



## Fire Marshal's Offices

### North Division

4755 SW Griffith Dr.  
Beaverton, OR 97076  
(503)526-2469  
Fax (503)526-2538

### South Division

7401 SW Washo Court  
Tualatin, OR 97062  
(503)612-7000  
Fax (503)612-7003

### East Division

320 Warner Milne Rd  
PO Box 351  
Oregon City, OR 97045  
(503)652-1365  
Fax (503)657-7913

## **BUILDING SURVEY REPORT**

### **USE AND APPLICATION**

#### **UFC APPENDIX III-F**

#### **A. GENERAL:**

The purpose of this Survey Report is to provide information on a building or structure that will give a complete description of the construction and occupancy use. The survey will then serve to provide building documentation to evaluate the construction and occupancy requirements during maintenance inspections and for fire fighters to—develop pre fire plans which aid them in fire fighting and rescue. Throughout this set of instructions **PLANS** are referred to. These plans are as noted in the UFC Appendix III-F Sections 1 and 3.

The requested information shall be based on the provisions contained in laws and regulations adopted by the state, county, city and fire district. It is essential that this survey be thorough and complete. If changes occur, after the survey, documented changes shall be forwarded to the fire district through the building department upon issuance of the Certificate of Occupancy.

#### **B. BUILDING SURVEY REPORT - GENERAL INSTRUCTIONS:**

The survey report lists 30 items, comments, and alternate materials and methods to be reported on. Each item must be answered as per the instructions. **Answers such as “checkmarks”, “O.K.” and “N.A.” are not appropriate.** Each item requires a meaningful answer such as, “None” or “None Required”, if that is the condition. For example, if there is no stage or projection booth, the word “None” shall be inserted.

#### **Alternate Materials, Methods, or Appeals**

When alternate materials or methods, or appeals are approved by the building official, the letters “AMM” or “APP” shall be placed in the column titled “COMM” (Comments) corresponding to the item that was altered or appealed. A short statement shall be entered into the “Alternate Materials or Methods/Appeals” section and documentation signed by the building official shall be submitted with the survey form. If Alternate Materials or Methods are used after the survey is complete and submitted to the fire marshals office, a copy of the Alternate Material or Method signed by the building official shall be forwarded to the fire district. If sent in separately (after the building survey form has been submitted) the documentation shall be identified with the same name and address as the original form.

#### **Conflicts with Current Code**

If working with existing construction and there are current code conflicts with the remodel or when there are extenuating or unusual circumstances, place the letters “SC” (See Comments) in “COMM” column and note the circumstance in the “Comments” section.

## **Attachments to the Survey**

When there are attachments, place the letters “SA” (See Attachments), in the “COMM” column. When there are photographs, place the letters “SP” (See Photographs) in the “COMM” column. The number of attachments is to be indicated at the end of the report in the space provided.

## **Abbreviations**

At the end of this set of instructions is a list of abbreviations that shall be used to fill out the building survey form. If the abbreviations do not adequately describe the construction then spell out the assembly. **Please do not use abbreviations that are not included in the attached sheet.**

## **Preparation and Submittals**

All reports and attachments prepared shall be legibly printed, typed, submitted on 3.5 inch floppy disk, or E-mailed to Tualatin Valley Fire & Rescue. Electronic filings shall be based on Microsoft Windows® 1995 or 1997. If Faxed or E-mailed call TVF&R Fire Marshal’s Office for a current phone number or E-mail address. After the transmission is completed, call to confirm that the survey was received. A copy of the form on paper or over the internet may be obtained from Tualatin Valley Fire & Rescue at [www.tvfr.com](http://www.tvfr.com).

## **Separate Survey Forms**

A separate survey report shall be written for **each building**. Unlike the OSSC the survey form looks at buildings under one roof structure as one building except where pedestrian walk ways connect two buildings. As a guide, if a building permit is needed, then a survey is needed.

## **Other Attached Information**

Copy of Uniform Fire Code APPENDIX III-F

Copy of Building Survey Form

## **C. COMPLETING FORM - HEADINGS**

The first part of the report deals with the name, location and management of the facility and should be thoroughly and completely filled out as the fire departments permanent record is based on this information. This form furnishes the necessary information as to whom and where letters of deficiencies should be directed.

### **FMZ (to be filled out by TVF&R)**

This is the number assigned to all facilities and occupancies by Tualatin Valley Fire and Rescue. For new buildings this will be used to start the building maintenance inspection file. If you see this on a building survey report after the fire district has received it and filled in the FMZ you will see a number that looks like 6887B-048-003. The first 5 digits indicate a ¼ square mile in the district (based on a state wide grid), the next three digits indicate a building in that square mile and the last three digits indicate an occupant in the building. This numbering system is used for file maintenance.

### **Code Edition**

Indicate the edition year of the code(s) that is used to review and build the building. If the building is built with the 1997 edition of the OSSC and the 1994 edition of the OMSC then note “97OSSC, 94OMSC, etc.”

For remodeled buildings please indicate with a “R” in front of the year of the edition of the code that the remodel is made under, i.e. R97OSSC.

### **Name of Facility**

A facility is a site with two or more permitted buildings on it. Where facilities have names, the name of the facility shall be inserted under this heading, i.e. Nike World Campus, Intel, etc. If the facility is not named, or there is only one building the proper information in this space is “None”.

**Name of Building**

Fill in the building name or if there is no name for the building fill in a generic term that will describe the use of the building, i.e. Bldg. 4 or Joe Jackson Bldg. or office bldg., etc. If the buildings are renamed during construction, or as the Certificate of Occupancy is issued, please send these changes to the fire marshal's office.

**Address**

Insert the actual street address of the facility (building). Do not use a Post Office (P.O.) Box. If the address is for a facility please include the designation of the building if available, i.e. 12345 SW 124<sup>th</sup> Bldg. 28 or 12345 SW 124<sup>th</sup> Joe Jackson Bldg.

**Owner**

The name of the owner or responsible party is to be provided under this heading. This can be an individual or a company. If a company and a responsible individual's name is known please include this information.

**Telephone Number**

This is the number where the building owner can be reached; including the area code.

**Architect, Telephone No. and Address**

This information will be used if additional information is needed for the facility and or building. Please include the phone area code.

**Contractors Name and Phone Number (not found on form)**

This information is not included on the form because it is not needed to conduct maintenance inspections but is very helpful to make contact during an emergency while the building under construction. Please include the phone area code.

**D. BUILDING DESCRIPTION****1. Occupancy: (OSSC Chapter 3)**

**Type.** The principal occupancy classification of the building shall be indicated in this space i.e. M-1, SR-3, etc.

Frequently a single building may house several occupancies of different types. For example, a building may house a private school consisting of classrooms, etc., in one portion and dormitories in another; or a public school may house classrooms in one portion and have an auditorium in another section. When this occurs, it is necessary to explain by a general "SC" in the comments section, and so noted on an attached floor plan.

**Use.** Give the general use with a generic term, i.e. foundry, educational, beauty shop, apartments with the number of units, bus station, etc.

**Capacity. (OSSC Chapter 10)**

The only rooms or buildings that need to be reported are those that are required to be posted by the OSSC. The capacity shall be determined in the manner set forth by OSSC.

In licensed facilities, indicate the number of licensed ambulatory and/or non-ambulatory occupants and the age range.

In non-licensed facilities, indicate the maximum occupant load of the building.

In multi-use buildings or rooms indicate by room the capacity for each use, the nature of the use and the occupant load factor used.

<b>Example:</b>	Conference Rm#105	<u>500</u>	(@ 7)
	Dining Rm#105	<u>233</u>	(@ 15)
	Conference Rm#206	<u>65</u>	(@ 15)

**2. Construction Type and Year Built:** In dealing with types of construction, refer to the classifications by the OSSC. Construction is divided into five principal types. Be sure to indicate if one hour fire-resistive (See O.S.S.C. Chapters 5 and 6). The age of the building is indicated by date of construction. If this form is being filled out for a remodel then place “R” in front of the date.

**3. Area (Sq. Ft.): (OSSC Chapter 2 FLOOR AREA)**

Be sure to include the usable areas that are covered by roof like drive throughs, apartment balconies, etc.

**Total :** The area of a building is the total area of the ground floor (foot print) and shall not be misconstrued as the total area of all floors. The area should be indicated in square feet.

**Largest Floor:** Fill this in if different than other floors above the ground floor, otherwise use None.

**Area of Basement:** The total area of the basement (or basements where there is more than one) should be indicated in square feet (See O.S.S.C. Chapter 5). Indicate where basements are sprinkler protected with “AS”. Usable spaces under main floor shall be noted in the basement space.

**4. Stories in Height: (OSSC Chapter 2 Story and OSSC Chapter 5)**

Under this heading, the maximum height of the building in stories shall be indicated. If a portion is a different height, provide an elevation sketch to illustrate the various heights. Indicate Yes or No if building is classified as a High Rise. (OSSC Section 403)

**5a. Exterior Wall Construction: (OSSC Section 503 and Table 5-A)**

Construction material used in exterior walls shall be indicated by identifying the type of construction materials. Give the required fire resistive rate of the wall(s) by wall indicating direction (N, S, E, W), i.e. N- WF-1hr. See abbreviations at the end of this instruction book. If the entire building is fire resistive construction there is no need to indicate the fire resistive construction of the walls unless a different fire resistive rating is required. As an example the building is one hour construction throughout, but the north wall, due to location to property line, is required to be 2 hour fire resistive construction.

**5b. Opening Protection: (OSSC Section 503 and Table 5-A)**

If openings do not require protection, indicate by stating “None”. If openings are required to be protected, indicate by stating “Yes”. Where openings are required to be protected indicate the side (N, S, E, W) of the building. If other than a normal ¾ hour fire resistive fire-assembly, then indicate AMM in the “COMM” column and attach the building official’s signed documentation at the end of the survey.

**6. Interior Wall Construction: (OSSC Table 6-A and Section 601.5)**

This item covers interior room walls and ceilings. The sequence of description of walls is from either side, i.e. GLP on SF (Gypsum Lath & Plaster on Steel Frame). Ceilings shall be described from the room side working up, i.e. GB on WT (Gypsum Board on Wood Truss).

**7. Floor Construction:**

Floors shall be described starting from the top surface and working down.

Use the same method as describing a wall. It is important to include floor covering, floor, sub-floor, framing and ceiling. When you have a multi-story building, the floor and roof are quite often a part of a required floor-ceiling or roof-ceiling assembly. (See Tables in O.S.S.C. Chapter 7, and UL Fire Resistance Directory.) If a fire resistive rating is required other than the requirements of the building construction, indicate the fire resistiveness required.

## **8. Roof Construction: (OSSC Chapter 15)**

Indicate type and class of roof covering, sheathing, type of roof support construction material, sizes, spacing. (See O.S.S.C. Chapter 15) If a classified roofing is required then indicate the class, i.e. RBC-RS-1 etc. Describe from the top down.

## **9. Attic Draft Stops : (OSSC Chapter 7)**

Indicate **Yes** or **No** if the attic is divided with draft stops or not and the number of stops (3,000 sq. ft. areas, 9,000 sq. ft. if protected by an automatic fire sprinkler system). If draft stop(s) is (are) installed, explain the materials use. If openings are installed, explain how the openings are protected. If no stops are required, indicate “**None Required**”.

## **10a&b. Occupancy Separation Walls and Opening Protection (OSSC Chapter 3)**

### **11a&b. Area Separation Walls and Opening Protection (OSSC Chapter 5)**

### **12a&b. Smoke Barrier Walls and Opening Protection (OSSC Section 308.2.2)**

These three items are intended to indicate the three types of separations, the number of such separations and their construction. Describe their construction the same as exterior walls, Item 5 in these instructions. In buildings with area separation walls, include a block diagram of the building that will note the compass direction, the types of construction on each side of the wall and ground floor areas on each side of the wall.

## **13a&b and 14a&b. Corridor Walls and Ceilings and Opening Protection: (OSSC Chapter 10)**

Where corridor wall and ceiling construction is required to be of fire resistive construction, they shall be described in the same manner as for an exterior wall (Item 5 in these instructions), except the sequence shall be from the corridor side out. The building floor plan shall clearly show the corridors that require protection with construction, sprinklers and/or smoke detectors.

If the corridor(s) is required to be fire resistive construction and one of the exceptions are used from Chapter 10 of the OSSC, indicate the exception used. If additional space is needed to describe corridor condition, or the OSSC exception used put an “SC” in the “COMM” column and explain under “Comments.”

## **15a&b. Shafts and Opening Protection: (OSSC Chapter 7)**

Vertical shafts, (other than stairways) include laundry and trash chutes, heat or ventilation shafts, plumbing or other. Report construction, fire resistive rating of shafts and opening protection.

## **16a&b. Stair Enclosures and Opening Protection: (OSSC Chapter 10)**

Stairway enclosures shall include type of enclosure; such as smoke-proof enclosure, enclosed stairway, or open stairway. Report construction, fire resistive rating, and opening protection.

## **17. Stairs: (OSSC Chapter 10)**

**No.** Describe the number of stairs i.e. 1, 2, etc. If a remodel and the number or width is inadequate, put an “SC” in the “COMM” column and elaborate under “Comments”. Their location is to be shown on the building plan.

## **18. Ramps: (OSSC Chapter 10)**

**No.** Describe the number of ramps i.e. 1, 2, etc. and their slope. Their location is to be shown on the building plan.

**19. Interior Finish: (OSSC Chapter 8)**

Describe any unusual materials that are being used for wall coverings. Include documentation. Materials that might be included is carpet that is used on the walls and/or ceiling. If the walls (and ceilings) are covered then indicate painted, wall papered, wall vinyl covering, etc.

**20. Exits: (OSSC Chapter 10)**

Indicate total number of exits and total exit width. The exit width, the exit locations and their individual widths are to be clearly defined on the building plan. If rooms such as multipurpose rooms are located in the building, additional information regarding the number of exits and widths shall be included in the comments section.

**21. Exit Hardware : (OSSC Chapter 10)**

Describe the type of hardware used, such as panic, fire rated panic, or knob. Swing of doors shall be indicated on the building chart floor plant.

**22a&b Exit Signs and Emergency Lighting: (OSSC Chapter 10)**

Give any information relating to the secondary power supply that is being used, i.e. UPS, battery in the unit, generator (fuel type), etc.

**23. Automatic Sprinklers : (OSSC Chapter 9)**

Indicate by a “Yes” or “No”, “F”ull or “P”artial coverage. If a partial system, describe the areas covered, otherwise the system will be considered as full protection as defined in OSSC Standard 9-1 or 9-3. On the plans, show the location of all of the underground piping, the size and type of pipe, and the location of the fire department connection(s).

**24. Standpipes: (OSSC Chapter 9)**

Insert the class of standpipes and their locations. On the building plans show the location(s) of the outlets, the underground (size and type for class II and III standpipe systems) and the Fire Department Connections (for class I and III standpipe systems).

**25. Fire Alarm Type and Coverage: (UFC Article 10)**

Indicate “Yes” or “No”, “F”ull coverage or “P”artial coverage and specify type of alarm (local or remote central station supervised, etc.). If the system is a partial system describe the areas where it is installed. If the system is a full coverage system then it is assumed that it complies with UFC Standard 10-2. If there is no fire alarm required, indicate by “Not Required”; however, if a partial fire alarm system is installed describe the area that it is installed in.

**26. Heating, Ventilation and Air Conditioning: (OSSC Chapters 6, 7, and 8)**

Indicate what type system is being used, such as central, fan coil, unit heaters, vented wall furnace, etc and the type of fuel. **Fire resistive enclosure** If an enclosure is provided (see special Hazard Sections under OSSC Chapter 3), indicate construction and opening protection, mark “SC” in “COMM” column and explain under “Comments”.

**27. Electrical:**

Specify type of wiring used, such as knob and tube, non-metallic sheathed cable (Romex), steel conduit, plastic conduit, etc. Also, indicate method of circuit protection, such as circuit breakers, screw type fuses, etc.

**28. Stage or Platform: (OSSC Chapters 4 and 9)**

If the building has a stage or platform, indicate “Yes” and what it is, “Stage or Platform”. If building does not have either, write “None”. Include any comments concerning vents and sprinklers if required. Projection booths will be dealt with in the same manner as stages and platforms.

### **29. Hazardous Areas: (OSSC Section 307 and UFC)**

Describe the hazard involved. Chemicals, Flammable / Combustible Liquids, Spray Painting, Etc. Please include a copy of the materials inventory and quantities (stored, in-use open and in-use closed) that was submitted to the building department as an attachment.

### **30. Other:**

Use this item to report on any building construction feature not specifically covered by the specific items of the report. Items such as portable fire extinguishers may be included here if installed as part of the new construction.

#### **Comments:**

If the "Comments" section is not large enough to accommodate the comments that are needed, feel free to attach additional pages titling each page "Additional Comments page 1 of X, 2 of X, 3 of X, etc." In the bottom of the "Comments" section on page 2 of 2 of the survey indicate the added number of pages of comments.

#### **Alternate Materials or Methods /Appeals (See Page 1)**

A numbered short description (title) for each alternate material or method or appeal that is approved shall be noted in this section and the documentation shall be submitted as an attachment to the survey form with the same corresponding number and title.

**Thank you, for your cooperation in filling out the building survey form. This will help the fire districts prevention officers maintain all of the fire and life safety features that you, the building departments, engineers, designers and builders worked so hard to build into the building. It will also be invaluable to the fire fighters of the fire district in preparing pre-fire plans for future emergencies**

Building departments may receive copies of the building survey form for a particular building located within their jurisdictional area, if available in the fire district's files. This office would recommend that a building department keep a copy of the survey and plan for future reference.

#### **E. To be used by Tualatin Valley Fire and Rescue.**

**Inspected By:** The report should be signed by the deputy checking during the first maintenance inspection after the Certificate of Occupancy is issued. See Verification below.

**Number of Attachments:** Every survey report is to be accompanied by at least a plan. The total number of extra sheets attached to the Survey Report is to be shown here.

**Reviewed By:** The signature of the person reviewing the report and the date reviewed are to be indicated.

**Verification:** The building survey report shall be used by the deputy for reference if needed at the time of each inspection. During the first inspection the DFM should verify that the information has been correctly filled out. If subsequent inspections to the original survey reveal any changes to the structure or occupancy, and the changes are significant, a new building permit may be needed for the changes in the building structure or for a change of occupancy.

# ABBREVIATIONS

## GENERAL:

SR	See Remarks
SC	See Comments
SA	See Attachment
AGA	American Gas Association Certified
UL	Underwriters Laboratories Listed
FM	Factory Mutual Listed
AMM	Alternate Materials and Methods
APP	Appeals

**TIME RATINGS:** Use whole numbers or fractions; i.e., for a twenty-minute rating, use 1/3H, for a one and one-half hour rating, use 1 1/2H, etc.

## CONSTRUCTION MATERIALS:

A	Aluminum
AF	Aluminum Frame
AS	Aluminum Siding/Sheathing
C	Concrete
CD	Concrete Deck
CP	Prestressed Concrete
CR	Reinforced Concrete
CS	Concrete Slab
M	Masonry
MH	Hollow Masonry (Cinder, Clay, Glass Blocks)
MS	Solid Masonry (Brick, Stone, Tile, Etc.)
MV	Masonry Veneer
MFC	Filled Concrete Block
MHC	Hollow Concrete Block
S	Steel
SF	Steel Frame
SS	Steel Siding/Sheathing
SFP	Protected Steel Frame
SFU	Unprotected Steel Frame
STP	Protected Steel Truss
W	Wood
WD	Wood Deck
WF	Wood Frame
WS	Wood Siding/Sheathing
WT	Wood Truss
WGL	Glued Laminated Wood
WPB	Wood Plank & Beam
WPG	Wood Post & Girder
WFB	Wood Fiberboard/Particleboard
WPL	Wood Paneling
PLY	Plywood

## ROOFING SYSTEMS:

RBC	Fire Retardant Built-up Composition Roof
RS	Fire Retardant Shingles
RTR	Fire Retardant Tile Roof
RM	Fire Retardant Metal Roof
OR	Ordinary Roof
OS	Ordinary Wood Shingle/Shake
OM	Ordinary Metal Roof

G	Gypsum
GB	Gypsum Board
GT	Gypsum Tile/Panel
RS1	Class 1 Roofing System
RS2	Class 2 Roofing System
RS3	Class 3 Roofing System
SP	Special Purpose Roofing System
Com RS	Common Roofing System (no requirements)

## WALLS & CEILINGS:

FLP	Fiberboard Lath & Plaster/Stucco
FT	Fiberglass Tile/Panel
GBW	Solid Gypsum Wall (no studs)
GLP	Gypsum Lath & Plaster Stucco
GB	Gypsum Board
LPC	Luminous Plastic Ceiling
MLP	Metal Lath & Plaster/Stucco
MT	Mineral Tile/Panel
SSC	Suspended Steel Grid Ceiling
SSA	Suspended Aluminum Grid Ceiling
WFT	Fiberboard Tile/Panel
WLP	Wood Lath & Plaster Stucco
WWP	Wire, Paper & Plastic/Stucco

## MISCELLANEOUS:

ASB	Asbestos
P	Plastic
PG	Plain Glass
WG	Wire Glass

## OPENING PROTECTION:

OP	Openings Protected by...
CUP	Openings Unprotected
DF	Fire Door
DN	Door with No Fire Resistance
FS	Fire Shutter
FW	Fire Window
FD	Fire Damper
SD	Smoke Damper
FSD	Fire Smoke Damper
F	Fixed
AC	Automatic Closing
SC	Self Closing
FL	Fusible Link
PC	Products of Combustion
IPC	Invisible Products of Combustion
DHR	Door Holder-Release Device

## INTERIOR FINISH:

IF1	Class 1 (0-25)
IF2	Class 2 (26-75)
IF3	Class 3 (76-200)
IFC	Combustible





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 7401 SW Washo Court  
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 320 Warner Milne Rd  
 PO Box 351  
 Oregon City, OR 97045  
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 Fax (503)657-791

**Building Survey Report**

FMZ : \_\_\_\_\_ (to be filled out by TVF&R) Code Edition: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Address: \_\_\_\_\_

Owner: \_\_\_\_\_ Telephone No. (     ) \_\_\_\_\_

Architect: \_\_\_\_\_ Telephone No. (     ) \_\_\_\_\_

Architect Address: \_\_\_\_\_

ITEM	COMM	DESCRIPTION		
1. Occupancy		Type	Use	Capacity
2. Construction Type				Year Built
3. Area (Sq. Ft.)		Total	Largest Floor	Basement
4. Stories		No.	Height	High Rise <input type="checkbox"/> Y <input type="checkbox"/> N
5 a. Exterior Wall Construction				
b. Opening Protection				
6. Interior Wall Construction				
7. Floor Construction				
8. Roof Construction				
9. Attic Draft Stops		No.		
10a. Occ. Sep. Wall Construction		No.		
b. Opening Protection				
11a. Area Sep. Wall Construction		No.		
b. Opening Protection				
12a. Smoke Barrier Wall Construction		No.		
b. Opening Protection				
13a. Corridor Wall Construction				
b. Opening Protection				
14a. Corridor Ceiling Construction				
b. Opening Protection				
15a. Shafts		No.	Type	
b. Opening Protection				

# Building Survey Report

FMZ : \_\_\_\_\_ (to be filled out by TVF&R)

Name of Facility: \_\_\_\_\_

ITEM	COMM.	DESCRIPTION		
16a. Stair Enclosure		No.		
b. Opening Protection				
17. Stairs		No.		
18. Ramps		No.		
19. Interior Finish Class		Room	Corridor	Exit Enclosure
20. Exits		No.	Total Width	
21. Exit Hardware Type				
22a. Exit Signs/Illumination				
b. Emergency Lighting				
23. Auto Sprinkler Coverage				
24. Standpipe Class/Locations				
25. Fire Alarm Type/Coverage				
26. Heating, Ventilation & Air Conditioning		Type	Fuel	
27. Electrical Installation				
28. Stage/Platform				
29. Hazardous Area				
30. Other				
Comments:				
Alternate Materials & Methods				
TVF&R Use Only				
Inspected By:		Date		No. Attachments
Reviewed By:			Date	
Updated				