Phone Number ( )

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