NFPA
903M

FIRE REPORTING

PROPERTY SURVEY MANUAL 1981

NATIONAL FIRE PROTECTION ASSOCIATION, INC.
Batterymarch Park, Quincy, MA 02269

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MGR AM-81

Fire Reporting
Property Survey Manual

NFPA 903M-1981

1981 Edition of NFPA 903M

This edition of NFPA 903M, *Fire Reporting Property Survey Manual*, was prepared by the Technical Committee on Fire Reporting and acted on by the National Fire Protection Association, Inc. on May 20, 1981, at its Annual Meeting in Dallas, Texas. It was issued by the Standards Council with an effective date of June 29, 1981. This edition supersedes the 1977 edition of NFPA 903M and contains basically editorial revisions of the previous document.

Origin and Development of NFPA 903M

The first edition of this manual and Forms 903SR, Basic Structure Report, and 903TR, Basic Occupancy Report were, developed by the Fire Reporting Committee for adoption in 1977 in response to a recognized need to collect information about a property prior to a fire at that property. It represented 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 the use of data classifications and definitions contained therein, the data is maintained in a uniform manner and can be useful in post fire evaluations.

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This list represents the membership at the time the Committee was balloted on the text of this edition. Since that time, changes in the membership may have occurred.

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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 901 tentatively in 1964, 1965, and 1966, officially in 1969, 1971, 1973, and 1976, and the latest edition in 1981. 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 second 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.

The use of a property survey manual is extremely important for fire departments that are involved in the master planning process. One of the most frequent criticisms of fire fighting agencies is that they lack objective data on their fire problem in order to develop the community's fire defenses. If a community establishes fire demand zones and utilizes the Basic Structure Report (Form 903SR) and the Basic Occupancy Report (Form 903TR), it has invaluable documentation that quantifies the scope and severity of a community's fire problem.

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

Grade. Reference plane representing the elevation of finished ground level adjoining the building at the main entrance.

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 specific 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 specific 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

The first two forms show how a properly completed report should look for a one-story, 50-foot by 75-foot (15 meter by 23 meter) building occupied as a fast food restaurant.

The next 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 with the plant and storage areas separated by a fire division wall with protected openings.

BASIC STRUCTURE REPORT Essex Fire Department **903SR**

SA	Address: 4296 East Maple Street			Inspection District: E-10	Document No.: 1246
SB	Property Name: Ace Burgers	Property No.: 2284		Structure No.: 1	Fire Demand Zone: 8-4
SC	Responsible Party: Richard Jones	Address: 4296 East Maple Street			Telephone: 628-3365
SD	Parcel No.: E42968	Census Tract: 2284.01	Date: 9/11/80	Time Arrived: 1015	Time Departed: 1105
SE	Emergency Contacts: Name: Richard Jones	Telephone: 644-9870	Name: Michael Brown		Telephone: 645-6390
SF	General Property Use: Restaurant 16		Number of Specific Property Uses: One 01		
SG	Type of Construction: Type IV 4	Percent of Combustible Construction: 005	Method of Construction: Site built 1		
SH	Year of Construction: 1973 7		Structure Type: Single use building 1		
SI	Structure Height: 12 feet 2		Number of Stories: One 1		
SJ	Ground Floor Area: 3750 sq ft 2		Total Floor Area: 3750 sq ft 2		
SK	Property Management: Private taxpaying 1		Sound Value: 12,500 2		
SL	Number of Exits: Three 03	Exit Discharge Width: 18 ft 18	Interior Finish in Egress Routes: Some plywood paneling on walls 2		
SM	Protection of Stairways: N/A 8		Protection of Shafts: N/A 8		
SN	Protection of Floor Openings: N/A 8		Protection of Wall Openings: N/A 8		
SO	Electrical Service Quality: Temporary Wiring to cash register 2		Heating Service Quality: Gas-fired hot air - appears ok 8		
SP	Roof Covering: Composition Shingle - Class C 2		Automatic Alarm Capability: None 8		
SQ	Automatic Detection: None 8		Sprinkler Protection: None 8		
SR	Standpipe System: None 8		Required Fire Flow: 1000 GPM 5		
SS	Water Supply Type: Hydrant within 100 feet 1		Available Water Supply: 900 GPM 4		
ST	Obstacles to Rescue and Fire Control: None 8				
SU	Member Making Report: John Carter	Date: 9/11/80	Approved By: RAS		
SV	Remarks				

☐ Remarks continued on reverse side.

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

BASIC OCCUPANCY REPORT Essex **Fire Department** **903TR**

TA	Address: 4296 East Maple Street			Property No.: 2284	Document No.: 1247
TB	Property Name: Ace Burgers			Structure No.: 1	Tenant No: 1
TC	Tenant Name: Ace Burgers		Date: 9/11/80	Time Arrived: 1015	Time Departed: 1105
TD	Responsible Party: Richard Jones	Address: 4296 East Maple Street			Telephone: 628-3365
TE	Emergency Contacts: Name: Richard Jones	Telephone: 644-9870	Name: Michael Brown		Telephone: 645-6390
TF	Specific Property Use: Fast Food Restaurant | 1 | 6 | 4		Sound Value: $10,000 Machinery-$4,000 contents		| 2
TG	Number of Stories Occupied by Tenant: One | 1		Total Floor Area of Tenant Space: 3750 Sq ft		| 2
TH	Number of Occupants: Day 60 Evening 60	Night: 0	Days Normally Closed: None		
TI	Age and Ability of Occupants: No problems with evacuation | 1		Number of Exits: 3 | 0 | 3	Exit Width: 18 ft | 0 | 1 | 8	
TJ	Other Exit Problems: ☐ Check if Applicable, Describe. None				
TK	Smoking Practice Quality: Prohibited in kitchen-enforced; no other restrictions | 4		Interior Finish Not in Egress Routes: Minor amounts of wood paneling | 2		
TL	Plastic Furnishings: 75% in eating area | 3		Flammable Liquid Use: None noted | 8		
TM	Solid Kindling Fuel in Occupied Areas: Abundance of paper-well controlled | 7		Solid Kindling Fuel in Storage and Service Areas: Paper stock well arranged | 7		
TN	Other Possible Fire Conditions: ☐ Check if Applicable, Describe				
TO	Portable Extinguishers: 2 Pressure water-(2A); 2 10# CO_2 - (4BC); 1 5# Dry Chemical-(10BC) | 1				
TP	Type of Special Hazard System: Dry chemical in hood & duct | 1		Coverage of Special Hazard System: Local application-standard installation | 2		
TQ	Member Making Report: John Center	Date: 9/11/80	Approved By: RAS		
TR	Remarks: Extinguishers and hood and duct system on maintenance contract with Supra Fire Protection Systems 329-4040				

☐ Remarks continued on reverse side

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BASIC STRUCTURE REPORT Pineville **Fire Department** 903SR

SA	Address: 2 Industrial Way			Inspection District: E-16	Document No.: 3486
SB	Property Name: Finbuilt Furniture Co.	Property No.: 486		Structure No.: 1	Fire Demand Zone: 4-2
SC	Responsible Party: ABC Realty Corp.	Address: 1486 Greentree Lane			Telephone: 936-4860
SD	Parcel No.: G68422	Census Tract: 2384.00	Date: 9/14/80	Time Arrived: 1315	Time Departed: 1630
SE	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters		Telephone: 935-1148
SF	General Property Use: Manufacturing |7|0		Number of Specific Property Uses: One |0|1		
SG	Type of Construction: Fire Resistive - Type 1 |1	Percent of Combustible Construction: None |0|0|0		Method of Construction: Site Built |1	
SH	Year of Construction: 1974 |7		Structure Type: Single-use building |1		
SI	Structure Height: 28 feet |3		Number of Stories: Two |2		
SJ	Ground Floor Area: 75' x 75' = 5625 sq ft |3		Total Floor Area: 11,250 |4		
SK	Property Management: Private taxpaying |1		Sound Value: $175,000 |5		
SL	Number of Exits: Two |0|2	Exit Discharge Width: 7 Ft |0|0|7	Interior Finish in Egress Routes: Non combustible |8		
SM	Protection of Stairways: Properly enclosed |1		Protection of Shafts: N/A |8		
SN	Protection of Floor Openings: Poke-throughs sealed properly |1		Protection of Wall Openings: N/A |8		
SO	Electrical Service Quality: Appears OK |8		Heating Service Quality: Oil fired hot water-appears OK |8		
SP	Roof Covering: Tar & Gravel - Class A |1		Automatic Alarm Capability: Master Box to Fire Department |5		
SQ	Automatic Detection: None |8		Sprinkler Protection: Complete Standard System throughout |1		
SR	Standpipe System: None |8		Required Fire Flow: 1000 GPM |5		
SS	Water Supply Type: Hydrant within 50 ft |1		Available Water Supply: 3400 GPM |7		
ST	Obstacles to Rescue and Fire Control: Sealed windows throughout |2				
SU	Member Making Report: Robert Michaels	Date: 9/14/80	Approved By: BRD		
SV	Remarks				

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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.

BASIC OCCUPANCY REPORT Pineville **Fire Department** **903TR**

TA	Address: 2 Industrial Way			Property No: 486	Document No.: 3487
TB	Property Name: Finbuilt Furniture Co.			Structure No: 1	Tenant No: 1
TC	Tenant Name: Finbuilt Furniture Co.		Date: 9/14/80	Time Arrived: 1315	Time Departed: 1630
TD	Responsible Party: Albert Thomas	Address: 2 Industrial Way			Telephone: 322-7840
TE	Emergency Contacts. Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters		Telephone: 935-1148
TF	Specific Property Use: Office |5,9,1|	Sound Value: $564,000 equipment-$50,000 contents |6|			
TG	Number of Stories Occupied by Tenant: Two |2|	Total Floor Area of Tenant Space: 11,250 |4|			
TH	Number of Occupants: Day 90	Evening 8	Night 0	Days Normally Closed: Saturday & Sunday	
TI	Age and Ability of Occupants: None would have evacuation problem |1|	Number of Exits: Two |0,2|	Exit Width: 7 Ft |0,0,7|		
TJ	Other Exit Problems: ☐ Check if Applicable, Describe: None				
TK	Smoking Practice Quality: Unrestricted |1|	Interior Finish Not in Egress Routes: Heavy use of carpet and wood paneling |7|			
TL	Plastic Furnishings: Estimate 15-20% |3|	Flammable Liquid Use: None Noted |8|			
TM	Solid Kindling Fuel in Occupied Areas: Normal paper around office |5|	Solid Kindling Fuel in Storage and Service Areas: Stock well arranged-mostly paper |7|			
TN	Other Possible 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 |4|	Coverage of Special Hazard System: Total flooding-standard installation |1|			
TQ	Member Making Report: Robert Michiels Date: 9/14/80	Approved By: BRD			
TR	Remarks				

☐ Remarks continued on reverse side

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.

BASIC STRUCTURE REPORT Pineville Fire Department **903SR**

SA	Address: 2 Industrial Way			Inspection District: E-16		Document No.: 3488	
SB	Property Name: Finbuilt Furniture Co.	Property No.: 486		Structure No: 2		Fire Demand Zone: 4-2	
SC	Responsible Party: ABC Realty Corp	Address: 1486 Greentree Lane				Telephone: 936-4860	
SD	Parcel No.: G68422	Census Tract: 238400	Date: 9/14/80		Time Arrived: 1315		Time Departed: 1630
SE	Emergency Contacts: Name: Roger Flaherty		Telephone: 333-4225		Name: Raymond Masters		Telephone: 935-1148
SF	General Property Use: Manufacturing (710)			Number of Specific Property Uses: Two (02)			
SG	Type of Construction: Type IV (4)	Percent of Combustible Construction: 015		Method of Construction: Site-built (1)			
SH	Year of Construction: 1974 (7)			Structure Type: Multiple use building (2)			
SI	Structure Height: 30 Feet (4)			Number of Stories: One (1)			
SJ	Ground Floor Area: 640 x 250 = 160,000 sq ft (7)			Total Floor Area: 160,000 sq ft (7)			
SK	Property Management: Private taxpaying (1)			Sound Value: 750,000 bldg - 200,000 machinery (6)			
SL	Number of Exits: 14 (14)	Exit Discharge Width: 54 Ft (054)		Interior Finish in Egress Routes: None (8)			
SM	Protection of Stairways: N/A (8)			Protection of Shafts: N/A (8)			
SN	Protection of Floor Openings: N/A (8)			Protection of Wall Openings: Labeled doors for class A openings - ok (1)			
SO	Electrical Service Quality: Extensive use of temporary wiring (2)			Heating Service Quality: Oil-fired hot water - appears ok (8)			
SP	Roof Covering: Tar and gravel - class A (1)			Automatic Alarm Capability: Master box to fire department (5)			
SQ	Automatic Detection: None (8)			Sprinkler Protection: Complete standard system (1)			
SR	Standpipe System: None (8)			Required Fire Flow: 4000 GPM (7)			
SS	Water Supply Type: Hydrants at 250' intervals around building (1)			Available Water Supply: 3400 GPM (7)			
ST	Obstacles to Rescue and Fire Control: Windowless walls, overhead steel doors at loading dock (7)						
SU	Member Making Report: Robert Michaels	Date: 9/14/80		Approved By: BRD			
SV	Remarks						

☐ Remarks continued on reverse side

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.

BASIC OCCUPANCY REPORT Pineville Fire Department **903TR**

TA	Address: 2 Industrial Way			Property No.: 486	Document No.: 3489
TB	Property Name: Finbuilt Furniture Company			Structure No.: 2	Tenant No.: 1
TC	Tenant Name: Finbuilt Furniture Company		Date: 9/14/80	Time Arrived: 1315	Time Departed: 1630
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	Specific Property Use: Furniture manufacturing | 7,5,4		Sound Value: $250,000 equipment - 40,000 contents | 6		
TG	Number of Stories Occupied by Tenant: One | 1		Total Floor Area of Tenant Space: 120,000 | 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 | 0,4,2	
TJ	Other Exit Problems ☐ Check if Applicable, Describe:				
TK	Smoking Practice Quality: Restricted to a few areas - evidence of violation | 3		Interior Finish Not in Egress Routes: None | 8		
TL	Plastic Furnishings: Used in process - 15% | 3		Flammable Liquid Use: Used in finish area- not well controlled | 4		
TM	*Solid Kindling Fuel in Occupied Areas*: Sawdust and wood chips throughout | 1		*Solid Kindling Fuel in Storage and Service Areas*: Mostly heavy wood stock well arranged | 7		
TN	Other Possible Fire Conditions ☐ Check if Applicable, Describe.				
TO	Portable Extinguishers: Good coverage throughout with proper type for hazard | 1				
TP	Type of Special Hazard System: None | 8		Coverage of Special Hazard System: N/A | 8		
TQ	Member Making Report: Robert Michaels	Date: 9/14/80	Approved By: BRD		
TR	Remarks				

☐ Remarks continued on reverse side.

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.

BASIC OCCUPANCY REPORT Pineville **Fire Department** **903TR**

TA	Address: 2 Industrial Way			Property No.: 486	Document No.: 3490
TB	Property Name: Finbuilt Furniture Company			Structure No.: 2	Tenant No.: 2
TC	Tenant Name: Finbuilt Furniture Company		Date: 9/14/80	Time Arrived: 1315	Time Departed: 1630
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	Specific Property Use: Furniture storage | 8 5 1 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 | 0 8	Exit Width: 36 ft | 0 3 6	
TJ	Other Exit Problems ☐ Check if Applicable, Describe				
TK	Smoking Practice Quality: Restricted to a few areas - violation noted | 3		Interior Finish Not in Egress Routes: None		|8
TL	Plastic Furnishings: Stored as product - about 40% | 3		Flammable Liquid Use: None noted		|8
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		|5
TN	Other Possible Fire Conditions ☐ Check if Applicable, Describe				
TO	Portable Extinguishers: Good coverage for class A fires				|1
TP	Type of Special Hazard System: None | 8		Coverage of Special Hazard System: N/A		|8
TQ	Member Making Report: Robert Michaels	Date: 9/14/80	Approved By: BRD		
TR	Remarks: Furniture stored in racks to ceiling height. LPG lift truck used in warehouse area.				

☐ Remarks continued on reverse side.

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

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 SV 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.

BASIC STRUCTURE REPORT _____ **Fire Department** **903SR**

SA	Address			Inspection District	Document No
SB	Property Name		Property No.	Structure No	Fire Demand Zone
SC	Responsible Party		Address		Telephone
SD	Parcel No.	Census Tract	Date	Time Arrived	Time Departed
SE	Emergency Contacts	Name	Telephone	Name	Telephone
SF	General Property Use			Number of Specific 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			Total Floor Area	
SK	Property Management			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	Roof Covering			Automatic Alarm Capability	
SQ	Automatic Detection			Sprinkler Protection	
SR	Standpipe System			Required Fire Flow	
SS	Water Supply Type			Available Water Supply	
ST	Obstacles to Rescue and Fire Control				
SU	Member Making Report		Date	Approved By	
SV	Remarks				

☐ Remarks continued on reverse side.

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	Address	Inspection District	Document No.

Address

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

Inspection District

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

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.

It is suggested that fire departments use this document number in a manner which will assist them in identifying revised reports whether they are using a manual or automated system. This can be accomplished by attaching a suffix to the number to indicate a revision number. For example, the first or original report might be document number 1234-00. If the form is revised, either by changing data on the original document or by recopying the entire document with the appropriate data changed, the new version would be document number 1234-01. Users should establish a policy of saving back copies of forms as necessary to meet the legal or historical needs of their records.

LINE SB DATA

SB	Property Name	Property No.	Structure No.	Fire Demand Zone

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.

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.

Fire Demand Zone

Fire Demand Zones are geographically homogeneous areas in terms of a fire problem within which a particular type of demand is placed on the fire service. Fire demand zones come from the master planning methodology.

If fire demand zones are used, enter the appropriate number for the zone in which the property being inspected is located.

LINE SC DATA

SC	Responsible Party	Address	Telephone

Responsible Party

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

LINE SD DATA

SD	Parcel No.	Census Tract	Date	Time Arrived	Time Departed

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.

Date

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

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.

LINE SE DATA

SE	Emergency Contacts	Name	Telephone	Name	Telephone

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	General Property Use	Number of Specific Property Uses

General Property Use

Definition:

General Property Use. The general (overall) use of land or space under the same management, ownership, or within the same legal boundaries; including any structures, vehicles, or other appurtenances thereon.

Record the general use of the property on which the structure being surveyed is located.

Refer to NFPA 901, Chapter A, for classifications for General Property Use.

Number of Specific Property Uses

Indicate the number of specific 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 (Form 903TR) should be filed for the structure.

LINE SG DATA

SG	Type of Construction	Percent of Combustible Construction	Method of Construction

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 On 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 any local building code. Use of the published model code cross-references should assist this local adaption.

Percent of Combustible Construction

Record the estimated 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

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 specific 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

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	Total Floor Area

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 Floor Area.

Total Floor Area

Record the estimated total floor area of the structure.

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

LINE SK DATA

SK	Property Management	Sound Value

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.

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

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 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

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

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	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*.

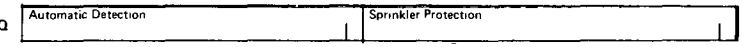
Refer to NFPA 901, Section DEA, for classifications for Roof Covering.

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 SQ DATA



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 DIB, for classifications for Coverage of Automatic Sprinkler System.

LINE SR DATA

SR	Standpipe System	Required Fire Flow

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*.

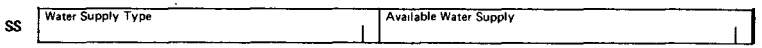
Refer to NFPA 901, Section DJD, for classifications for Standpipe System.

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 SS DATA



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 ST DATA

ST	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.

LINE SU DATA

SU	Member Making Report	Date	Approved By

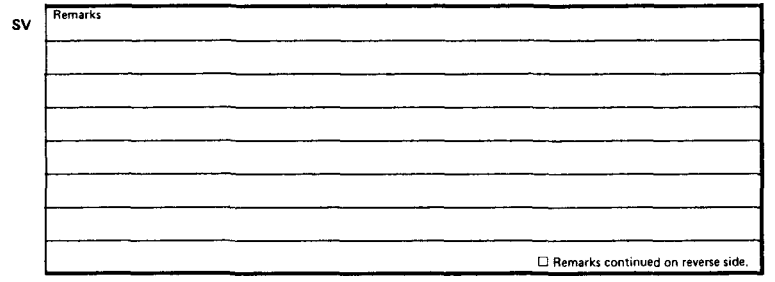
Member Making Report

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

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.

LINE SV DATA



Remarks

The Remarks section should be used to further explain any problems mentioned on 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 also used for remarks, the box on the front of the form should be checked to indicate that fact.

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.

BASIC OCCUPANCY REPORT _____ Fire Department **903TR**

TA	Address		Property No.	Document No
TB	Property Name		Structure No	Tenant No
TC	Tenant Name	Date	Time Arrived	Time Departed
TD	Responsible Party	Address		Telephone
TE	Emergency Contacts Name	Telephone	Name	Telephone
TF	Specific Property Use	Sound Value		
TG	Number of Stories Occupied by Tenant	Total Floor Area of Tenant Space		
TH	Number of Occupants Day Evening Night	Days Normally Closed		
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 Possible 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	Approved By		
TR	Remarks			

☐ Remarks continued on reverse side.

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 TA DATA

TA	Address	Property No.	Document No.

Address

Record the address of the business or tenant being surveyed.

Property Number

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

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.

It is suggested that fire departments use this document number in a manner which will assist them in identifying revised reports, whether they are using a manual or automated system. This can be accomplished by attaching a suffix to the number to indicate a revision number. For example, the first or original report might be document number 1234-00. If the form is revised, either by changing data on the original document or by recopying the entire document with the appropriate data changed, the new version would be document number 1234-01. Users should establish a policy of saving back copies of forms as necessary to meet the legal or historical needs of their records.

LINE TB DATA

TB	Property Name	Structure No	Tenant No.

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.

Structure Number

Record the structure number assigned to the structure in which this tenant is located. This number is on the Basic Structure Report.

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 occupied spaces, and a separate Basic Occupancy Report can be maintained for each separate specific property use.

Enter the tenant number that designates this occupied space.

LINE TC DATA

TC	Tenant Name	Date	Time Arrived	Time Departed

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 specific property use, this name may possibly be the same as the property name.

Example:

Smith Tire Store.

Date

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

Time Arrived

Record the time at which the fire department company or officer started the survey of the occupancy.

Time Departed

Record the time at which the fire department company or officer completed the survey of the occupancy.

LINE TD DATA

TD	Responsible Party	Address	Telephone

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.

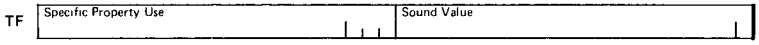
LINE TE DATA

TE	Emergency Contacts	Name	Telephone	Name	Telephone

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



Specific 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 specific property use of the space being surveyed.

Refer to NFPA 901, Chapter B, for classifications for Specific 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.