

NFPA

903M

FIRE REPORTING

PROPERTY SURVEY MANUAL 1977



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NATIONAL FIRE PROTECTION ASSOCIATION

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Fire Reporting Property Survey Manual

NFPA 903M-1977

1977 Edition of NFPA 903M

This is the first edition of NFPA 903M and was officially adopted on November 15, 1977 at the Fall Meeting of the National Fire Protection Association held in Atlanta, Georgia.

Origin and Development of NFPA 903M

The Fire Reporting Committee developed this manual and Forms 903SR, "Basic Structure Report," and 903TR, "Basic Occupancy Report," for collecting information about a property prior to a fire at that property. It represents the best thinking available as to the information needed to provide a property inventory and to begin to perform some risk evaluation. By reference to NFPA 901, "Uniform Coding for Fire Protection," and use of data classifications and definitions contained therein, the data collected is maintained in a uniform manner and can be useful in postfire evaluations. The Committee encourages the further development of this material by the user and will modify this manual and the forms as additional experience is gained in the gathering of property information.

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Fire Reporting Property Survey Manual

NFPA 903M - 1977

INTRODUCTION

For many years, it has been recognized by fire service personnel that they can become more successful in their attempts to educate people to fire-safe habits, to make or suggest changes in fire and building codes, and to show clearly their own value through the collection and use of meaningful data.

To help develop a uniform system of recording basic data about properties and fires involving those properties, the NFPA established a Committee on Fire Reporting in 1962. Using information available in the United States, Canada, Europe, and Australia, the Committee devised a standard language of fire reporting published as NFPA Standard No. 901 tentatively in 1964, 1965, and 1966, officially in 1969, 1971, and 1973, and the latest edition in 1976. NFPA 901, *Uniform Coding for Fire Protection*, serves as a system description, glossary, and dictionary for the building of a full and eventually international system of data collection for man's control of the fire threat.

This first edition of the *Property Survey Manual*, together with the Basic Structure Report (Form 903SR) and the Basic Occupancy Report (Form 903TR), provide a method for fire department personnel to use in collecting selected information regarding the prefire risk of the fixed property within their jurisdiction. This data is designed to provide a general property inventory which can yield a general building risk. The information can form the basis of a method of gradually reducing this risk. This system is not designed to produce a prefire plan, fire equipment readiness report, or code conformance report. The 903 system also is not a substitute for a fire protection engineering evaluation of the property.

Those who wish to make use of only a portion of this manual and the basic forms are welcome to do so. Those who wish to include additional details are encouraged to use the basic forms with supplementary forms as needed. An experience log sheet will be useful in recording all nonfire and fire visits to the property.

Compilation of data will be possible manually, semi-automatically, or automatically. The data can be responsive to fire department and municipal management needs for tactical, strategic, fire prevention, and public relations use. The data is adaptable to the new systems concept of fire protection, and work is progressing toward the development of a method to evaluate each item collected and produce a relative risk number. Use

of these forms and this manual will produce a meaningful report on each structure surveyed, and an orderly program for increasing the prefire defenses of that structure can be established based on the findings of the survey.

GENERAL APPLICATIONS

I. Definitions

Property. A defined piece of land, and any structures, equipment, or stock contained thereon.

Structure. An assembly of materials forming a construction for occupancy or use in such a manner as to serve a specific purpose.

Occupancy. A specific space, usually within a structure, devoted to a use by a single business or tenant.

Property Report. The written documentation resulting from a survey of each structure and the individual occupancies within each structure on a property. A property report at a minimum will contain one structure report and one occupancy report.

II. Use of the Forms

The forms provided for use in the 903 system are designed to be completed as the result of a walk-through survey conducted by trained fire service personnel within a limited time frame. When properly completed, they will provide a basic property inventory of the community. This walk-through survey is not a replacement for an individual fire safety engineering survey of a structure.

The Basic Structure Report form is designed for recording information about a structure being surveyed and the influence that details of the structure may have on firesafety. A property may contain several structures, and a separate Basic Structure Report should be completed for each structure.

The Basic Occupancy Report form is designed for collecting information about the user occupying space within a structure and the influence the management of that business or that tenant exerts on firesafety. A structure may contain several tenants or businesses, and a separate Basic Occupancy Report should be completed for each tenant or business.

III. Nonstructure Areas

The forms have been designed basically for reporting the results of surveys in structures. If a fire department wishes to use the forms to capture information about outdoor process or storage areas, it may do so, recognizing that some of the categories of information will not apply. The use of the forms in this manner will, however, provide a more complete report of the property and its use. Such use is suggested if the process or storage has appreciable value.

IV. Form Completion

Words should be used on report forms and should accurately describe the conditions found. All categories should be completed on each form. The symbol "N/A" should be used in any categories that are not applicable, and the word "None" should be used to indicate the absence of some feature. The classification number may be shown in addition to words describing the situation, i.e., "building - single occupancy (1)." Where information cannot be obtained, use the symbol "UNDET" (undetermined).

V. Reporting Each Property

The proper use of these report forms will provide an inventory of the property a fire department must be expected to protect. Some properties are very straightforward and contain only one structure with a single fixed property use, and completion of a property inventory report will be a simple matter (one Basic Structure Report form and one Basic Occupancy Report form). A few properties in most communities are complex and contain a number of structures and a variety of fixed property uses, resulting in the need to use several Basic Structure Report forms and several Basic Occupancy Report forms. Responsibility for fire protection will be divided between the owner in some areas and a tenant in other areas.

VI. Initial Survey

The initial survey should be to complete the Basic Structure Report, Form 903SR, and the appropriate number of Basic Occupancy Reports, Form 903TR. This survey should be made by the company having inspection responsibility.

VII. Reevaluation Frequency

It will be necessary to update the property report periodically. This should be done at least annually. It is recommended that a copy of the property report be taken on each inspection of the property and any changes noted. An updated report should be filed as necessary.

VIII. Additional Materials

It may be desirable in some cases to append additional comments, sketches, and photographs to the report. The same document number, property number, and structure number should appear on all such documents.

EXAMPLES

These first two forms show how a properly completed report should look for a one-story, 50-foot by 75-foot building occupied as a fast food restaurant.

Essex

Fire Department

903SR

Fill In This Report
In Your Own Words

BASIC STRUCTURE REPORT

						☐ Revised Report	
SA	Document No	Date	Co. Inspection District	Property No	Structure No		
	1246	09/11/76	E-10	2284	1		
SB	Time Arrived	Time Departed	Parcel No	Census Tract			
	1015	1105	E42968	228401			
SC	Property Name	Address					
	ACE BURGERS	4296 East Maple Street					
SD	Responsible Party	Address			Telephone		
	Richard Jones	4296 East Maple Street			628-3365		
SE	Emergency Contacts	Name	Telephone	Name	Telephone		
		Richard Jones	644-9870	Michael Brown	645-6390		
SF	Complex	Number of Fixed Property Uses					
	N/A	9, 8		One			
SG	Type of Construction	Unprotected noncombustible	Percent of Combustible Construction	Method of Construction			
		4		Site-built		5	
SH	Year of Construction	Structure Type					
	1973	Single-use building		1			
SI	Structure Height	Number of Stories					
	12 feet	One		1			
SJ	Ground Floor Area	Property Management					
	3,750 sq. ft.	Private taxpaying		1			
SK	Sound Value						
	\$12,500	2					
SL	Number of Exits	Exit Discharge Width	Interior Finish in Egress Routes				
	Three	18 ft.	Some plywood paneling on walls		2		
SM	Protection of Stairways	Protection of Shafts					
	N/A	N/A		8			
SN	Protection of Floor Openings	Protection of Wall Openings					
	N/A	N/A		8			
SO	Electrical Service Quality	Heating Service Quality					
	Temporary wiring to cash register	Gas-fired hot air - appears OK		8			
SP	External Exposure						
	Parking area for over 50 feet on all sides - no problem	8					
SQ	Roof Covering	Automatic Alarm Capability					
	Composition shingle - Class C	None		8			
SR	Automatic Detection	Sprinkler Protection					
	None	None		8			
SS	Standpipe System	Required Fire Flow					
	None	1,000 GPM		5			
ST	Water Supply Type	Available Water Supply					
	Hydrant within 100 feet	900 GPM		4			
SU	Obstacles to Rescue and Fire Control						
	None	8					
		SV	Member Making Report		Date		
			John Carter		9/11/76		
		SW	Approved By				
			RAS				

This form is for use with NFPA 903M, *Property Survey Manual*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

Essex

Fire Department

903TR

Fill In This Report
In Your Own Words

BASIC OCCUPANCY REPORT

						☐ Revised Report	
TA	Document No	Date	Property No	Structure No	Tenant No		
	1247	09/11/76	2284	1	1		
TB	Time Arrived	Time Departed	Property Name				
	1015	1105	ACE BURGERS				
TC	Tenant Name			Address			
	N/A			4296 East Maple Street			
TD	Responsible Party			Address		Telephone	
	See Structure Report						
TE	Emergency Contacts	Name	Telephone	Name	Telephone		
		See Structure Report					
TF	Fixed Property Use			Sound Value			
	Fast food restaurant			1,64	\$10,000 machinery \$2,000 contents		2
TG	Number of Stories Occupied by Tenant			Total Floor Area of Tenant Space			
	One			1	3,750 sq. ft.		2
TH	Number of Occupants	Day	Evening	Night	Days Normally Closed		
		60	60	0	None		
TI	Age and Ability of Occupants			Number of Exits	Exit Width		
	No problems with evacuation			1	Three		18 ft. 1,8
TJ	Other Exit Problems ☐ Check if Applicable Describe						
TK	Smoking Practice Quality			Interior Finish Not in Egress Routes			
	Prohibited in kitchen - enforced; no other restrictions			4	Minor amounts of wood paneling		2
TL	Plastic Furnishings			Flammable Liquid Use			
	75% in eating area			3	None noted		8
TM	Solid Kindling Fuel in Occupied Areas			Solid Kindling Fuel in Storage and Service Areas			
	Abundance of paper - well controlled			7	Paper stock well arranged		7
TN	Other Unsafe Fire Conditions ☐ Check if Applicable Describe						
TO	Portable Extinguishers						
	2 pressurized water - (2A); 2 10# CO ₂ - (4BC); 1 5# dry chemical - (4BC)						
TP	Type of Special Hazard System			Coverage of Special Hazard System			
	Dry chemical in hood and duct over cooking			1	Local application - standard installation		2
	TO			Member Making Report		Date	
				John Carter		9/11/76	
	TR			Approved By			
				RAS			

Remarks:

The following five forms show how a properly completed report should look for an industrial property consisting of a two-story office building and a one-story furniture plant and storage building.

Pineville

Fire Department

903SR

Fill In This Report
In Your Own Words

BASIC STRUCTURE REPORT

					☐ Revised Report	
SA	Document No 3486	Date 09/14/76	Co. Inspection District E-16	Property No 486	Structure No 1	
SB	Time Arrived 1315	Time Departed 1630	Parcel No G68422	Census Tract 238400		
SC	Property Name FINBUILT FURNITURE CO.		Address 2 Industrial Way			
SD	Responsible Party ABC REALTY CORP.		Address 1486 Greentree Lane		Telephone 936-4860	
SE	Emergency Contacts	Name Roger Flaherty	Telephone 333-4225	Name Raymond Masters	Telephone 935-1148	
SF	Complex Manufacturing		Number of Fixed Property Uses One		1	
SG	Type of Construction Fire-resistive	Percent of Combustible Construction 1	Method of Construction Site-built		1	
SH	Year of Construction 1974		Structure Type Single-use building		1	
SI	Structure Height 28 feet		Number of Stories Two		2	
SJ	Ground Floor Area 75 X 75 = 5,625 sq. ft.		Property Management Private taxpaying		1	
SK	Sound Value \$120,000		5			
SL	Number of Exits Two	Exit Discharge Width 7 ft.	Interior Finish in Egress Routes Noncombustible		8	
SM	Protection of Stairways Properly enclosed		Protection of Shafts N/A		8	
SN	Protection of Floor Openings Poke-throughs sealed properly		Protection of Wall Openings N/A		8	
SO	Electrical Service Quality Appears OK		Heating Service Quality Oil-fired hot water - appears OK		8	
SP	External Exposure 75 feet rear to noncombustible, one-story furniture factory - no protection		2			
SO	Roof Covering Tar and gravel - Class A		Automatic Alarm Capability Master box to fire department		5	
SR	Automatic Detection None		Sprinkler Protection Complete standard system throughout		1	
SS	Standpipe System None		Required Fire Flow 1,000 GPM		5	
ST	Water Supply Type Hydrant within 50 feet		Available Water Supply 3,400 GPM		7	
SU	Obstacles to Rescue and Fire Control Sealed windows throughout		2			
SV	Member Making Report Robert Michaels		Date 9/14/76			
SW	Approved By BRD					

☐ Check Box if Remarks Are Made on the Reverse Side

Pineville

Fire Department

903TR

Fill in This Report
In Your Own Words

BASIC OCCUPANCY REPORT

					☐ Revised Report	
TA	Document No 3487	Date 09/14/76	Property No 486	Structure No 1	Tenant No 1	
TB	Time Arrived 1315		Time Departed 1630		Property Name FINBUILT FURNITURE CO.	
TC	Tenant Name FINBUILT FURNITURE CO.			Address 2 Industrial Way		
TD	Responsible Party Albert Thomas		Address 2 Industrial Way		Telephone 332-7840	
TE	Emergency Contact Roger Flaherty		Telephone 333-4225		Name Raymond Masters Telephone 935-1148	
TF	Fixed Property Use Office		Sound Value \$564,000 equipment		\$28,000 contents 6	
TG	Number of Stories Occupied by Tenant Two		Total Floor Area of Tenant Space 11,250 sq. ft.		4	
TH	Number of Occupants 90	Day 90	Evening 8	Night 0	Days Normally Closed Saturday and Sunday	
TI	Age and Ability of Occupants None would have evacuation problems		Number of Exits Two		Exit Width 7 ft. 7	
TJ	Other Exit Problems ☐ Check if Applicable, Describe					
TK	Smoking Practice Quality Unrestricted		Interior Finish Not in Egress Routes Heavy use of carpet and wood paneling		7	
TL	Plastic Furnishings Estimate 15-20%		Flammable Liquid Use None noted		8	
TM	Solid Kindling Fuel in Occupied Areas Normal paper around offices		Solid Kindling Fuel in Storage and Service Areas Stock well arranged - mostly paper		7	
TN	Other Unsafe Fire Conditions ☐ Check if Applicable, Describe					
TO	Portable Extinguishers 4 pressurized water					1
TP	Type of Special Hazard System Halon 1301 system in computer room		Coverage of Special Hazard System Total flooding - standard installation		1	
TQ	Member Making Report Robert Michalek					Date 9/14/76
TR	Approved By BRD					

Remarks:

Pineville

Fire Department

903SR

Fill In This Report
In Your Own Words

BASIC STRUCTURE REPORT

					☐ Revised Report	
SA	Document No 3488	Date 09/14/76	Co. Inspection District E-16	Property No 486	Structure No 2	
SB	Time Arrived 1315	Time Departed 1630	Parcel No G68422	Census Tract 238400		
SC	Property Name FINBUILT FURNITURE CO.			Address 2 Industrial Way		
SD	Responsible Party ABC REALTY CORP.			Address 1486 Greentree Lane		Telephone 936-4860
SE	Emergency Contacts	Name Roger Flaherty	Telephone 333-4225	Name Raymond Masters	Telephone 935-1148	
SF	Complex Manufacturing			Number of Fixed Property Uses Two		
SG	Type of Construction Unprotected noncombustible	Percent of Combustible Construction 4	Method of Construction Site-built		1	
SH	Year of Construction 1974			Structure Type Multiple-use building		
SI	Structure Height 30 feet			Number of Stories One		
SJ	Ground Floor Area 640 X 250 = 160,000 sq. ft.			Property Management Private taxpaying		
SK	Sound Value \$750,000 building \$200,000 machinery			6		
SL	Number of Exits 14	Exit Discharge Width 54 ft.	Interior Finish in Egress Routes None			
SM	Protection of Stairways N/A			Protection of Shafts N/A		
SN	Protection of Floor Openings N/A			Protection of Wall Openings Labeled doors for Class A openings in walls - OK		
SO	Electrical Service Quality Extensive use of temporary wiring			Heating Service Quality Oil-fired hot water - appears OK		
SP	External Exposure 100' by 100' area of open lumber storage within 20' - no protection. 75 feet to two-story office building - no protection.					
SQ	Roof Covering Tar and gravel, three-ply			Automatic Alarm Capability Master box to fire department		
SR	Automatic Detection None			Sprinkler Protection Complete and standard system		
SS	Standpipe System None			Required Fire Flow 4,000 GPM		
ST	Water Supply Type Hydrants at 250' intervals around bldg			Available Water Supply 3,400 GPM		
SU	Obstacles to Rescue and Fire Control Windowless walls, overhead steel doors on loading dock					
				SV	Member Making Report Robert Michael	Date 9/14/76
☐ Check Box if Remarks Are Made on the Reverse Side				SW	Approved By BRD	

This form is for use with NFPA 903M, *Property Survey Manual*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

Pineville

Fire Department

903TR

Fill in This Report
in Your Own Words

BASIC OCCUPANCY REPORT

					☐ Revised Report	
TA	Document No 3489	Date 09/14/76	Property No 486	Structure No 2	Tenant No 1	
TB	Time Arrived 1315	Time Departed 1630	Property Name FINBUILT FURNITURE CO.			
TC	Tenant Name FINBUILT FURNITURE CO.			Address 2 Industrial Way		
TD	Responsible Party Albert Thomas		Address 2 Industrial Way		Telephone 332-7840	
TE	Emergency Contacts	Name Roger Flaherty	Telephone 333-4225	Name Raymond Masters	Telephone 935-1148	
TF	Fixed Property Use Furniture manufacturing		7,514	Sound Value \$250,000 equipment \$35,000 contents		6
TG	Number of Stories Occupied by Tenant One		1	Total Floor Area of Tenant Space 120,000 sq. ft.		7
TH	Number of Occupants	Day 350	Evening 350	Night 25	Days Normally Closed Sunday	
TI	Age and Ability of Occupants None would have evacuation problems		1	Number of Exits Ten	1,0	Exit Width 42 ft. 1,4,2
TJ	Other Exit Problems ☐ Check if Applicable, Describe					
TK	Smoking Practice Quality Restricted to few areas - evidence of violation			3	Interior Finish Not in Egress Routes None	
TL	Plastic Furnishings Used in process +15%			3	Flammable Liquid Use Used in finish area - not well controlled	
TM	Solid Kinding Fuel in Occupied Areas Sawdust and wood chips throughout			1	Solid Kinding Fuel in Storage and Service Areas Mostly heavy wood stock - well controlled	
TN	Other Unsafe Fire Conditions ☐ Check if Applicable, Describe					
TO	Portable Extinguishers Good coverage throughout with proper type for hazard					
TP	Type of Special Hazard System None			8	Coverage of Special Hazard System N/A	
TQ	Member Making Report Robert Michaels					Date 9/14/76
TR	Approved By BRD					

Remarks:

Pineville

Fire Department

903TR

Fill In This Report
In Your Own Words

BASIC OCCUPANCY REPORT

						☐ Revised Report	
TA	Document No 3490	Date 09/14/76	Property No 486	Structure No 2	Tenant No 2		
TB	Time Arrived 1315		Time Departed 1630		Property Name FINBUILT FURNITURE CO.		
TC	Tenant Name FINBUILT FURNITURE CO.			Address 2 Industrial Way			
TD	Responsible Party Albert Thomas		Address 2 Industrial Way		Telephone 332-7840		
TE	Emergency Contact Name Roger Flaherty		Telephone 333-4225		Name Raymond Masters		Telephone 935-1148
TF	Fixed Property Use Furniture storage		8, 5, 2		Sound Value \$120,000 contents		5
TG	Number of Stories Occupied by Tenant One		1		Total Floor Area of Tenant Space 40,000 sq. ft.		5
TH	Number of Occupants Day 3		Evening 0		Night 0		Days Normally Closed Sunday
TI	Age and Ability of Occupants None would have evacuation problems		1		Number of Exits Eight		Exit Width 36 ft. 3, 6
TJ	Other Exit Problems ☐ Check if Applicable, Describe						
TK	Smoking Practice Quality Restricted to a few areas - violations noted		3		Interior Finish Not in Egress Routes None		
TL	Plastic Furnishings Stored as product - about 40%		3		Flammable Liquid Use None noted		
TM	Solid Kindling Fuel in Occupied Areas Minor amounts of wrapping paper		5		Solid Kindling Fuel in Storage and Service Areas Minor amount of paper & wood splinters		
TN	Other Unsafe Fire Conditions ☐ Check if Applicable, Describe						
TO	Portable Extinguishers Good coverage for Class A fires						
TP	Type of Special Hazard System None		8		Coverage of Special Hazard System None		8
				TO		Member Making Report Robert Michaels	
				TR		Approved By BRD	
						Date 9/14/76	

Remarks:

PREPARATION OF THE BASIC STRUCTURE REPORT FORM 903SR

This section of the manual is to be used as a reference in preparing the Basic Structure Report, Form 903SR.

All information gathered and recorded on the survey should pertain strictly to the structure itself. Information about tenants or businesses housed in the structure should be recorded separately using Basic Occupancy Reports.

Complete the report using your own words. Reference should be made to the explanatory information regarding Lines SA through SW as well as to other explanatory information in this manual. Additional remarks on unique or interesting features of the survey are requested. Any remarks pertaining to a specific item on the form should be prefaced by the letter of the line which discusses that specific item.

The form is shown in reduced size on the next page.

Fire Department

903SR

Fill In This Report
In Your Own Words

BASIC STRUCTURE REPORT

					☐ Revised Report
SA	Document No	Date	Co Inspection District	Property No	Structure No
SB	Time Arrived	Time Departed	Parcel No	Census Tract	
SC	Property Name		Address		
SD	Responsible Party		Address		Telephone
SE	Emergency Contacts	Name	Telephone	Name	Telephone
SF	Complex		Number of Fixed Property Uses		
SG	Type of Construction	Percent of Combustible Construction		Method of Construction	
SH	Year of Construction		Structure Type		
SI	Structure Height		Number of Stories		
SJ	Ground Floor Area		Property Management		
SK	Sound Value				
SL	Number of Exits	Exit Discharge Width		Interior Finish in Egress Routes	
SM	Protection of Stairways		Protection of Shafts		
SN	Protection of Floor Openings		Protection of Wall Openings		
SO	Electrical Service Quality		Heating Service Quality		
SP	External Exposure				
SQ	Roof Covering		Automatic Alarm Capability		
SR	Automatic Detection		Sprinkler Protection		
SS	Standpipe System		Required Fire Flow		
ST	Water Supply Type		Available Water Supply		
SU	Obstacles to Rescue and Fire Control				
	☐ Check Box if Remarks Are Made on the Reverse Side		SV	Member Making Report	Date
			SW	Approved By	

This form is for use with NFPA 903M, *Property Survey Manual*. Users should also refer to NFPA 901, *Uniform Coding for Fire Protection*, for information on fire reporting systems and classifications for information entered on this form.

LINE SA DATA

SA	Document No	Date	Co Inspection District	Property No	☐ Revised Report
	Structure No				

Document Number

The document number is a unique index number assigned to this report such that no two reports within the same year would carry the same document number. This number is strictly a control for referral purposes.

Date

Enter the month, day, and year when the survey was made.

Company Inspection District

Enter the number of the fire department company or district which has primary responsibility for the survey of the property.

Property Number

Each property should be assigned a unique number which will not change even though the occupancy or nature of the property changes over a period of time. These numbers can be assigned on a geographical basis or can be randomly assigned, but care should be taken to ensure that no two properties have the same property number.

Enter the number assigned to this property.

Structure Number

If there is more than one structure on the property, each structure should be given a different structure number. However, the property number remains the same for all structures on the same property.

Enter the structure number assigned to this structure.

LINE SB DATA

SB	Time Arrived	Time Departed	Parcel No	Census Tract
----	--------------	---------------	-----------	--------------

Time Arrived

Record the time at which the fire department company or officer making the survey arrived at the property.

Time Departed

Record the time at which the fire department company or officer making the survey left the property.

Parcel Number

Many communities maintain parcel numbers for each piece of property within the community. This number may be established by the assessor's office or the planning department. Use of this number allows this record to be linked with other files of data in the community concerning the property. If there is a distinguishing parcel number for this property, enter that number.

Census Tract

Enter the number of the census tract in which the property is located. The census tract number is a six-digit number assigned by the Bureau of the Census, U. S. Department of Commerce, which identifies an area of land within the United States about which there is census data available. Maps are available from the Bureau of the Census which outline the boundaries of census tracts.

LINE SC DATA

SC	Property Name	Address
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Property Name

If the property has a distinguishing name, enter that name. It may be the name of a store, the name of a business, or some name by which an apartment building is known. If the property contains several structures, be sure to identify which structure the report pertains to.

Example: ACME Shopping Center — Smith Tire Store Building.

Address

Enter the correct address for the structure for which the survey is being made.

LINE SD DATA

SD	Responsible Party	Address	Telephone
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Responsible Party

Enter the name, address and telephone number of the owner or manager of the property.

LINE SE DATA

SE	Emergency Contacts	Name	Telephone	Name	Telephone
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Emergency Contacts

Enter the names and telephone numbers of two persons who may be contacted if there is an emergency at that property.

LINE SF DATA

SF	Complex	Number of Fixed Property Uses
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Complex

A property should be classified as a complex if it meets all three of the following criteria:

1. (a) A single building containing two or more fixed property uses
or
(b) More than one building of the same or different fixed property use
or
(c) Other multi-use property
and
2. Located within a continuous boundary
and
3. Operated under one business management or ownership.

The recording of a complex should provide information about the property not readily attainable otherwise. If the property is part of a complex, record the type of complex.

Refer to NFPA 901, Chapter A, for classifications for Property Complex.

Number of Fixed Property Uses

Indicate the number of fixed property uses (occupancies) located in the structure. If the structure has areas common to several occupancies, treat the common areas as an additional occupancy. The purpose of this count is to indicate how many Basic Occupancy Reports should be filed for the structure.

LINE SG DATA

SG	Type of Construction	Percent of Combustible Construction	Method of Construction
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Type of Construction

Record the type of construction of the structure. If a mixture of construction types exists, record the principal type.

Building code classifications may be cited provided that the particular code is also recorded.

Refer to NFPA 220, *Standard Types of Building Construction*, for information on types of construction, and NFPA 901, Section DAA, for classifications for Type of Construction and model code cross-references. The classification categories should be modified as appropriate to bring them in line with the local building code. Use of the published model code cross-references should assist this local adaptation.

Percent of Combustible Construction

Record the percent of the structure which is of combustible construction. This can be estimated to the closest five percent.

Method of Construction

Record the method by which the structure was constructed. If a mixture of methods was used, record the principal method used. Basic construction methods are: site-built; factory-built, site-assembled; factory-built, modular structure; and factory-built mobile structure.

Refer to NFPA 901, Section DAB, for classifications for Method of Construction.

LINE SH DATA

SH	Year of Construction	Structure Type
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Year of Construction

The year in which a structure was constructed will have to be approximated in many cases. Record as closely as possible the year in which the principal construction of the structure took place.

If a structure was totally renovated and during renovation was brought up to complete compliance with a more recent building code, record the year of the renovation.

Refer to NFPA 901, Section DAC, for classifications for Year of Construction.

Structure Type

Record the type of structure housing the one or more fixed property uses. The most common type of structure is a building, and a building can have a single use or multiple uses. For example, a single-family dwelling is usually a single-use building; a combination of a bowling alley, shoe store, and gift shop in one building is a multiple-use building.

Other types of structures would include air-supported structures, tents, open-sided structures, open platforms, and underground structures.

Refer to NFPA 901, Section DAG, for classifications for Structure Type.

LINE SI DATA

SI	Structure Height	Number of Stories
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Structure Height

Record the height of the structure to the highest structural member or peak, not including flagpoles, antennas, and the like. This should be recorded in feet from grade level. If the structure is totally below grade, record this fact.

Refer to NFPA 901, Section DAD, for classifications for Structure Height.

Number of Stories

Record the total number of stories in the structure including all below grade and above grade stories. A mezzanine should be considered as an additional story where the building code defines the area as a mezzanine. Unused crawl spaces and unused ceiling/roof spaces should not be considered as additional stories.

Refer to NFPA 901, Section DAE, for classifications for Number of Stories.

LINE SJ DATA

SJ	Ground Floor Area	Property Management
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Ground Floor Area

Record the length and width of the structure and the total floor area in square feet at grade or ground floor level.

Refer to NFPA 901, Section DAF, for classifications for Ground Floor Area.

Property Management

Indicate whether the property is privately managed or managed by some governmental agency. If the property is privately managed, indicate also whether it is taxpaying property or not. If it is managed by a government agency, indicate whether the agency is a local, state, or federal agency.

Refer to NFPA 901, Section DBC, for classifications for Property Management.

LINE SK DATA

SK	Sound Value
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Sound Value

Record the sound value of the structure and the machinery and equipment directly associated with the structure. Structure contents and machinery and equipment directly associated with one of the occupants should not be included here but rather with the survey report for that occupancy.

Refer to NFPA 901, Section DAH, for classifications for Property Value.

LINE SL DATA

SL	Number of Exits	Exit Discharge Width	Interior Finish in Egress Routes
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Number of Exits

Record the number of exits from the structure and the distance between exit shafts.

Refer to NFPA 101, *Life Safety Code*, for information on exits.

Exit Discharge Width

Calculate and record the total feet of exit discharge width available at the ground floor level.

Interior Finish in Means of Egress Routes

A means of egress route has three parts: the "exit access," which is often a corridor; the "exit," which is often an enclosed stairway; and the "exit discharge," which is often a protected route from the base of the stairway directly to the outside.

Interior finish is the material used to form the walls, the ceiling, and the floor of an area. Included are thick surfacings such as paneling and carpet. Excluded are thin surfacings (wallpaper and paint) applied to the interior finish.

Indicate what type of interior finish was used in the means of egress routes.

Refer to NFPA 901, Section DCB, for classifications for Interior Finish in Means of Egress Routes.

LINE SM DATA

SM	Protection of Stairways	Protection of Shafts

Protection of Stairways

Indicate what protection is provided to stairways. Be sure that all doors close and latch properly and that standard enclosures include labeled doors and frames appropriate for the opening. Be sure that the protection for any other openings in stairway enclosures is properly noted.

Refer to NFPA 901, Section DCA, for classifications for Protection of Stairways.

Protection of Shafts

If the structure contains shafts, whether they are mechanical shafts, elevator shafts, exhaust shafts, escalators, or ramps, indicate what type of protection is provided to prevent fire from traveling from one story to another through the shafts. Be sure that the protection for any horizontal openings into shaft enclosures is properly noted.

Refer to NFPA 901, Section DDA, for classifications for Protection of Vertical Shafts.

LINE SN DATA

SN	Protection of Floor Openings	Protection of Wall Openings
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Protection of Floor Openings

Describe the protection provided to all floor openings including floor to curtain wall connections, pipe openings, poke-throughs, and other openings.

Refer to NFPA 901, Section DDB, for classifications for Protection of Floor Openings.

Protection of Wall Openings

Identify any fire division walls in the structure and evaluate the adequacy of any protection provided to openings in these walls. Fire division walls are walls with a two-hour or longer fire rating. Horizontal openings in shaft walls or stairway enclosures should not be considered here, as these openings have been considered previously in Line SM.

Record the adequacy of the protection provided to openings in fire division walls. If there are no fire division walls in the structure, note that fact on the report.

Refer to NFPA 901, Section DDC, for classifications for Protection of Openings in Horizontal Barriers.

LINE SO DATA

SO	Electrical Service Quality	Heating Service Quality
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Electrical Service Quality

From your survey of the property, evaluate the condition of the electrical installation based on observations which can be readily made, such as frayed wiring, extensive use of improvised wiring, or excess heat at fuse boxes, circuit breakers, or panelboards.

Refer to NFPA 901, Section DFB, for classifications for Electrical Service Quality.

Heating Service Quality

Record the type of heating equipment and the visible condition of the heating service for the structure. Among details that should be noted are odor of gas or fuel gases, evidence of char or smoke stains around chimney connectors or flues, holes in chimney connectors or flues, leaking valves or pipes, or missing connector hangers.

Refer to NFPA 901, Section DFC, for classifications for Heating Service Quality.

LINE SP DATA

SP	External Exposure
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External Exposure

Determine and record the severity of exposure to the structure being surveyed from exterior fire and also the adequacy of protection provided against exposure fires. NFPA 80A, *Protection of Buildings from Exterior Fire*, should be used as a guide in determining exposure severity. Large adjacent combustible buildings within 100 feet should be noted.

Refer to NFPA 901, Section DEB, for classifications for External Exposure.

LINE SQ DATA

SQ	Roof Covering	Automatic Alarm Capability

Roof Covering

Record the type of roof covering provided on the structure. Roof coverings are normally classified as A, B, C, or unrated as established by tests outlined in NFPA 256, *Methods of Fire Tests of Roof Coverings*.

Refer to NFPA 901, Section DEA, for classifications for Roof Covering.

Automatic Alarm Capability

Evaluate and record the method by which an automatic alarm could be transmitted from the property to the responsible fire department. NFPA 71, 72B, 72C, and 72D provide information on different methods of automatic alarm transmission.

Refer to NFPA 901, Section DJA, for classifications for Automatic Alarm Transmission Capability.

LINE SR DATA

SR	Automatic Detection	Sprinkler Protection
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Automatic Detection

If there is automatic detection equipment present, evaluate the degree of coverage and whether the installation is standard or nonstandard. Complete coverage means that the location of detectors conforms with all applicable requirements of NFPA 72E, *Automatic Fire Detectors*. Standard installation means that a system conforms with all applicable requirements of NFPA 71, 72A, 72B, 72C, 72D, or 74.

Refer to NFPA 901, Section DHA, for classifications for Automatic Detection.

Sprinkler Protection

If automatic sprinkler protection is provided within the structure, determine and record whether the coverage is complete or partial. Where partial coverage is provided, the space protected should be recorded. Also, determine and record whether the installation is standard or nonstandard. Standard installation means that an installation conforms with all applicable requirements of NFPA 13, *Installation of Sprinkler Systems*.

Refer to NFPA 901, Section DIA, for classifications for Sprinkler Protection.

LINE SS DATA

SS	Standpipe System	Required Fire Flow
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Standpipe System

If the building is equipped with a standpipe system, indicate the number of risers and whether the system is designed to provide complete coverage or partial coverage. Also, indicate whether it is a standard or nonstandard installation. Requirements for complete coverage and standard installation are contained in NFPA 14, *Standpipe and Hose Systems*.

Refer to NFPA 901, Section DJD, for classifications for Standpipe System.

Required Fire Flow

Indicate the amount of water in gallons per minute (GPM) that should be available at this property to control and extinguish fires which could develop. Use the method established by your fire department in calculating this required fire flow.

Refer to NFPA 901, Section DJC, and use the same classifications as are presented for Water Supply Flow.

LINE ST DATA

ST	Water Supply Type	Available Water Supply
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Water Supply Type

Record whether or not there is a recognized water system that could be used during fire suppression operations at this property. A recognized water system is an engineered water main and hydrant system under pressure. Also, record the distance to the nearest hydrant; or where there is no recognized water system, record the distance to another source of water. If there is no water source within a distance that will allow apparatus responding on the first alarm to establish a relay, indicate that fact.

Refer to NFPA 901, Section DJB, for classifications for Water Supply Type.

Available Water Supply

If a recognized water system is available, indicate the amount of water in gallons per minute (GPM) that is available from the system for fire fighting purposes.

If there is no recognized water system available, indicate in gallons per minute (GPM) the flow of water that can be sustained for a period of one hour by apparatus responding on the first alarm. This flow can come from a water source using a drafting operation or through a tanker shuttle. The important point here, however, is that apparatus responding on the first alarm should be able to set up and sustain this flow.

Refer to NFPA 901, Section DJC, for classifications for Water Supply Flow.

LINE SU DATA

SU

Obstacles to Rescue and Fire Control

Obstacles to Rescue and Fire Control

Indicate any feature of the property that would present an obstacle to rescuing people from the structure or controlling a fire within the structure. These could be obstacles which impede access to the structure, obstacles which prevent proper exiting from the structure, or construction features which would make it difficult to work within or control a fire within the structure.

Refer to NFPA 901, Section DJE, for classifications for Obstacles to Rescue and Fire Control.

☐ Check Box if Remarks Are Made on the Reverse Side

The reverse side of the form should be used as a "Remarks" section to further explain any problems mentioned on the front of the form and to explain additional conditions encountered which apply to the structure and which the inspector feels jeopardize the safety of the property or its occupants. If the reverse side of the form is used for remarks, the box on the front of the form should be checked as a flag to indicate that fact.

LINE SV DATA

SV	<table><tr><td>Member Making Report</td><td>Date</td></tr></table>	Member Making Report	Date
Member Making Report	Date		

Member Making Report

The member of the fire department who completes the survey report should sign and date the report.

LINE SW DATA

SW	<table><tr><td>Approved By</td></tr></table>	Approved By
Approved By		

Approved By

The report should be forwarded for review and approval as outlined by department policy. Those required to approve the report should initial their approval when it is acceptable to them.

PREPARATION OF THE BASIC OCCUPANCY REPORT FORM 903TR

This section of the manual is to be used as a reference in preparing the Basic Occupancy Report, Form 903TR.

All information gathered and recorded on the survey should pertain strictly to the tenant or business and the space it occupies. Information about the structure itself should be recorded on the Basic Structure Report, and information about other tenants or businesses should be recorded on separate Basic Occupancy Reports.

Complete the report using your own words. Reference should be made to the explanatory information regarding Lines TA through TR as well as to other explanatory information in this manual. Additional remarks on unique or interesting features of the survey are requested. Any remarks pertaining to a specific item on the form should be prefaced by the letter of the line which discusses that specific item.

The form is shown in reduced size on the next page.

Fire Department

903TR

Fill in This Report
in Your Own Words

BASIC OCCUPANCY REPORT

					☐ Revised Report
TA	Document No.	Date	Property No.	Structure No.	Tenant No.
TB	Time Arrived		Time Departed		Property Name
TC	Tenant Name			Address	
TD	Responsible Party		Address		Telephone
TE	Emergency Contacts	Name	Telephone	Name	Telephone
TF	Fixed Property Use			Sound Value	
TG	Number of Stories Occupied by Tenant			Total Floor Area of Tenant Space	
TH	Number of Occupants		Day	Evening	Night
TI	Age and Ability of Occupants			Number of Exits	Exit Width
TJ	Other Exit Problems ☐ Check if Applicable, Describe				
TK	Smoking Practice Quality			Interior Finish Not in Egress Routes	
TL	Plastic Furnishings			Flammable Liquid Use	
TM	Solid Kindling Fuel in Occupied Areas			Solid Kindling Fuel in Storage and Service Areas	
TN	Other Unsafe Fire Conditions ☐ Check if Applicable, Describe				
TO	Portable Extinguishers				
TP	Type of Special Hazard System			Coverage of Special Hazard System	
	TQ Member Making Report				Date
	TR Approved By				

Remarks:

LINE TA DATA

TA					☐ Revised Report
	Document No.	Date	Property No.	Structure No.	Tenant No.

Document Number

The document number is a unique index number assigned to this report such that no two reports within the same year would carry the same document number. This number is strictly a control for referral purposes.

Date

Enter the month, day, and year when the survey was made.

Property Number

Record the property number assigned and used on the Basic Structure Report.

Structure Number

Record the structure number assigned to the structure in which this tenant is located.

Tenant Number

Each tenant space within a structure should be assigned a unique number such that no two tenants within the same structure would ever have the same number. Surveys can then be conducted individually of each of the tenanted spaces, and a separate Basic Occupancy Report can be maintained for each separate fixed property use.

Enter the tenant number that designates this tenanted space.

LINE TB DATA

TB	Time Arrived	Time Departed	Property Name
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Time Arrived

Record the time at which the fire department company or officer making the survey arrived at the property.

Time Departed

Record the time at which the fire department company or officer making the survey left the property.

Property Name

If the property has a distinguishing name, enter that name. It may be the name of a store, the name of a business, or some name by which an apartment building is known. If the property contains several structures, be sure to identify which structure the report pertains to.

Example: ACME Shopping Center — Smith Tire Store Building.

LINE TC DATA

TC	<table border="1"><tr><td>Tenant Name</td><td>Address</td></tr></table>	Tenant Name	Address
Tenant Name	Address		

Tenant Name

Record the name of the tenant or business which occupies the space being surveyed. If the survey is of a structure with only one occupancy or fixed property use, this name may possibly be the same as the property name.

Example: Smith Tire Store.

Address

Record the address of the business or tenant named above.

LINE TD DATA

TD	Responsible Party	Address	Telephone
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Responsible Party

Enter the name, address and telephone number of the owner or manager of the business or tenant that occupies the space being surveyed.

LINE TE DATA

TE	Emergency Contacts	Name	Telephone	Name	Telephone
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Emergency Contacts

Enter the names and telephone numbers of two persons who may be contacted if there is an emergency involving that business or tenant.

LINE TF DATA

TF	Fixed Property Use	Sound Value
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Fixed Property Use

Every space, whether it is within a structure or on an open piece of land, has a use. This use should be identified. The intent is to show the use of the property and not the configuration of buildings or other important details of a property such as access, ownership, size, or internal weaknesses in construction or fire defenses. For example, property used for storage of a product should be shown for that use whether the storage is inside or outside.

Record the fixed property use of the space being surveyed.

Refer to NFPA 901, Chapter B, for classifications for Fixed Property Use.

Sound Value

Record the sound value of the machinery and equipment directly associated with the business or tenant use of the space and the sound value of the contents of the space. Do not include the value of the structure or the machinery and equipment directly associated with the structure, as this has been included in the Basic Structure Report.

Refer to NFPA 901, Section DAH, and use the same classifications as are presented for Property Value.