



HIGH-RISE BUILDING INVENTORY FORMS (B.I.F.) PRODUCTION AND APPROVAL

Only a person authorized by the Los Angeles Fire Department shall approve High-rise Building Inventory Forms. All individuals authorized to produce and approve such forms are required to work in conjunction with the building Fire Safety Director.

The Fire Safety Director of the building shall review the content of all Building Inventory Forms for accuracy with the assistance of the Building Engineer or a qualified individual with knowledge of each system, floor plan, or special building information. Each form shall bear the name and LAFD Building Inventory Form (B.I.F.) Authorization Number of person who approved the form.

The Fire Safety Director shall ensure that all forms are installed in all required locations specified by the approved plan i.e. the Fire Control Room and a copy in the Building Systems and Equipment Section of all High-rise evacuation manuals.

All High-rise building inventory forms shall be reviewed by the owner representative for accuracy and completeness prior to submitting to the authority having jurisdiction for approval and shall comply with the following specifications.

Required Guidelines/Format

GENERAL

All Building inventory forms shall be easily readable and contain accurate content. All graphics, colors and font sizes shall be approved by the Los Angeles Fire Department. (See LAFD Approved Graphics and Symbols Page)

SIZE AND LAYOUT

All building Inventory forms shall be 8.5" by 11" plasticized in booklet form (portrait) and in the following order: Page 1 - Elevator, Stairwell & 1st Floor Lobby Floor Plan, Page 2 – Building Special Information Sheet, Page 3 – Standpipe Riser Diagram, Page 4 – Typical Building Floor Plan

COLORS

All colors used as background, graphics and symbols shall be of contrasting tones approved by the Los Angeles Fire Department (See LAFD Approved Graphics and Symbols Page)

SYMBOLS

Symbols shall be shown in a legend format located on the right side of the form.

The symbol-indicating north shall be used on all floor plans and shall be oriented to the top of the page. (See Sample Floor Plan)

PRINTED INFORMATION

Building Address: All forms shall have the building address printed at the top of the page. Minimum font size 20 point Arial.

Los Angeles Fire Department Logo: The Los Angeles Fire Department Logo shall be displayed in the upper left corner of each form, no greater than .50 inches in diameter.

Company Logo: A company logo is permissible on the upper right corner of each form, no greater than .50 inches in diameter.

Title of the Form: The title of all forms shall be directly below the name and address of the building. Minimum font size 14 points.

REQUIRED LOCATIONS

Inventory forms shall be located in every High-Rise Fire Control Room. In the absence of a Fire Control Room Inventory Forms shall be adjacent to the fire alarm annunciator/control panel in an identifiable location approved by the Fire Department.

A permanent sign stating "Building Inventory Forms" shall identify the location of the inventory forms. Lettering shall be a minimum height of 1 inch and a width of 3/16 of an inch on a contrasting background.

CONTENT ACCURACY

The Fire Safety Director of the building shall review the content of all Building Inventory Forms for accuracy with the assistance of the Building Engineer or a qualified individual with knowledge of each system, floor plan, or special building information. Each form shall include the date of the last update and the name and title of the person who provided the information at the bottom of the form. (See LAFD Approved Graphics and Symbols Page)

APPROVAL

All Building Inventory Forms require approval by a person with authorization by the Los Angeles Fire Department. Each form shall bear the name and LAFD Building Inventory Form (B.I.F.) Authorization Number of person who approved the form. (See LAFD Approved Graphics and Symbols Page)

SUBMITTAL

A copy of all approved Building Inventory Forms shall be submitted electronically as a PDF document to the Los Angeles Fire Department High-Rise Evacuation Inspector @ lafdhrefac@lacity.org

Required Forms/ Graphics

Terminology:

Elevation View – Shows a graphic depiction from a side view

Plan View – Shows a graphic depiction from a top view (looking down)

Page 1 – Stairwells, Elevators, (Elevation View) and 1st Floor Lobby (Plan View)

Stairwell Information (Required for each stairwell. See sample attached)

1. All floors accessible including roof access
2. All inaccessible floors
3. Stairwell Number
4. Show all floor levels in the building
5. Stairwells with street egress
6. Stairwells accessible from the lobby

Elevator Information (required for each elevator. See sample attached)

1. All floors served by the elevator
2. Elevator pit location
3. Blind shaft locations
4. Location of elevator machine room
5. Elevator car number
6. High-rise, mid-rise, low-rise, elevator bank(s)
7. Accessible Floors

Page 1 (continued)

1st Floor Lobby Information (See sample attached)

1. The building core and building perimeter
2. All cross Streets that border the building
3. North symbol oriented towards the top of the page
4. The entrance(s) to the building
5. Areas not directly related to exit routes shall be shaded
6. Show all:
 - a. Stairwells (indicate Number and roof access or no roof access)
 - b. Elevators
 - c. Fire Control Rooms
 - d. Fire Department Connections
 - e. Stand Pipe Locations
 - f. Shut-off Valves

Page 2 - Building Special Information Sheet (See sample attached)

Headings/Information required

- BUILDING INFORMATION
- STAIRWELLS
- WATER SUPPLY INFORMATION
- ELEVATORS
- FIRE DEPARTMENT SPECIAL CONCERNS
- VENTILATION
- UTILITIES
- HAZARDOUS MATERIALS
- COMMUNICATIONS
- ROOF INFORMATION

Page 3 – Standpipe Riser Diagram

Information required (See sample attached)

1. Type of system:
 - Class I Dry
 - Class II Wet
 - Class III (combination of Class I & Class II)
 - Combined Sprinkler & Standpipe

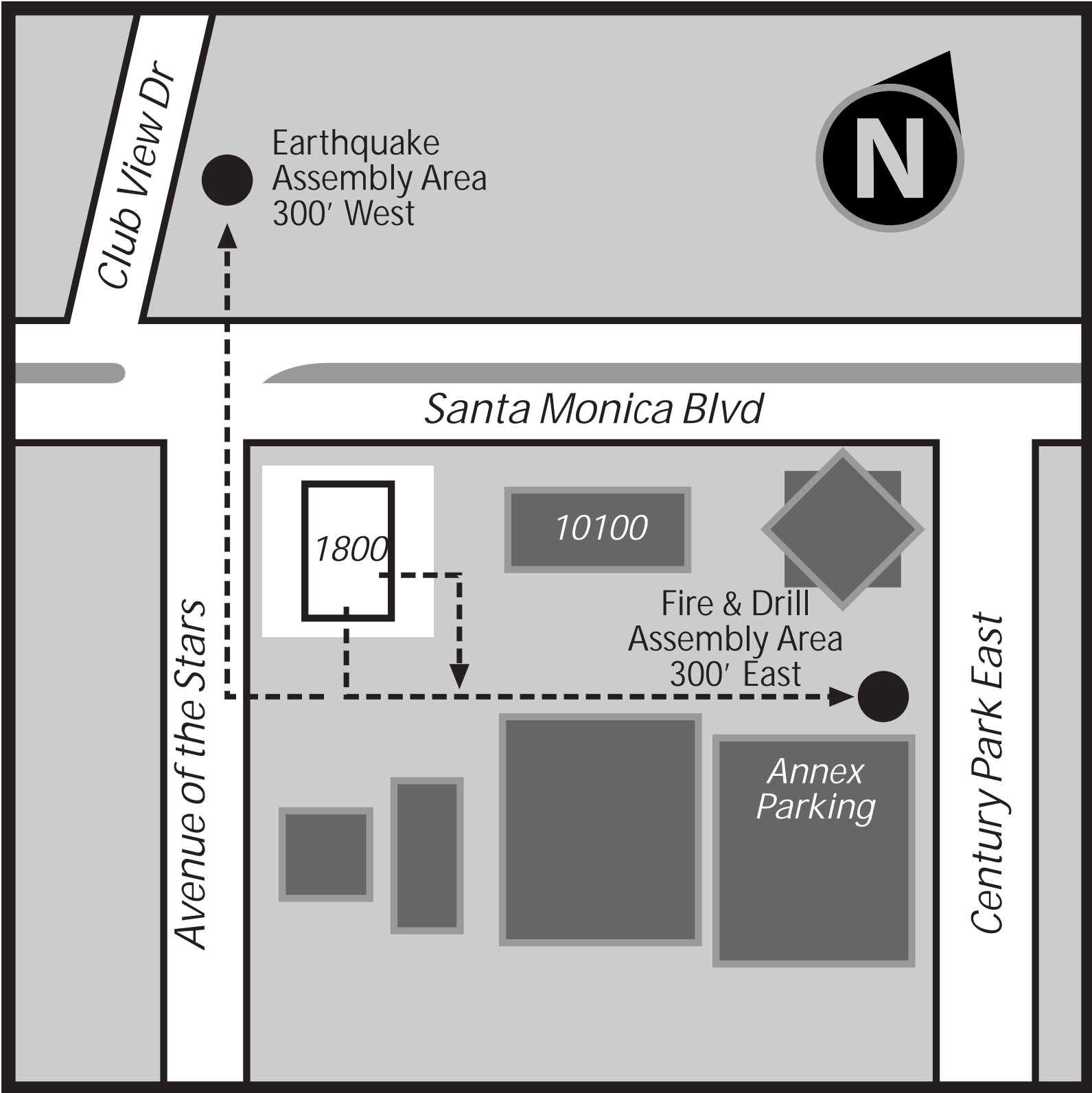
2. Show/Verify:
 - Stairwell identification Numbers
 - All Floors/levels
 - Main water supply
 - Water tank(s) and size
 - Fire pump(s) and capacity i.e. 1500 G.P.M., 750 G.P. M. etc.
 - Piping, Standpipe & sprinkler configuration
 - Hose valve locations
 - Standpipe control valve location i.e. at bottom of riser or top of riser etc.
 - Sprinkler control valves
 - Tank Fill piping and valve (indicate automatic or manual or both. If manual,) indicate normally closed)
 - Fire Department Connections (FDC) location(s) i.e. access from which street(s) or which side(s) of the building
 - Legend - Use LAFD approved symbols only (See LAFD Approved Graphics and Symbols page)










Page 4 - Typical Building Floor Plan (See sample attached)




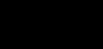
1. The building core and building perimeter
2. All cross Streets that border the building
3. North symbol oriented towards the top of the page
4. Areas not directly related to exit routes shall be shaded
5. Show the floor/level number
Show all:
Stairwells (indicate roof access or no roof access)
Fire escapes
Elevators
Standpipes
Shut-off Valves

For further questions call the Los Angeles Fire Department High-Rise Unit @ 213 978-3600












Safe Refuge Areas



FLOOR PLAN LEGEND	
	STAIRWELL
	ELEVATOR
	BLIND SHAFT
	FIRE ALARM
	FIRE EXTINGUISHER
	FIRE CONTROL ROOM
	STANDPIPE
	FIRE DEPT CONNECTION
	SHUT OFF VALVE
NOTIFICATIONS	
WHOOO	ALARM SOUNDS LIKE
STROBE	ALARM LOOKS LIKE
911	FIRE DEPARTMENT
Special Notes:	

LEGEND	
	STAIRWELL FLOOR ACCESS
	STAIRWELL ROOF ACCESS
S E	STAIRWELL STREET EGRESS
L A	STAIRWELL LOBBY ACCESS
N A	STAIRWELL NOT ACCESSIBLE AT THIS LEVEL
	ELEVATOR FLOORS SERVED
M	ELEVATOR MACHINERY
P	ELEVATOR PIT
	BLIND SHAFT

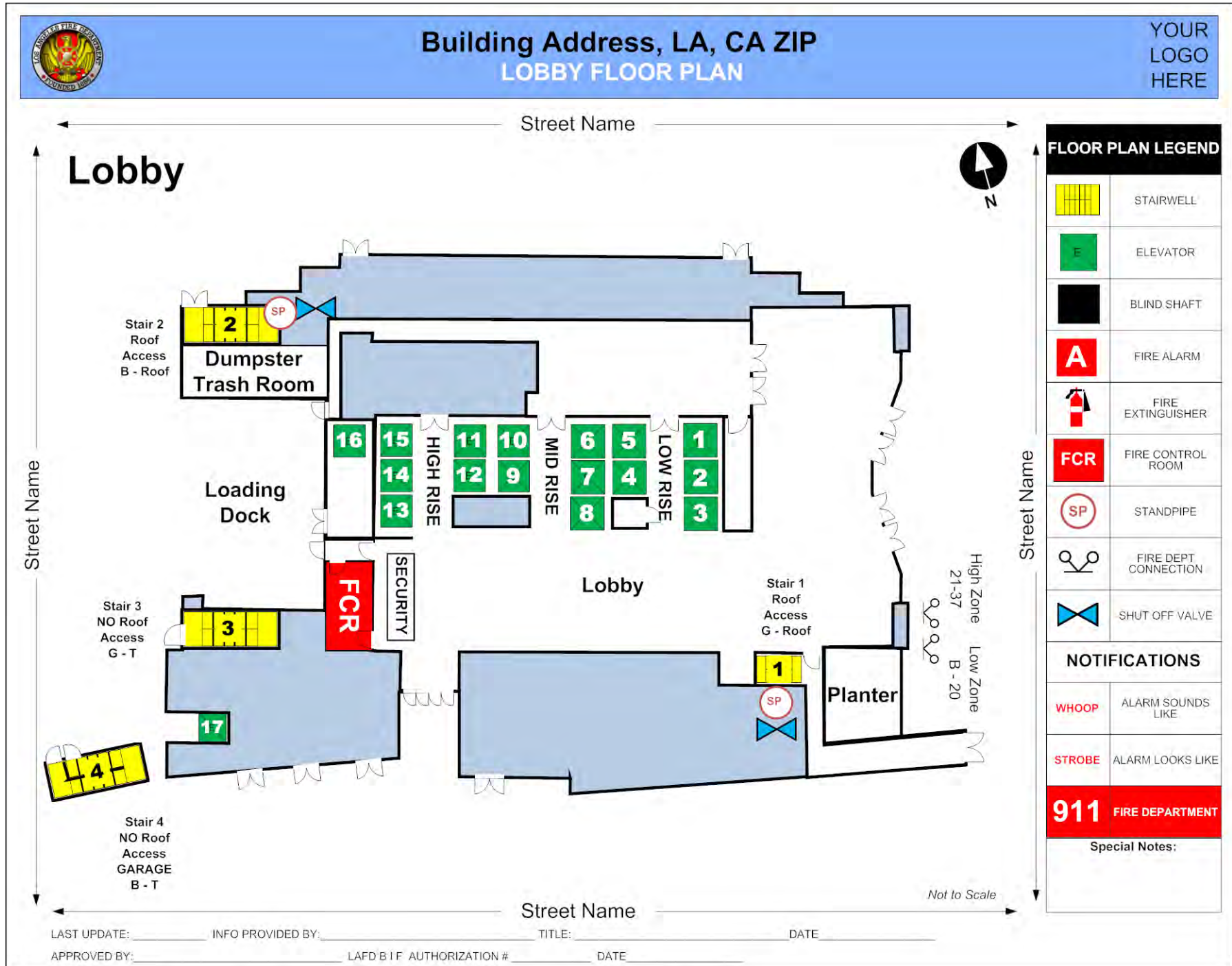
ELEVATOR SPECIAL NOTES
STAIRWELL SPECIAL NOTES

WATER SYSTEM LEGEND	
	STAIRWELL
	STAIRWELL ROOF ACCESS
	FIRE SPRINKLERS
	WET STANDPIPE
	DRY STANDPIPE
	FIRE PUMP
	WATER TANK
	CITY MAIN
	FIRE DEPT CONNECTION
	SHUT OFF VALVE
LZ	LOW ZONE
MZ	MID ZONE
HZ	HIGH ZONE
	STANDPIPE
Special Notes:	

LAST UPDATE: _____ INFO PROVIDED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ LAFD B I F AUTHORIZATION # _____ DATE: _____

SAMPLE OF COMPLETED LOBBY MAP

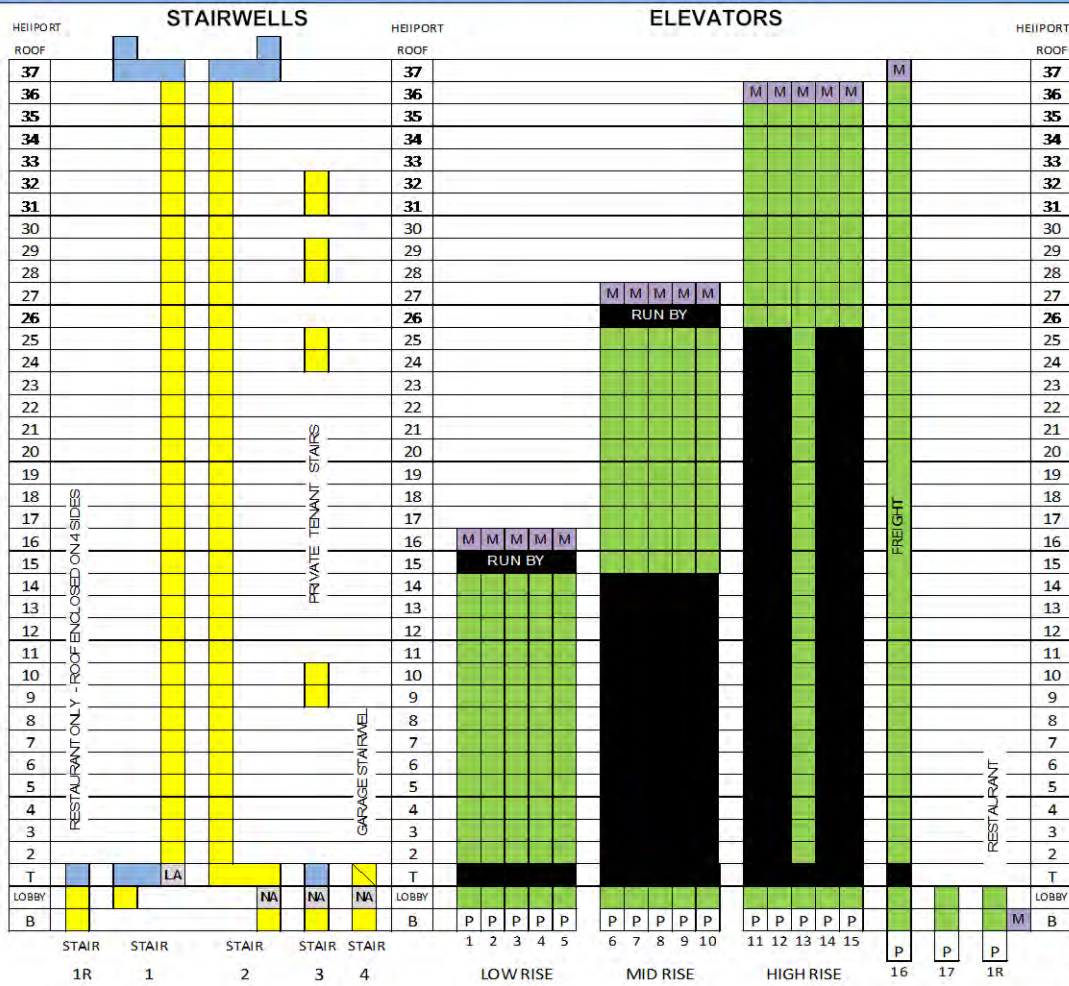


SAMPLE OF COMPLETED STAIRWELL AND ELEVATOR DIAGRAM



Building Address, LA, CA ZIP
STAIRWELL AND ELEVATOR DIAGRAM

YOUR
 LOGO
 HERE



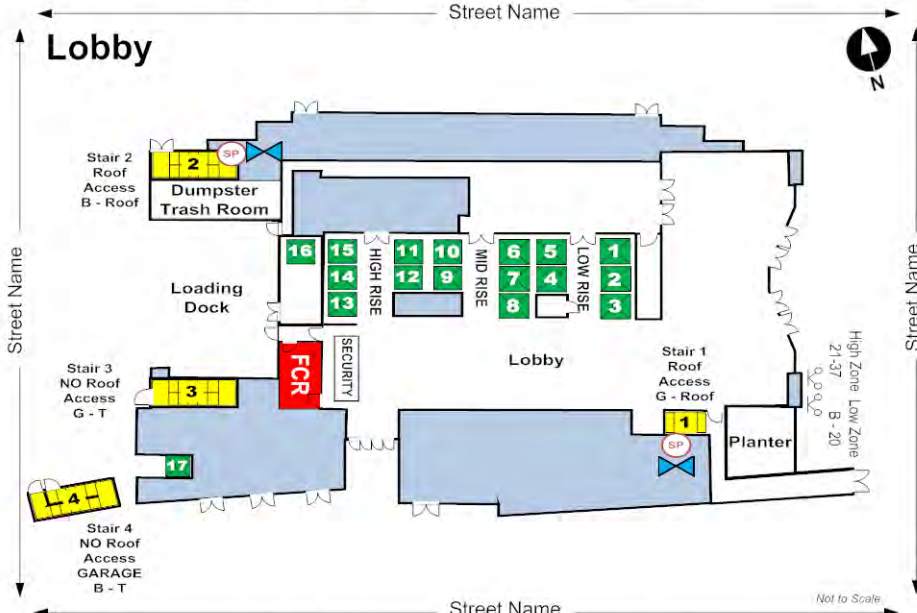
LEGEND	
[Yellow]	STAIRWELL FLOOR ACCESS
[Blue]	STAIRWELL ROOF ACCESS
[SE]	STAIRWELL STREET EGRESS
[LA]	STAIRWELL LOBBY ACCESS
[NA]	STAIRWELL NOT ACCESSIBLE AT THIS LEVEL
[Green]	ELEVATOR FLOORS SERVED
[M]	ELEVATOR MACHINERY
[P]	ELEVATOR PIT
[Black]	BLIND SHAFT

ELEVATOR SPECIAL NOTES

Elevator shafts are NOT pressurized

STAIRWELL SPECIAL NOTES

1,2,3,4 are U-Return
 1,2,3 are pressurized at alarm.
 No smoke tower



Building Name
 Address, City, St, Zip
 Corner of ___ and ___

FLOOR PLAN LEGEND	
[Green]	ELEVATOR
[Yellow]	STAIRWELL
[Black]	BLIND SHAFT
[Red]	FIRE CONTROL ROOM
[SP]	STANDPIPE
[Fire Dept Icon]	FIRE DEPT CONNECTION
[Blue Valve Icon]	SHUT OFF VALVE

LAST UPDATE: _____ INFO PROVIDED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ LAFD B.I.F. AUTHORIZATION # _____ DATE: _____

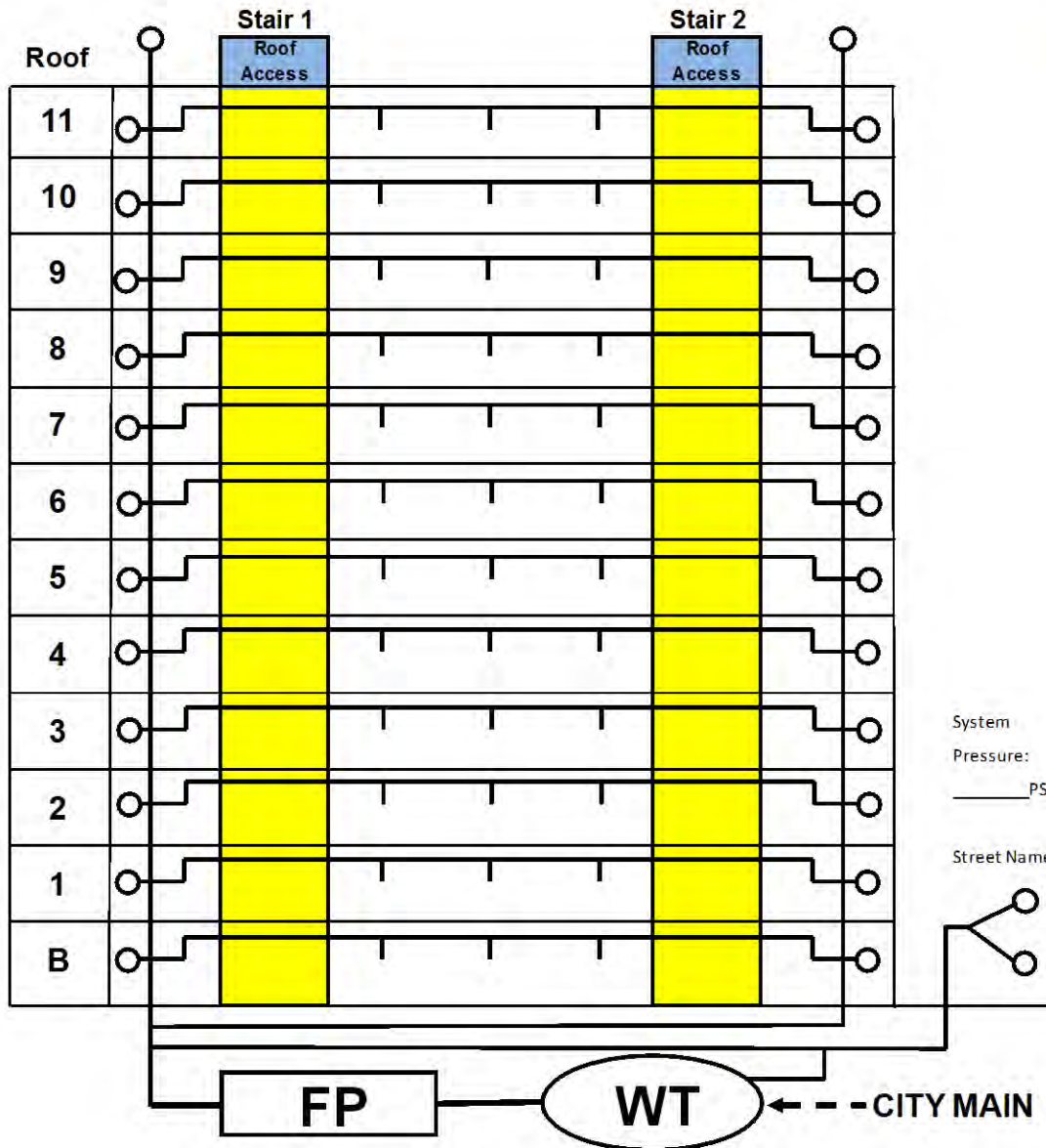
SAMPLE OF COMPLETED STAND PIPE RISER DIAGRAM



Building Address, LA, CA ZIP
STAND PIPE RISER DIAGRAM

YOUR
LOGO
HERE

SYSTEM TYPE: _____ (Class I, Class II, Class III, Combined - describe)



System Pressure: _____ PSI
Street Name _____

GPM: _____

GALLONS: _____

TANK FILL: Manual: _____ / Normally Closed

Automatic: _____

WATER SYSTEM LEGEND	
	STAIRWELL
	STAIRWELL ROOF ACCESS
	FIRE SPRINKLERS
	WET STANDPIPE
	DRY STANDPIPE
	FIRE PUMP
	WATER TANK
	CITY MAIN
	FIRE DEPT CONNECTION
	SHUT OFF VALVE
LZ	LOW ZONE
MZ	MID ZONE
HZ	HIGH ZONE
	STANDPIPE

SPECIAL NOTES:
Stair 1 & 2 have fire sprinkler shut off valves. It is a looped system and the valve is Stair 1 and 2 need to be closed to shutdown the system on the occupied floor.

There are 2 1/2" PRV hose valves in stairs 1 and 2.

LAST UPDATE: _____ INFO PROVIDED BY: _____ TITLE: _____ DATE: _____

APPROVED BY: _____ LAFD B I F AUTHORIZATION # _____ DATE: _____

TYPICAL FLOOR MAP

NOTE: Select the most typical floor that also has shut off valves

SAMPLE OF COMPLETED TYPICAL FLOOR MAP

