



## APPENDIX D:

# Fire Protection and Life Safety

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## 1. Background

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The original fire protection and life safety (FPLS) procedures in all lease acquisitions were developed in 1996 with the overall intent to simplify FPLS procedures and requirements in leased space. As part of these procedures, for any proposed lease acquisition except temporary leases, Leasing Specialists were required to provide a FPLS submittal package of information to the regional Fire Protection Engineer for a technical FPLS review to assure GSA was not exposed to any unnecessary fire risks. Over the years, the FPLS procedures and requirements have been amended to increase assurance of FPLS in leased space and to assist Leasing Specialists with their understanding and implementation of the FPLS procedures and requirements.

This chapter issues revised FPLS procedures and requirements to reduce potential delays in the lease acquisition process while still providing customers with a level of safety they expect from GSA.

This new approach relies on the Leasing Specialist screening out non-compliant buildings early in the lease market survey process while still maintaining a limited number of FPLS requirements that are unique to PBS (for example, means of egress, automatic fire sprinkler system, and fire alarm system). The new approach also permits a Leasing Specialist to forego the need for an Offeror to provide a FPLS submittal package of information to the regional fire protection engineer for a technical FPLS review if the building meets the limited number of FPLS requirements that are unique to PBS and if the building has a valid certificate of occupancy complying with any edition of the International Code Council, International Building Code (IBC). In addition, leases less than 10,000 rentable square feet located on the first floor of a building will be permitted without a FPLS review.

Note, however, that buildings that meet the initial screening criteria during the lease market survey will still require submittal of a FPLS package if the offered space does not –

- meet all the FPLS requirements that are unique to PBS or
- have a valid building Certificate of Occupancy issued under any edition of the IBC.

## 2. General Requirements for all Leases (except Temporary Leases)

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Leasing Specialists must consult as necessary and work closely with the appropriate regional Fire Protection Engineer throughout the lease acquisition process. For complex leases, the Leasing Specialist may also request the regional Fire Protection Engineer to accompany them on the lease market survey. See Attachment 1, GSA FPLS Review Process Flow Chart.

For buildings with existing leases, Leasing Specialists must meet with the regional Fire Protection Engineer to discuss and review all unresolved fire risk conditions in the Inventory Reporting Information System (IRIS) database. Leasing Specialists must resolve all unresolved fire risk conditions in IRIS with the building owner prior to executing any additional leases or succeeding leases at the same location.



Leasing Specialists must inform Offerors of their responsibility to provide a valid building certificate of occupancy issued by the local jurisdiction prior to initiating lease acquisition. However, if the building certificate of occupancy is not available or a local jurisdiction does not issue a building Certificate of Occupancy, the Offeror must obtain the services of a licensed fire protection engineer to verify the offered office space meets all applicable local codes and ordinances to ensure an acceptable level of safety is provided. The licensed fire protection engineer must prepare a report indicating their assessment of the offered space is in compliance with all applicable local codes and ordinances. If the services of a licensed fire protection engineer are required, the Leasing Specialist must forward the subject report to the appropriate regional Fire Protection Engineer for review and approval.

Leasing Specialists must inform Offerors of their responsibility to provide and maintain space that is free of hazardous materials according to applicable Federal, State, and local environmental regulations. Additionally, PBS leases have specific provisions, (regardless of local or national standards), for elimination of hazardous materials from buildings leased by the Government.

## 3. Mandatory FPLS Requirements

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The following are required for all leases except temporary leases.

### Means of Egress

- Offered space must meet the applicable egress requirements in the National Fire Protection Association, *Life Safety Code* (NFPA 101) or the International Code Council, *International Building Code* (IBC), (both current as of the award date of this lease).
- Offered space must have unrestrictive access to a minimum of two remote exits on each floor of Government occupancy.
- Interlocking or scissor stairs located on the floor(s) where offered space is located must only count as one exit stair.
- A fire escape located on the floor(s) where offered space is located must not be counted as an approved exit stair.
- Doors must not be locked in the direction of egress unless equipped with special locking hardware in accordance with requirements of NFPA 101 or the IBC.

### Automatic Fire Sprinkler Requirements

- Offered space located below-grade, including parking garage areas, and all areas in a building referred to as "hazardous areas" (defined in NFPA 101) that are located within the entire building (including non-Government areas) must be protected by an automatic fire sprinkler system or an equivalent level of safety.
- For buildings in which any portion of the offered space is on or above the sixth floor, then, at a minimum, the building up to and including the highest floor of Government occupancy must be protected by an automatic fire sprinkler system or an equivalent level of safety.
- For buildings in which any portion of the offered space is on or above the sixth floor, and lease of the offered space will result, either individually or in combination with other Government leases in the offered building, in the Government leasing 35,000 square feet or more ANSI/BOMA Office Area square feet of space in the offered building, then the entire building must be protected throughout by an automatic fire sprinkler system or an equivalent level of safety.

- Automatic fire sprinkler system(s) must be installed in accordance with either National Fire Protection Association (NFPA) 13, *Standard for the Installation of Sprinkler Systems*; NFPA 13D, *Standard for the Installation of Sprinkler Systems in One and Two Family Dwellings and Manufactured Homes*, NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height* (current as of the award date of this lease), whichever is appropriate for the type of building and occupancy being protected; or the applicable local codes and ordinances adopted by the jurisdiction.
- Automatic fire sprinkler system(s) must be maintained in accordance with the requirements in NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-based Fire Protection Systems* (current as of the award date of this lease), or the applicable local codes and ordinances adopted by the jurisdiction.

### Fire Alarm System

- A building-wide fire alarm system must be installed in the entire building in which any portion of the offered space is located on the third floor or higher in the building.
- The fire alarm system must be installed and maintained in accordance with NFPA 72, *National Fire Alarm and Signaling Code* (current as the award of the lease), or the applicable local codes and ordinances adopted by the jurisdiction.
- The fire alarm system must automatically notify the local fire department, remote station, or UL listed central station.
- If a building's fire alarm control unit is over 25 years old, the Offeror must install a new fire alarm system in accordance with the requirements of NFPA 72, *National Fire Alarm and Signaling Code* (current as of the award of the lease), or the applicable local codes and ordinances adopted by the jurisdiction, prior to Government acceptance and occupancy of the offered space.

## 4. FPLS Reviews

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### a. When a FPLS review is required

Leasing Specialists must follow the GSA FPLS Review Process Flow Chart to determine when a FPLS review is to be conducted by the regional Fire Protection Engineer.

### b. When FPLS reviews are not required

FPLS reviews are not required by the regional Fire Protection Engineer when either:

- The offered space will be 10,000 square feet or less in area and is located on the 1<sup>st</sup> floor of the building.
- The Offeror provides a building certificate of occupancy obtained under any edition of the International Code Council, International Building Code (IBC) and a written commitment with their offer that the building will meet all of the mandatory FPLS requirements in the Lease Contract (see mandatory FPLS requirements for all leases noted above).

### c. Procedure when a FPLS review is required

The Leasing Specialist must inform the Offeror of the Offeror's responsibility, regarding the requirements in the Lease, to provide the following FPLS review information:



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## 5. Definitions

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- A valid building Certificate of Occupancy issued by the local jurisdiction prior to initiating lease acquisition.
- If the building Certificate of Occupancy is not available or a local jurisdiction does not issue a building Certificate of Occupancy, verification that the office space meets all applicable local codes and ordinances. The Offeror must obtain the services of a licensed fire protection engineer to verify such and ensure an acceptable level of safety is provided. The licensed fire protection engineer must prepare a report indicating their assessment of the offered space is in compliance with all applicable local codes and ordinances.
- A completed GSA Form 12000, Pre-lease Fire Protection and Life Safety Evaluation for an Office Building (Part A or PART B). (See Attachment 2, GSA Form 12000)
  - Part A is applicable when offered space is located below the 6<sup>th</sup> floor within the building.
  - Part B is applicable when offered space is located on the 6<sup>th</sup> floor or higher within the building
- A copy of the previous year's fire alarm system maintenance record showing compliance with the requirements in NFPA 72 (if a system is installed in the building).
- A copy of the previous year's automatic fire sprinkler system maintenance record showing compliance with the requirements in NFPA 25 (if a system is installed in the building).
- Scaled floor plan drawings (1/8 inch scale minimum) of space being offered to the Government and floor plan(s) of the street level(s). The drawings submitted must also include the locations of all exit stairs and elevators.

### d. Leasing Specialist review

The Leasing Specialist must review all FPLS review information provided by the Offeror for completeness. The Leasing Specialist must verify all forms are signed and dated and all spaces are completed. Following the review, the Leasing Specialist must create a submittal package containing all the information provided by the Offeror, as well as completing the Transmittal Request Form requesting a FPLS review of the information by the regional Fire Protection Engineer. (See Attachment 3, Transmittal Request for Prelease Fire Protection & Life Safety Package Review.)

- Leasing Specialist must provide ample time for the regional Fire Protection Engineer to review and comment on the FPLS submittal package for each potential lease location.
- The regional Fire Protection Engineer must complete each review within 5 business days after receipt of the complete FPLS submittal package from the Leasing Specialist. The Leasing Specialist may grant additional time for review based on the complexity of the lease or other issues.
  - The regional Fire Protection Engineer must review the FPLS submittal package and provide any technical comments and recommendations deemed necessary to correct any deficiencies prior to occupancy.
- Any incomplete FPLS submittal packages received by the regional Fire Protection Engineer will not be reviewed and will be returned to the Leasing Specialist to be resubmitted.

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## 5. Definitions

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**Hazardous areas** means those areas in a building referred to as hazardous areas in NFPA 101, Life Safety Code, or any successor standard. Examples include areas used for the storage of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc.



**Equivalent level of safety** means an alternative design or system (which may include automatic fire sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic fire sprinkler systems. (See 41 CFR 102-80 for guidance on conducting an equivalent level of safety analysis.)

**Automatic fire sprinkler system** means an electronically supervised, integrated system of underground and overhead piping, designed in accordance with NFPA 13, Standard for the Installation of Sprinkler Systems. The system is usually activated by heat from a fire and discharges water over the fire area. The system must include an adequate water supply.

## 6. Fire Protection for Buildings That Are Constructed

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### a. Lease Enforcement

Leasing Specialists must enforce the additional FPLS requirements noted below for buildings that are constructed in response to a Request for Lease Proposals.

- The Offeror shall provide a written statement from a licensed fire protection engineer that the building(s) fully complies with the fire protection and life safety requirements within the lease contract.
- The new building shall be protected throughout by an automatic fire sprinkler system designed in accordance with the National Fire Protection Association (NFPA) 13, *Installation of Sprinkler Systems*.
- When an electric fire pump is provided to support the design of the fire sprinkler system, a secondary power source shall be provided to the fire pump by a standby emergency generator or another means acceptable to the Government.
- The fire alarm system installed shall be an emergency voice/alarm communication system when any one of the following conditions exist:
  - The building is 2 or more stories in height above the level of exit discharge.
  - The total calculated occupant load of the building is 300 or more occupants.
  - The building is subject to 100 or more occupants above or below the level of exit discharge.
- The emergency voice/alarm communication system shall be designed and installed to meet the requirements of the applicable local codes and ordinances (current as of the award date of this SFO) adopted by the jurisdiction in which the building is located. In addition, the emergency voice/alarm communication system shall be capable of originating and distributing voice instructions (e.g., in the event of possible contamination of the HVAC system, blasts, etc.), as well as alert and evacuation signals pertaining to fire or other emergencies to the occupants of the building.

### b. Purchase Option

If the lease provides the Government with an option for GSA to purchase the building at a future date, the requirements of the Facilities Standards for the Public Buildings Service (PBS P100) may be considered for inclusion in the lease contract (see the latest edition of the PBS P100). In



addition to the GSA-adopted nationally recognized codes and standards, State and local government codes and ordinances apply. If a conflict exists between the GSA requirements and the applicable State and local government requirements, the developer must identify these requirements in writing and request a resolution from the GSA contracting officer.

## 7. Historic Buildings

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Initial build out and alterations in buildings listed on or eligible for the National Register of Historic Places must be undertaken in conformance with the Secretary of Interior's Standards for Rehabilitation, in consultation with GSA's Regional Historic Preservation Officer (RHPO). The RHPO will coordinate consultation required under Section 106 of the National Historic Preservation Act for alterations unavoidably affecting historic materials or historically significant spaces. The lessor must provide required submission material described in GSA's 106 Compliance Report Template, prepared by a preservation architect meeting GSA qualification requirements, accordance with GSA's Preservation Design and 106 Compliance Scope of Work ([www.gsa.gov/historicpreservation](http://www.gsa.gov/historicpreservation)>project manager tools). Consult GSA Facilities Standards 7.14 Fire Protection and Life Safety, Historic Structures ([www.gsa.gov/p100](http://www.gsa.gov/p100)) and GSA Fire Safety Retrofit ([www.gsa.gov/technicalpreservationguidelines](http://www.gsa.gov/technicalpreservationguidelines)) for specific design and project planning guidance.

## 8. Temporary Leases

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Leasing Specialists must ensure that space leased not longer than 6 months has a valid certificate of occupancy and complies with all applicable local codes and ordinances adopted by the jurisdiction in which the building is located.

## 9. Equivalent Level of Safety Evaluation Procedures

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When an Offeror proposes an equivalent level of safety, the Leasing Specialist must require the Offeror to submit, for Government review and approval, a fire protection engineering analysis, performed by a licensed fire protection engineer, demonstrating that an equivalent level of safety for the offered building exists. (See 41 CFR 102-80 for guidance on an equivalent level of safety analysis.)

## 10. Additional Requirements

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The current Request for Lease Proposal and lease documents contain all required paragraphs stating minimum mandatory requirements for fire protection and life safety. The Leasing



Specialist must consult the hidden blue text in the lease model documents to determine if specific fire protection and life safety paragraphs are mandatory under certain conditions. Those paragraphs are:

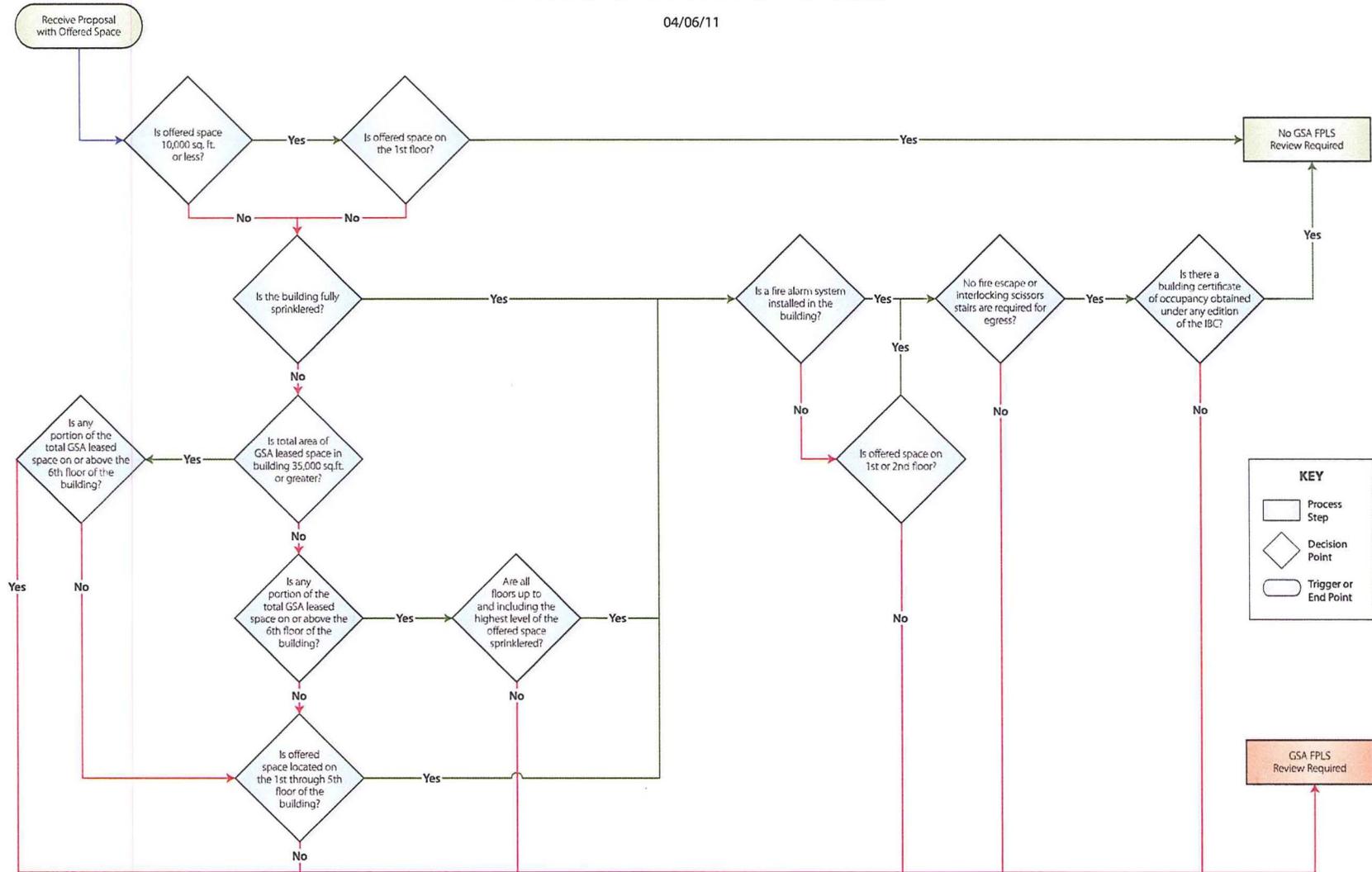
- Fire Protection for New Construction
- Means of Egress
- Automatic Fire Sprinkler System
- Fire Alarm System
- Wood Products
- Adhesives and Sealants
- Elevators
- Doors:
- Doors: Exterior
- Doors: Interior
- Door: Suite Entry
- Doors: Hardware
- Windows
- Partitions: Permanent
- Partitions: Sub-dividing
- Insulation: Thermal, Acoustic, and HVAC
- Wall Finishes
- Lighting: Interior and Parking
- Mechanical Areas and Building Roofs
- Access to Building Information
- Emergency Power to Critical Systems
- Emergency Voice/Alarm Communication System
- Construction Documents
- Acceptance of Space and Certificate of Occupancy
- Floor Coverings and Perimeters
- Snow Removal
- Maintenance and Testing of Systems
- Occupant Emergency Plans

The minimum requirements for simplified leases have also been updated on the new Simplified Lease.

# ATTACHMENT 1

# GSA FPLS Review Process Flow Chart

04/06/11



# ATTACHMENT 2

# PRELEASE FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING

The prelease form contains two parts that must be completed depending on which floor the proposed offered space is located within a building. Part A must be completed when an offered space is located below the 6<sup>th</sup> floor of a building. Part A shall be completed by the Offeror or their authorized representative. Part B must be completed when an offered space is located on or above the 6<sup>th</sup> floor of a building. Part B shall be completed by a professional engineer. The Fundamental Code Requirements apply to Part A and Part B.

## Fundamental Code Requirements

- a. The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the most recent edition of the National Fire Protection Association (NFPA) 101, *Life Safety Code*. (Note: a building with a Certificate of Occupancy indicating that a building fully complies with the International Building Code shall be deemed to comply with this requirement.) All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.
- b. A fire escape located on the floor(s) where the offered space is located shall not be counted as an approved exit stair.
- c. An interlocking or scissor stair located on the floor(s) where the offered space is located shall only count as one exit stair.
- d. The number of floors used to determine when Part A or Part B is applicable is based on counting the number of floors starting from the street floor.

# RELEASE FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING

## PART A

The Offeror or their representative shall complete Part A. Part A consists of a series of short answer and yes/no/not applicable questions related to general building information and fire protection and life safety systems. Upon completion of Part A, the Offeror must sign and date the "Offeror's Statement". Part A is applicable to offered space located below the 6<sup>th</sup> floor of the building.

### I. BUILDING ADDRESS

Building Name:  
 Building Address:  
 City:  
 State:  
 9-Digit Zip Code:

### II. GENERAL BUILDING INFORMATION

a. Identify each floor on which space is offered and the square footage of space on each floor offered to Government:

|                   |  |  |  |  |  |  |
|-------------------|--|--|--|--|--|--|
| Floor             |  |  |  |  |  |  |
| Sq. Ft. Per Floor |  |  |  |  |  |  |

b. Identify the total number of floors in the building starting at the street floor:

c. Identify the total number of floors in the building below the street floor:

d. Identify which floor(s) in the building permit reentry from the exit stair enclosure to the interior of the building:

### III. OTHER USES IN BUILDING (Check All That Apply)

Restaurants    
  Laboratories    
  Storage    
  Retail    
  Parking Garage    
  Other (list)

### IV. AUTOMATIC FIRE SPRINKLER SYSTEM

| Please Check YES, NO, or N/A to the following questions:   | YES | NO | N/A |
|--|-----|----|-----|
| a. Is an automatic fire sprinkler system installed throughout the building?  |     |    |     |
| b. If automatic fire sprinklers are installed within the building, is the automatic fire sprinkler system maintained in accordance with the applicable local codes or NFPA 25, <i>Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems</i> ? |     |    |     |

### V. FIRE ALARM SYSTEM

| Please Check YES, NO, N/A to the following questions:   | YES | NO | N/A |
|---|-----|----|-----|
| a. Is a fire alarm system installed in the building?  |     |    |     |
| b. Is an emergency voice/alarm communication system installed in the building?  |     |    |     |
| c. If a fire alarm system is installed in the building, are audible devices (e.g., horns, bells, speakers, etc.) installed on the floor in which the offered space is located in the building?        |     |    |     |
| d. If a fire alarm system is installed in the building, are strobe devices installed on the floor in which the offered space is located in the building?  |     |    |     |
| e. If a fire alarm system is installed in the building, is the fire alarm system over 25 years old?   |     |    |     |
| f. If a fire alarm system is installed in the building, does the operation of the fire alarm system automatically notify the local fire department, remote station, or UL listed central station?     |     |    |     |
| g. If a fire alarm system is installed in the building, is the fire alarm system maintained in accordance with the applicable local codes or NFPA 72, <i>National Fire Alarm and Signaling Code</i> ? |     |    |     |

# RELEASE FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING

| VI. EXIT SIGNS & EMERGENCY LIGHTING   |     |    |     |
|---|-----|----|-----|
| Please Check YES, NO, or N/A to the following questions:  | YES | NO | N/A |
| a. Are exit signs installed in the paths of egress travel to the exit stairs or exits?  |     |    |     |
| b. Is emergency lighting installed in the paths of egress travel to the exit stairs or exits?   |     |    |     |
| c. If an emergency lighting system is installed in the building, is the emergency lighting system arranged to provide illumination automatically in the event of any interruption of the building's normal lighting system? |     |    |     |
| VII. ELEVATORS  |     |    |     |
| Please Check YES, NO, or N/A to the following questions:  | YES | NO | N/A |
| Are elevators installed in the building?  |     |    |     |
| If elevators are installed in the building, are the elevator cars equipped with a telephone or another two-way communication system?  |     |    |     |
| If elevators are installed in the building, are the elevators recalled by smoke detectors located in the elevator lobbies and elevator machine rooms?   |     |    |     |
| VIII. ADDITIONAL INFORMATION  |     |    |     |
|   |     |    |     |

**OFFEROR'S STATEMENT**

**I hereby attest that the above information is complete and accurate to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

# RELEASE

## FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING

### PART B

The Offeror's professional engineer shall complete Part B when an offered space is located on the 6th floor or higher of a building. Part B consists of a detailed narrative report based on an evaluation of the entire building that also includes the review of the preventive maintenance records of the building's fire alarm system and automatic fire sprinkler system. The fire protection engineer shall prepare a detailed narrative report. The detailed narrative report shall address at a minimum the items noted below as they apply to the offered space in the building, with specific attention to fire safety conditions that affect the floor(s) where the offered space to the Government is located, including those floors located below the offered space. In addition, the detailed narrative report shall include all deficiencies that do not meet the specified criteria (see Fundamental Code Requirements), the associated code reference(s), as well as any recommended corrective action(s).

#### NOTES:

- a. The professional engineer must be licensed as a fire protection engineer in the same State in which the subject building is located unless the subject State does not formally recognize fire protection engineering. In such cases, GSA will accept the services of any professional engineer in the subject State provided the professional engineer is also recognized as a fire protection engineer in any other U.S. State or Territory.
- b. Upon completion of Part B, the Offeror's fire protection engineer must sign and date the "Fire Protection Engineer Statement."
- c. Upon completion of Part B, the Offeror must sign and date the "Offeror's Statement of Correction."
- d. The accepted GSA Form 12000, Part B is valid for a time period of 5 years from the noted date on the completed and accepted Part B. This acceptance is conditional in that no major modifications or construction has occurred associated with the building.

The detailed narrative report shall address at a minimum the items noted below as they apply to the offered space in the building.

1. General Information.
  - a. Identify all current citations or violations noted by the local jurisdiction regarding the building.
  - b. Provide digital pictures of the building. Include exterior views showing the front of the building and all sides of the building.
  - c. Identify the number of floors in the building (above and below grade)
  - d. Identify the approximate gross square footage per floor in the building.
  - e. Identify the gross square footage and associated floor of offered space proposed to the Government to occupy.
  - f. Identify by location and describe hazardous/significant fuel load areas (greater than normal for the type of occupancy).
  - g. Identify and describe potential fire ignition sources in hazardous/significant fuel load areas in the building.
2. Occupancy Classifications.
  - a. Identify all the different types of occupancies and particular uses on each floor of the subject building. For example, include retail, restaurants, mechanical equipment areas, storage areas, inside parking areas, etc.
3. Building Construction.
  - a. Identify the building construction type.
4. Vertical Openings.
  - a. Identify by location and describe the enclosure of vertical openings through floors, such as stairways, atriums, hoistways for elevators, escalators, and shafts.
  - b. Identify any deficiencies in the rated vertical enclosures that affect the integrity of the enclosure.
5. Means of Egress.
  - a. Identify the number of enclosed exit stairs on each floor of the building.
  - b. For each exit stair, describe:
    - i. The clear width of each stair tread and location of measurement.
    - ii. The egress capacity of each exit stair.
    - iii. The location of where each exit stair discharges.
    - iv. Identify and describe the operation and application of the exit stair re-entry provisions to the interior of the building, if provided.

**PRELISE**  
**FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING**

- v. Any penetrations into and openings through each exit stair enclosure assembly.
  - vi. Any headroom obstruction within each exit stair enclosure.
  - vii. If any exit stair has been compromised in such a way to have the potential to interfere with its use as an exit; and
  - viii. The exit stair remoteness arrangement.
  - ix. Identify and describe if all exit stair doors are self-closing and self-latching.
  - c. Identify and describe all exit doors that do not swing in the direction of exit travel.
  - d. Identify and describe if all fire doors are in proper working order. Provide location of noted fire door and purpose.
  - e. Identify by floor and describe any concerns regarding the exit access system (i.e., corridor or open plan office concept), as it applies to the proposed offered space.
  - f. Identify by location and describe any concern regarding the exit signage within the building.
  - g. Describe the building's emergency lighting system.
  - h. Identify and describe if emergency power is provided within the building.
  - i. If emergency power for life safety systems is provided by generator(s) or UPS systems describe if they are tested and maintained in accordance with NFPA 110, *Standard for Emergency and Standby Power Systems* or NFPA 111, *Standard on Stored Electrical Energy Emergency and Standby Power Systems* as applicable. If not complying with the applicable NFPA Standards; identify and evaluate the procedures being used.
6. Automatic Fire Suppression Systems.
- a. Identify and describe if the building is protected or not protected throughout by an automatic fire sprinkler system. If the building is not protected throughout by an automatic fire sprinkler system, identify those areas of the building where partial fire sprinkler protection is provided.
  - b. Identify and describe the different types of automatic fire sprinkler systems (e.g., dry, wet, pre-action, etc.) that are installed within the building and their respective locations.
  - c. Identify and describe any other fire suppression systems installed within the building.
  - d. Identify and describe the types of standpipes installed in the building.
  - e. If automatic fire sprinkler systems are installed in the building, describe if they are tested and maintained in accordance with the applicable local codes or NFPA 25, *Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems*. If not complying with the applicable NFPA Standards; identify and evaluate the procedures being used. If not complying with the applicable NFPA Standard; identify and evaluate the procedures being used.
7. Fire Alarm System.
- a. Identify and describe the fire alarm system, as a minimum, the date of installation, type, manufacturer and model, and components such as manual pull stations, etc.
  - b. Describe if the fire alarm system is connected to a U.L. listed Central Station, Remote Station, or to the local fire department.
  - c. Describe in detail the operation of the fire alarm system, including if it has emergency voice/alarm communication capabilities.
  - d. Describe in if the fire alarm system is tested and maintained in accordance with NFPA 72, *National Fire Alarm and Signaling Code*. If not complying with the applicable NFPA Standard; identify and evaluate the procedures being used.
8. Elevators.
- a. Verify the elevators have a current certificate (date of inspection) of elevator inspection from the local jurisdiction.
  - b. Identify and describe the emergency recall operation features of the elevators. Describe all differences with the requirements of ASME/A17.1, *Safety Code for Elevators and Escalators*, Phase I Emergency Recall Operation requirements.
  - c. Identify and describe the emergency in car operation features of the elevators. Describe all differences with the requirements of ASME/A17.1, *Safety Code for Elevators and Escalators*, Phase II Emergency In-Car Operation requirements.
  - d. Identify and describe if the elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location staffed 24 hours per day, 7 days per week.

**PRELEASE  
FIRE PROTECTION AND LIFE SAFETY EVALUATION FOR AN OFFICE BUILDING**

**STATEMENT OF FIRE PROTECTION ENGINEER**

I hereby attest that I have performed a full assessment of the subject premises; and that the above information is complete and accurate to the best of my knowledge. I have initialed at the bottom of each page. My official seal, professional license information, and signature are affixed below.

I have included findings, recommended corrective action(s), and made specific references to the applicable code sections as an attachment to this report. Such findings specifically identify instances where the building does not comply with the specified criteria, and recommendations have been made in order to rectify the situation and assure substantial compliance of the building to all applicable criteria.

(If no deficiencies were identified, during the evaluation, please explicitly state so in the findings and recommendations portion of the report.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name of Firm: \_\_\_\_\_ Phone #: \_\_\_\_\_ ( ) - \_\_\_\_\_

License Number: \_\_\_\_\_

Stamp Here:

**OFFEROR'S STATEMENT OF CORRECTION**

In the event any of the offered space does not meet the above criteria, the Offeror shall attest below that all work required to bring the offered space into full compliance with all applicable criteria will be completed at the Offeror's sole cost and expense prior to the Government's acceptance of the offered space under the terms of any prospective lease agreement.

**NOTE: REPORTS SUBMITTED WITHOUT THE FPE'S FINDINGS, RECOMMENDED CORRECTIVE ACTIONS AND CODE REFERENCES WILL BE RETURNED WITHOUT REVIEW BY THE GSA REGIONAL FIRE PROTECTION ENGINEERING OFFICE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

# ATTACHMENT 3

TRANSMITTAL REQUEST FOR  
PRELASE FIRE PROTECTION & LIFE SAFETY PACKAGE REVIEW

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Date Submitted: \_\_\_\_\_

To: \_\_\_\_\_ (Name of Program Manager or Name of Regional Fire Protection Engineer)

From: \_\_\_\_\_ (Name of Leasing Specialist Requesting Review)

Date Review Needed By: \_\_\_\_\_

(Required a maximum of 5 business days after receipt of the complete fire protection review package from the GSA Leasing Specialist).

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

Building Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Name of Agency: \_\_\_\_\_

Floor and Associated Gross Square Feet of Offered Leased Space: \_\_\_\_\_

Agencies Intent on Usage of Offered Leased Space (e.g., office space - 6,000 square feet, conference rooms - 3 at 800 square feet each, training room - 1 at 1,500 square feet , etc.): \_\_\_\_\_

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Check All  
That Apply:

**Fire Protection and Life Safety Submittal Package Requirements:**

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | GSA Form 12000, Prelease Fire Protection and Life Safety Evaluation for an Office Building PART A or PART B   |
| <input type="checkbox"/> | PART A (Offered space located below the 6 <sup>th</sup> floor)  |
| <input type="checkbox"/> | PART B (Offered space located on or above the 6 <sup>th</sup> floor)  |
| <input type="checkbox"/> | Copy of Valid Certificate of Occupancy -or- Copy of Report Prepared by Licensed Fire Protection Engineer Verifying the Offered Space Meets All Applicable Local Codes and Ordinances<br>(If a Valid Certificate of Occupancy is Unavailable or the Local Jurisdiction Does Not Issue Certificates of Occupancy) |
| <input type="checkbox"/> | Scaled Floor Plan Drawings (1/8 inch scale, minimum)  |
| <input type="checkbox"/> | Floor(s) of Space Being Offered for Government Lease -and-<br>Floor Plan of Street Level<br>(Both floor plans are required to be submitted)   |
| <input type="checkbox"/> | Copy of Previous Year's Fire Alarm System Maintenance Record Showing Compliance with the Requirements of NFPA 72 (If a system is installed in the building)   |
| <input type="checkbox"/> | Copy of Previous Year's Sprinkler System Maintenance Record Showing Compliance with the Requirements of NFPA 25 (If a system is installed in the building)  |

\*\*\*\*NOTE: INCOMPLETE SUBMITTAL PACKAGES WILL BE RETURNED WITHOUT REVIEW\*\*\*\*

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Date Received: \_\_\_\_\_

**Fire Protection & Life Safety Package Submittal Review:**

Approved:       Approved with Comments\*:       Disapproved/Resubmit with Comments\*:

\*NOTE: See attached comments.

Name of Regional Fire Protection Engineer Who Performed Review: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Date Review Completed: \_\_\_\_\_