GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

PBS 5921.1
January 2, 2020

GSA ORDER

SUBJECT: Public Buildings Service (PBS) Fire Protection Program Policy

1. Purpose. This Order establishes policy, procedures, roles and responsibilities, and program activities for the Public Buildings Service (PBS) Fire Protection Program across all PBS Regions and business lines through the PBS Fire Protection Program Policy Document (Policy Document). This Policy Document also establishes clear techniques for how fire and similar risks are managed in GSA-controlled spaces.

2. Background.

a. The Office of Facilities Management, National Fire Protection Program Office has developed this Order and Policy Document to ensure consistent implementation of fire protection program activities nationwide. Implementation of the Policy Document will result in:

(1) Providing workplace environments that are safe from fire and similar risks for Federal employees, contractors, and the visiting public;

(2) Protecting Federal assets from fire and similar risks in a cost effective manner;

(3) Ensuring that mission continuity of occupant agencies is not compromised by fire and similar risks;

(4) Reducing the impact on the environment from fire and similar risks; and

(5) Providing safeguards to allow emergency responders to accomplish their missions safely if a fire or similar incident occurs.

3. Scope & Applicability. The use of this Order and Policy Document is mandatory for all PBS personnel. This policy applies to all PBS offices (e.g., Office of Facilities Management, Office of Design and Construction, Office of Leasing, Office of Portfolio Management and Customer Engagement and other applicable offices), in carrying out the requirements and responsibilities within the policy. This policy may be shared in its entirety with PBS client agencies and non-Federal entities.

4. Implementation Action. The Assistant Commissioner, Office of Facilities Management, is tasked with ensuring immediate distribution of this Order. This Order's Policy Document, including appendices, may be modified at any time by the PBS Assistant Commissioner, Office of Facilities Management.

5. Contact. For any questions on this Order, contact the PBS Assistant Commissioner, Office of Facilities Management.

6. Signature.

/S/_____
DANIEL W. MATHEWS
Commissioner
Public Buildings Service

PBS FIRE PROTECTION PROGRAM POLICY DOCUMENT

Public Buildings Service

Fire Protection Program Policy Document

Office of Facilities Management
Facility Risk Management Division
National Fire Protection Program Office

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PREFACE

HOW TO USE THIS DOCUMENT

This policy document is divided into fifteen chapters with supplementary information in the appendices. Each chapter is, for the most part, a stand-alone document, with minimal cross-referencing between chapters and references to applicable appendices. A brief summary of each chapter and appendix is outlined below.

Chapter 1 Introduction

This chapter discusses the overall applicability, scope, and purpose of the U.S. General Services Administration (GSA), Public Buildings Service (PBS) Fire Protection Program (Program) and the use of this document. The requirements listed in Chapter 1 are the foundation of the Program.

Chapter 2 Definitions

This chapter lists the definitions of terms used throughout this document. All words defined in Chapter 2 are italicized throughout the remainder of this document for ease of use.

Chapter 3 Roles and Responsibilities

This chapter describes the roles and responsibilities in carrying out the Program at both the National and Regional level.

Chapter 4 Professional Staff Requirements

This chapter describes the minimum staffing requirements and qualifications for individuals associated with the National and *Regional Fire Protection Program Offices*.

Chapter 5 Fire Protection Facility Assessments

This chapter describes the procedures for conducting fire protection facility assessments at the Regional level including schedule, report content, and execution.

Chapter 6 GSA Child Care Center Fire Safety Evaluations

This chapter describes the procedures for conducting fire safety evaluations of GSA child care centers, including schedule, report content, and execution.

Chapter 7 Project Support

This chapter describes the responsibilities of the *Regional Fire Protection Program Office* relative to supporting design and construction projects including project review, acceptance, and issuance of the certificate of occupancy.

Chapter 8 *Fire Incident* Notification, Investigation and Reporting Procedures

This chapter describes the procedures for notification, investigation and reporting fires in *GSA-controlled space*. This chapter also describes the information that must be submitted to both the National and *Regional Fire Protection Program Offices* related to *fire incidents*.

Chapter 9 Unwanted Fire Alarm Activation Notification and Reporting Procedures

This chapter describes the procedures for notification, reporting, and investigating unwanted fire alarm system activations. This chapter also describes the information that must be submitted to both the National and *Regional Fire Protection Program Offices* related to unwanted fire alarm system activations.

Chapter 10 Fire Prevention & Training Activities

This chapter describes the role of the National and *Regional Fire Protection Program Offices* in providing fire prevention and training to GSA personnel and tenants.

Chapter 11 Professional Development

This chapter describes the continuing education requirements for GSA fire protection engineers including frequency, type of education, and record keeping.

Chapter 12 Technical Library

This chapter describes the requirements for the technical library that must be maintained by the *Regional Fire Protection Program Office* to ensure that Regional fire protection engineers have access to the latest industry standards in fire protection engineering.

Chapter 13 Annual Fiscal Year Fire Protection Program Accomplishment Report

This chapter describes the requirements for each *Regional Fire Protection Program Office* to submit an annual Fiscal Year Fire Protection Program Accomplishment Report to the National Fire Protection Program Office.

Chapter 14 Fire Protection and Life Safety System *Impairment* Procedures

This chapter describes the procedures to follow when fire protection and life safety systems are impaired (non-operational). This chapter only applies in Federally-owned buildings under the jurisdiction, custody or control of GSA.

Chapter 15 Guidance for Firefighting Services

This chapter provides guidance for interfacing with public fire departments for response to Federally-owned buildings under the jurisdiction, custody, or control of GSA. Guidance is also provided for contracting for outside firefighting aid agreements for Federally-owned buildings under the jurisdiction, custody, or control of GSA.

Appendix A National Fire Protection Program Office Responsibilities

This appendix provides the responsibilities of the National Fire Protection Program Office.

Appendix B *Regional Fire Protection Program Office* Responsibilities

This appendix provides the responsibilities of the *Regional Fire Protection Program Office*.

Appendix C *Risk Assessment* Codes

This appendix provides the GSA methodology for performing a *risk assessment*.

Appendix D Risk Condition Abatement Procedures

This appendix provides the *Regional Fire Protection Program Office* abatement procedures for identified risk conditions.

Appendix E Fire Protection Facility Assessment

This appendix provides the detailed criteria for conducting a Fire Protection Facility Assessment as well as the content required for the assessment report.

Appendix F PBS Order 1000.4 – FSH Space Evaluation Policy

This appendix is a copy of PBS Order 1000.4.

Appendix G Fire Protection & Life Safety Lease Support

This appendix provides a list of web links for fire protection and life safety documents related to leasing program activities.

Appendix H Fire Protection & Life Safety Preliminary Lease Checklist

This appendix is a copy of the GSA Fire Protection & Life Safety Preliminary Lease Checklist/Flowchart.

Appendix I “Fire Protection Program – Proper Project Review Procedures, Waivers and Alternatives” (memorandum August 27, 2013)

This appendix is a copy of the memo that defines the procedures for waivers and alternatives.

Appendix J Unwanted Fire Alarm Activation Spreadsheet (Sample)

This appendix provides a sample spreadsheet that may be used to record unwanted fire alarm activations by the *Regional Fire Protection Program Office*.

Appendix K GSA Form 1755 Permit for Welding, Cutting or Brazing

This appendix is a copy of GSA Form 1755, Permit for Welding, Cutting, or Brazing.

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TABLE OF CONTENTS

CHAPTER 1 INTRODUCTION

1.1 PURPOSE

1.1.1 The purpose of the U.S. General Services Administration (GSA), Public Buildings Service (PBS) Fire Protection Program (Program) is to provide a workplace safe from fire and similar risks for Federal personnel, contractors, and the visiting public; protect Federal assets from fire and similar risks in a cost-effective manner; ensure mission continuity of Federal agencies is not compromised by fire and similar risks; reduce the impact on the environment from fire and similar risks; and provide safeguards for emergency responders.

1.1.2 The Program supports PBS management functions and other PBS business activities, by developing consistent guidance and technical support for design and construction program activities, leasing program activities, portfolio management activities, and building operational program activities. The Program provides PBS with expertise in fire protection engineering as well as an opportunity for PBS management to balance key fire protection and risk management issues in the PBS building inventory.

1.1.3 The Program establishes relationships and interactions with the various other PBS offices as outlined in Chapter 3.

1.1.4 The Program objectives are achieved by ensuring:

1.1.4.1 Program activities are consistently implemented and executed by *Regional Fire Protection Program Offices*.

1.1.4.2 Fire and similar risks are managed in *GSA-controlled spaces*.

1.1.4.3 Objectives are incorporated into GSA Design and Construction Program and GSA Leasing Program activities.

1.1.4.4 Fire protection and life safety equipment and systems are inspected, tested, and maintained in accordance with nationally recognized codes and standards.

1.1.4.5 Representation is provided in nationally recognized code and standard development processes to improve fire and life safety in a manner that does not negatively impact the PBS mission.

1.1.4.6 Federal legislation that impacts the Program, are reviewed and the Federal Management Regulation (FMR) and other governance documents are updated to reflect current PBS direction.

1.1.4.7 Federal agency needs and concerns are addressed in Program activities.

1.1.4.8 Processes and policies are developed, maintained, and consistently communicated.

1.1.4.9 Fire protection solutions and procedures are developed that are cost-effective, reliable, and maintainable that result in overall improvement in building safety.

1.2 APPLICABILITY

1.2.1 The Program applies to all organizational elements within PBS and covers Federal employees, contractors, vendors and the visiting public as well as Federal real and personal property in *GSA-controlled spaces*, including buildings and spaces where Federal agencies have been delegated operational and/or leasing authority. The Program requires a risk-based approach to address facility related risk conditions. Tenant agencies cannot assume responsibility for facility-related risk conditions.

1.3 GSA FIRE AND SIMILAR RISK MANAGEMENT PHILOSOPHY

1.3.1 GSA plays a major support role in providing usable work space to the majority of Federal agencies. Thus, GSA requires a comprehensive Program that enables all GSA personnel and contractors to perform their jobs with a minimum risk of injury. GSA must ensure a safe and healthful environment for Federal personnel and the visiting public. Government property in *GSA-controlled spaces* must also be protected from various identified risks in accordance with governmental policy. Finally, GSA is concerned with the engineering aspects of all *GSA-controlled spaces*, not just those occupied by GSA, so that all aspects of a building design or operation present an acceptable risk to Federal personnel, contractors, vendors, or the visiting public. GSA must also ensure that the physical environment maintained by other agencies (e.g., tenant improvements, alterations, etc.) in *GSA-controlled space* meets an acceptable level of risk.

1.3.2 GSA must comply with a number of public laws, Federal management regulations, and executive orders that mandate a minimum level of safety in *GSA-controlled spaces*.

1.3.3 GSA has adopted the requirements of the International Codes, or I-Codes, published by the International Code Council (ICC), except that GSA has adopted the egress requirements of the National Fire Protection Association (NFPA), Life Safety Code (NFPA 101), in lieu of the egress requirements of the International Building Code (IBC).

1.3.3.1 Nationally recognized codes and standards do not discourage alternate and equivalent approaches or new technologies as long as an equivalent level of fire safety is provided. To ensure flexibility, GSA's policy is to make maximum use of equivalency provisions in all codes and standards. In addition, *risk assessment* is GSA's method to help determine if a reasonable level of safety exists or can be achieved. Thus, it is important to perform a quality fire protection facility assessment and risk analysis to determine the level of risk in a facility.

1.3.4 PBS does not have insurance like private sector building owners. Therefore, a single loss from a fire could severely impact GSA's ability to conduct nationwide operations by diverting necessary funds to repair or replace a fire-damaged structure. Nationally recognized building and fire codes and standards are primarily intended to protect against loss of life and limit the impact of fire on the community. Simple compliance with a nationally recognized building and fire code or standard does not necessarily ensure an acceptable level of risk for a building or its mission.

1.3.5 With limited funds and cost-effectiveness in mind, this Program addresses all aspects of fire protection including life safety, property protection, and mission continuity. To ensure adequate levels of safety, the relationship between expenditures on fire protection and the actual impact of these expenditures is examined through a technical analysis. Each building in the PBS inventory is subjected to a periodic fire protection facility assessment, conducted by fire protection engineering professionals. Based on the professional analysis, actual risk conditions in each building are identified and corrective actions are recommended. As necessary, resources are allocated and projects prioritized to abate significant identified risk conditions.

1.3.6 *Risk assessments* must be conducted using conventional methods of analysis whenever possible and must be performed by the *Regional Fire Protection Program Office* using fire protection engineering professionals. This capability is available to the *Regional Fire Protection Program Office* from core staff and service contracts with recognized professionals in the discipline of fire protection engineering. GSA's overall risk management philosophy is to utilize *risk assessments* to maintain all spaces at the minimum acceptable level of risk. See Appendix C for additional information on *risk assessment*.

1.4 FEDERAL LAWS

1.4.1 Over many years, Congress has passed laws that provide specific fire protection criteria applicable to *GSA-controlled space*. Listed below are the Federal laws and regulations applicable to the Program:

1.4.1.1 Public Building Amendments of 1988 (40 U.S.C. § 3312)

1.4.1.1.1 Each building constructed or altered by GSA or any other Federal agency must, to the maximum extent feasible, comply with one of the nationally recognized model building codes and with other applicable nationally recognized codes in lieu of promulgating unique Government standards.

1.4.1.2 Federal Fire Safety Act of 1992 (15 U.S.C. § 2227)

1.4.1.2.1 The intent of the Federal Fire Safety Act was not to mandate the installation of automatic sprinkler systems, but to provide proactive attention to fire protection.

1.4.1.2.2 Automatic sprinkler protection or an equivalent level of safety must be provided in all new Federal employee office buildings that are six stories or taller.

1.4.1.2.3 Automatic sprinklers or an equivalent level of safety must also be provided upon renovation of existing buildings six stories or taller if their renovation cost is more than 50 percent of the value of the structure.

1.4.1.2.4 In new Federal employee office buildings that are less than six stories tall, automatic sprinkler protection or an equivalent level of safety must also be provided in all hazardous areas, as defined in the NFPA 101, Life Safety Code.

1.4.1.2.5 When a private sector owner offers to lease more than 35,000 square feet of space to the Federal Government, and any portion of the space is on or above the sixth floor, the entire building must be protected with automatic sprinklers or an equivalent level of safety must be provided.

1.4.1.3 The Architectural Barriers Act Accessibility Standard (ABAAS) (42 U.S.C. § 4161, et seq.)

Establishes access requirements for people with disabilities in all Federal Government owned and leased buildings and facilities, and also buildings and facilities constructed, altered or leased with certain Federal grants and loans. As one of the Standard setting agencies under the Act, GSA implements the Architectural Barriers Act Accessibility Standard (ABAAS).

1.4.1.4 Subtitle II of Title 40 of the United States Code (formerly the Public Buildings Act of 1959, as amended) (40 U.S.C. §§ 3301-3315)

1.4.1.4.1 Provides that only the Administrator of GSA may construct public buildings, including the repair and alteration of such public buildings.

1.4.1.4.2 Establishes requirements for the acquisition, alteration, and construction of public buildings, including design review responsibilities.

1.4.1.4.3 Provides authority for the Administrator of GSA to delegate authority to other executive agencies.

1.4.1.4.4 Establishes requirements applicable to buildings constructed or altered by GSA and other Federal agencies relating to compliance with nationally recognized building codes and state and local zoning laws.

1.4.1.4.5 Requires submittal of a prospectus to congressional committees for proposed construction, alteration, or acquisition of a building to be used as a public building and for lease and lease alteration projects that involve a total expenditure in excess of the prospectus threshold.

1.4.1.5 National Technology Transfer and Advancement Act of 1995 (Public Law 104-113)

1.4.1.5.1 Codified the principles of Office of Management and Budget (OMB) Circular A-119, “Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities” (1998).

1.4.1.5.2 Directs Federal agencies to use voluntary consensus standards in lieu of governmental standards whenever feasible, thereby depending significantly less on in-house standards for regulatory and procurement activities.

1.4.1.5.3 Encourages agencies to promote participation by their staff in standards development to ensure creation of standards that are usable by both Federal agencies and the private sector.

1.4.1.6 Federal Management Regulation, Subchapter C - Real Property, part 102-74, Facility Management (41 C.F.R. Part 102-74)

Provides real property policies for Federal agencies operating under, or subject to, the authorities of the Administrator of GSA, including responsibilities for accident and fire prevention.

1.4.1.7 Federal Management Regulation, Subchapter C - Real Property, part 102-76, Design and Construction (41 C.F.R. part 102-76)

Prescribes policy guidance for the design, construction, repair and/or alteration of Federal facilities for Federal agencies operating under, or subject to, the authorities of the Administrator of GSA.

1.4.1.8 Federal Management Regulation, Subchapter C - Real Property, part 102-80, Safety and Environmental Management (41 C.F.R. part 102-80)

Describes the responsibilities of Federal agencies operating under, or subject to, the authorities of the Administrator of GSA for fire protection, facility safety, and environmental management programs as well as risk reduction strategies, facility assessments, nationally recognized codes and standards, and the Fire Safety Act of 1992.

1.4.1.9 Public Buildings Under Control of Administrator of GSA (40 U.S.C. § 3101)

Places public buildings outside of the District of Columbia and outside of military reservations and purchased or erected with GSA funds under the exclusive jurisdiction, control, and custody of the Administrator of GSA.

1.4.1.10 Wildland-Urban Interface Federal Risk Mitigation (Executive Order 13728)

Aims to mitigate wildfire risks to Federal buildings located in the Wildland-Urban Interface (WUI), reduce risk to people, and help minimize property loss to wildfire. Executive Order 13728 states that for new Federal buildings, and alterations to existing Federal buildings greater than 5,000 square feet, within the WUI and at moderate or greater risk to wildfire, Federal agencies must apply the wildfire-resistant design provisions outlined in the most current edition of the International Wildland-Urban Interface Code (IWUIC) promulgated by the International Code Council (ICC), or an equivalent nationally recognized code.

1.4.1.11 Occupational Safety and Health Act (OSHA)(29 U.S.C. § 651 et seq.)

Requires all Federal agencies to provide safe and healthful places and conditions of employment for all space owned by, leased to, or assigned to Federal agencies, including exposure limits to certain contaminants and building features such as lighting, guard rails, indoor air quality, fire protection, and emergency elevators. Implementing regulations can be found at 29 C.F.R. § 1910 et seq.

1.5 GSA POLICIES

1.5.1 In addition to Federal laws, GSA has developed the following policies relating to fire protection that are part of the Program.

1.5.1.1 Facilities Standards for the Public Buildings Service (PBS-P100)

Establishes design standards and criteria for new buildings, repairs and alterations, modernizations, and lease construction facilities that the Government intends to own or has an option to purchase, as well as work in historic structures for the PBS of the GSA. This document contains both performance-based standards and prescriptive requirements to be used in the programming, design, and documentation of GSA buildings. PBS-P100 is GSA's mandatory facilities standard.

1.5.1.2 Fire, Safety and Health (FSH) Space Evaluation Policy (PBS 1000.4)

Provides requirements to identify, assess, and mitigate potentially high risk uses by establishing a fire, safety, and health space evaluation and authorization process. See Appendix F.

1.6 NATIONALLY RECOGNIZED CODES AND STANDARDS

1.6.1 Consistent with GSA's long-standing policy to comply with nationally recognized codes and standards to the extent practicable, codes and standards must be used as indicated in the Facilities Standards for the Public Buildings Service, PBS-P100.

1.6.2 Where any GSA adopted nationally recognized code or standard refers to the Building Official, Fire Code Official, or Authority Having Jurisdiction for any fire protection or life safety interpretation, or enforcement requirement, this refers to the Regional *Fire Protection Engineer RIC(s)* or the *Regional Fire Protection Program Office* if no Regional *Fire Protection Engineer RIC(s)* exists.

1.7 STATE AND LOCAL CODES

1.7.1 GSA recognizes that state and local codes represent important regional interests and conditions. However, buildings built on Federal property are exempt from state and local building codes. It is GSA's intent to comply with state and local building codes to the maximum extent practicable; however, GSA has the final authority to accept or reject any recommendation from state and/or local government officials.

1.7.2 Space managed by GSA in leased buildings must meet applicable state and local codes as well as the requirements noted in the GSA lease contract.

1.7.3 United States Postal Service (USPS) controlled buildings are not obligated to meet applicable state and local code requirements. However, space managed by GSA in USPS controlled buildings must meet the applicable requirements outlined in the tenancy agreement or lease agreement with USPS.

1.8 PROGRAM SPECIFIC GUIDES AND STANDARDS FOR PROJECTS

1.8.1 GSA and its customer agencies have developed program specific guides and standards which may address fire protection and life safety criteria in the planning, design, and construction process. The latest edition of these customer agency program specific guides and standards, in effect at the time of design contract award, must be used. In case of conflicts between PBS-P100 and a program specific guide or standard, the more stringent requirement will take precedence. If conflicts exist between the PBS-P100 and specific program and project requirements, contact the Office of Design and Construction for clarification. The websites for these guides are listed in PBS-P100, Appendix Section B1.

1.9 EQUIVALENCIES AND ALTERNATIVES

1.9.1 Deviation from GSA fire protection policies, PBS-P100, and nationally recognized codes and standards is permitted only when risks are analyzed by the *Regional Fire Protection Program Office* and equivalent or alternative protection is provided. In the case of leased space, criteria may be modified only when no feasible alternative exists (e.g., no other space is available) and the Regional *Fire Protection Engineer RIC* determines that an acceptable level of risk has been provided.

1.9.2 An alternate design approach will be considered for any identified risk condition; however, all proposed alternatives must provide an equivalent level of safety to that required by the respective code or standard. Alternatives or equivalencies must meet the concepts provided in NFPA 101, Life Safety Code for "Equivalency" or the concepts in the International Building Code for "Alternative materials, design and methods of construction".

1.9.2.1 Any proposed alternative or equivalency must address the specific code requirement including the intent of the specific code requirement or fire protection deficiencies and include written justification, hazard analysis, cost comparisons, criteria used, and other pertinent data.

1.9.2.2 The recommended alternative or equivalency must be accomplished within the project budget and schedule. Lack of funds or not being able to meet schedule deadlines is not considered sufficient justification for deviation from the cited requirement.

1.9.2.3 Approved alternatives or equivalencies only apply to the specific project involved and do not constitute blanket approval for similar cases.

1.9.2.4 Any proposed alternative or equivalency compliance solution related to an identified risk condition must be reviewed and approved by the *Regional Fire Protection Program Office*, *Fire Protection Engineer RIC(s)*. Waivers for addressing identified risk conditions are not permitted (see Appendix I).

1.9.2.4.1 The *Regional Fire Protection Program Office* must consult with the National Fire Protection Program Office if the Regional *Fire Protection Engineer RIC* is unavailable to approve the proposed alternative or equivalency.

1.9.2.5 Alternative and equivalency requests for deviations from requirements in PBS-P100, Chapter 7 must also include a concurrence signature from the *Regional Fire Protection Program Office* and follow a similar approval process as the Waiver process in PBS-P100, Chapter 1.

1.10 WAIVERS

1.10.1 Waivers for addressing the requirements in PBS-P100, Chapter 7 are not permitted. The *Regional Fire Protection Program Office* will consider proposed equivalencies or alternatives for deviations from the requirements in PBS-P100, Chapter 7 in accordance with Section 1.9, Equivalencies and Alternatives.

1.10.2 The *Regional Fire Protection Program Office* does not issue waivers for addressing identified fire protection or life safety risk conditions. The *Regional Fire Protection Program Office* will consider proposed equivalencies or alternatives for addressing identified fire protection or life safety risk conditions in accordance with Section 1.9, Equivalencies and Alternatives.

CHAPTER 2 DEFINITIONS

2.1 GENERAL

The definitions contained in this chapter apply to the terms used in this Fire Protection Program Policy Document. Where terms are not defined in this chapter or within another chapter, they are defined in the referenced code or standard applicable to the context in which they are used. Plural terms have the same definition as singular terms. Terms that are italicized in this document are defined in Chapter 2.

2.1.1 Board of Investigation.

An investigation body, appointed by the Regional Commissioner, PBS, to determine the cause of a *fire incident* that results in fatalities, major trauma injuries, large monetary losses, and/or adverse publicity.

2.1.2 Building Fire Risk Index (BFRI).

A measure for comparing overall building fire risk conditions. This number is assigned by the Inventory Reporting Information System (IRIS) based upon aggregating the equivalency factors calculated by the *Fire Safety Evaluation System (FSES)*.

2.1.3 Fire Incident

An event where manual or automatic action is required to control, suppress, or extinguish a fire which results in any monetary loss to the Government within *GSA-controlled space* or on Government property.

2.1.4 Fire Incident Coordinator

The Regional fire protection engineer(s) assigned as the point of contact for investigating and reporting a *fire incident* affecting personnel and/or property in *GSA-controlled space*. This could be one person or multiple persons in the *Regional Fire Protection Program Office*.

2.1.5 Fire Incident Investigation

The investigation of a *fire incident* for the purpose of determining the root cause(s) and origin of the fire. The investigation may also provide recommendations for preventing recurrence.

2.1.6 Fire Protection Engineer - Responsible in Charge (RIC)

A GSA employee meeting the Office of Personnel Management classification and qualification requirements for the Fire Protection Engineering Series, 0804 with special competence in the understanding of the principles of physics and chemistry governing fire growth, spread, and suppression, with at least 4 years of practice/experience in fire protection engineering, and at least 3 years in responsible charge of fire protection engineering work. Responsible charge means responsibilities of the individual to make decisions for successful completion of work

without relying upon the aid or advice from a superior as to methods, materials, and standards to be utilized.

2.1.7 Fire Safety Evaluation System (FSES)

A risk ranking approach for determining equivalency to NFPA 101, Life Safety Code, for certain occupancies. The *FSES* is discussed in NFPA 101A, Guide on Alternative Approaches to Life Safety.

2.1.8 GSA-Controlled Space

Federally-owned buildings or leased space under the jurisdiction, custody, or control of GSA, including facilities delegated by GSA and including facilities controlled by other Federal agencies (such as United States Postal Service) and leased by GSA.

2.1.9 Impairment

2.1.9.1 A condition where a fire protection or life safety system is out of service or a condition exists that can result in the fire protection or life safety system not functioning in a fire event.

2.1.9.2 Emergency Impairment. A condition where a fire protection or life safety system or portion thereof is out of service due to an unplanned occurrence, or the *impairment* is found while performing inspection, testing, or maintenance services.

2.1.9.3 Pre-planned Impairment. A condition where a fire protection or life safety system or portion thereof is out of service due to work planned in advance.

2.1.10 Program Supervisor/Branch Manager

The individual responsible for supervising the Regional fire protection engineer(s).

2.1.11 Regional Fire Protection Program Office

This reference is used to identify and standardize the organization element within each Regional branch/division with the primary responsibility for implementing and executing the PBS Fire Protection Program. The subject office is comprised of the Regional fire protection engineer(s).

2.1.12 Risk Assessment

A technical evaluation, based on professional rationale and judgment, of potential risks involved in achieving desired objective(s) (e.g., protection of life, the environment, property, and mission). It involves both the measurement and complete documentation of conditions and features relevant to determination and adjustment of the level of building safety and the adequacy of existing protection. The overall combined effect of all positive features and negative conditions must be considered in the evaluation rather than the effects of a single item or concern.

CHAPTER 3 ROLES AND RESPONSIBILITIES

3.1 GENERAL

3.1.1 This chapter provides information and details of the roles and responsibilities for implementing and complying with the Program for the National and *Regional Fire Protection Program Offices*.

3.2 NATIONAL

3.2.1 Assistant Commissioner, Office of Facilities Management

3.2.1.1 Pursuant to GSA Delegations of Authority Manual, Chapter 5, § I (3)(a) (part 2), the Assistant Commissioner, Office of Facilities Management, has been delegated the authority to operate and maintain public buildings, which inherently includes the authority to ensure a safe workplace from fire and similar risks for Federal personnel, contractors, and the visiting public in *GSA-controlled space*. Consistent with this delegation, the Assistant Commissioner, Office of Facilities Management has assigned these responsibilities to the National Fire Protection Program Office within the PBS Facility Risk Management Division.

3.2.2 Facility Risk Management Division

3.2.2.1 The Facility Risk Management Division is focused on identifying, addressing, and mitigating risks in *GSA-controlled space* associated with the program areas of environmental management, fire protection, and safety and health.

3.2.3 National Fire Protection Program Office

3.2.3.1 The National Fire Protection Program Office develops nationwide policies, requirements, and procedures to implement the Program by:

3.2.3.1.1 Maintaining an on-board fire protection engineering staff commensurate with the workload.

3.2.3.1.2 Implementing the Program on a national level to provide consistency throughout all regions.

3.2.3.1.3 Providing Regional staff with technical guidance, assistance, and expertise.

3.2.3.1.4 Providing sound, cost-effective fire protection policy and technical guidance in support of PBS management functions and other PBS business activities.

3.2.3.1.5 Providing PBS with expertise in fire protection engineering as well as to PBS management when balancing key fire protection and risk management issues.

3.2.3.1.6 Providing consistency in interpretation and enforcement of Program requirements/guidance nationwide. When there is a conflict between the regional

implementation of the Program, the National Fire Protection Program Office must be consulted to assist in determining which criteria to follow.

3.2.4 Office of Design and Construction

3.2.4.1 Coordinate with the National Fire Protection Program Office on the design of new construction projects.

3.2.4.2 Consult with the National Fire Protection Program Office on any national fire protection issues affecting the Office of Design and Construction.

3.2.4.3 Coordinate with the National Fire Protection Program Office for any revisions to the Facilities Standards for the Public Buildings Service, PBS-P100.

3.2.4.4 Coordinate with the National Fire Protection Program Office for any proposed alternative and/or equivalent methods/solutions to address deviations from requirements in Chapter 7, Fire Protection, PBS-P100.

3.2.5 Office of Portfolio Management and Customer Engagement

3.2.5.1 Coordinate with the National Fire Protection Program Office on BA55 Fire Protection & Life Safety Special Emphasis Program.

3.2.5.2 Coordinate with the National Fire Protection Program Office on issues concerning the responsibilities in Executive Order 13728 (May 18, 2016), “Wildland-Urban Interface Federal Risk Mitigation”; the implementation guidelines for EO13728; and the requirements in the International Code Council, “International Wildland–Urban Interface Code”.

3.2.5.3 Coordinate with the National Fire Protection Program Office on Regional Office/National (RO/CO) meetings regarding the development of a project’s scope, schedule, and budget for projects being submitted for consideration in GSA’s Capital Investment Program (CIP).

3.2.5.4 Coordinate with the National Fire Protection Program Office to attend presentations on Regional 5-year Capital Investment Program plans for proposed projects.

3.2.5.5 Coordinate with the National Fire Protection Program Office to attend annual GSA Capital Investment Program project meetings with each Region and the PBS Commissioner.

3.2.5.6 Consult with the National Fire Protection Program Office on any national fire protection issues affecting the PBS portfolio and/or PBS customers.

3.2.6 Office of Leasing

3.2.6.1 Coordinate with the National Fire Protection Program Office in developing new procedures for acquiring space that provides an acceptable level of risk from fire (e.g., fire protection and life safety requirements and procedures in GSA Lease Market Survey for Existing

Buildings, Request for Lease Proposal, Lease Contract, Fire Protection Evaluation Form 12000 (Parts A and B)).

3.2.6.2 Coordinate with the National Fire Protection Program Office for revisions to the fire protection and life safety requirements and procedures in the GSA Leasing Desk Guide.

3.2.6.3 Consult with the National Fire Protection Program Office on any national fire protection issues affecting the Office of Leasing.

3.2.7 Office of Facilities Management

3.2.7.1 Child Care Center of Expertise

3.2.7.1.1 Coordinate with the National Fire Protection Program Office for revisions to the fire protection and life safety requirements and procedures in the Child Care Design Guide.

3.2.7.1.2 Consult with the National Fire Protection Program Office on any national fire protection issues affecting the Child Care Center of Expertise.

3.2.7.2 Facilities Operations Division

3.2.7.2.1 Coordinate with the National Fire Protection Program Office for revisions to the fire protection and life safety requirements and procedures in the National Operations and Maintenance Specification.

3.2.7.2.2 Consult with the National Fire Protection Program Office on any national fire protection issues affecting the Facilities Operations Division.

3.2.7.3 Office of Tenant Services

3.2.7.3.1 Coordinate with the National Fire Protection Program Office for revisions to the fire protection and life safety requirements and procedures in the Lease Management Desk Guide.

3.2.7.3.2 Consult with the National Fire Protection Program Office on any national fire protection issues affecting the Office of Tenant Services.

3.2.7.4 Office of Facility Technologies

3.2.7.4.1 Coordinate with the National Fire Protection Program Office for revisions to the fire protection and life safety requirements and procedures in the National Computerized Maintenance Management System (NCMMS).

3.2.7.4.2 Coordinate with the National Fire Protection Program Office on any new technology projects or programs that may affect/impact building fire protection systems and equipment.

3.2.7.4.3 Consult with the National Fire Protection Program Office on any national fire protection issues affecting the Office of Facility Technologies.

3.3 REGIONAL OFFICES

3.3.1 Regional Commissioner, PBS

3.3.1.1 In accordance with GSA Delegations of Authority Manual, Chapter 5, I. 3. A. Part 3, the Regional Commissioners, PBS, have been delegated authority to operate and maintain public buildings within their respective regions, which inherently includes the authority to ensure a safe workplace from fire and similar risks for Federal personnel, contractors, and the visiting public in *GSA-controlled space*. Accordingly, the Regional Commissioners are responsible for the actual execution and administration of the National Fire Protection Program policies and guidance.

3.3.1.2 The Regional Commissioners are responsible for establishing and maintaining effective and comprehensive Fire Protection Programs at the regional level and ensuring that all unacceptable fire risk conditions are identified, reported, scheduled for correction, and abated in a timely manner.

3.3.1.3 The Regional Commissioners are responsible for making final decisions regarding the level of acceptable risk within their respective regions, based on the input and professional judgement of the *Regional Fire Protection Program Office*.

3.3.2 *Regional Fire Protection Program Office*

3.3.2.1 The *Regional Fire Protection Program Office* must implement and execute the Fire Protection Program policies and guidance and include mechanisms for administering activities including, but not limited to:

3.3.2.1.1 Maintain an on-board fire protection engineering staff commensurate with the workload.

3.3.2.1.2 Ensure efficient and cost-effective fire protection systems are incorporated into design, renovation, and construction projects in *GSA-controlled space*.

3.3.2.1.3 Develop the technical requirements for proposed fire protection or life safety scopes of work based on risk conditions identified in fire protection facility assessments.

3.3.2.1.4 Collaborate with Regional Office of Portfolio Management to address proposed projects in regional funding plan.

3.3.2.1.5 Manage the execution of risk reduction activities in all *GSA-controlled space*.

3.3.2.1.6 Maintain current files for every *GSA-controlled space*. These files must contain the following information (where applicable), at a minimum:

- Fire protection facility assessments.
- Child care center fire safety evaluations.
- Fire Protection Evaluation Form 12000 (Parts A and B).
- Fire protection project reviews.

- Temporary Certificate of Occupancy forms.
- Certificate of Occupancy forms.
- *Fire incident* factsheets and incident reports.
- Documentation that supports performance-based designs, equivalencies, alternate means and methods, etc.

3.3.2.1.7 Input all fire protection facility assessment information and risk reduction activities into the Inventory Reporting Information System (IRIS). Information inputted into IRIS must be reviewed on a fiscal year quarterly basis and maintained such that the subject information is up-to-date. This includes, but is not limited to, verifying:

- Information is accurate.
- Each identified risk condition includes applicable recommendations and is assigned to the appropriate office.
- Abatement plans for opened identified risk conditions have been inputted in IRIS by the appropriate responsible office.
- Any opened identified risk conditions have been corrected within the scheduled proposed timeframes.

3.3.2.1.8 Conduct fire protection facility assessments in all *GSA-controlled space* to minimize PBS risk liabilities as noted in Chapter 5.

3.3.2.1.9 Perform fire safety evaluations of GSA child care centers as noted in Chapter 6.

3.3.2.1.10 Perform project support activities as noted in Chapter 7.

3.3.2.1.11 Perform *fire incident investigation* and follow reporting procedures as noted in Chapter 8. Investigate *fire incidents* with a level of effort appropriate to the severity of the incident.

3.3.2.1.12 Review and analyze unwanted fire alarm system activations as noted in Chapter 9.

3.3.2.1.13 Provide technical consulting services to GSA organizations and, at the direction of management, to Federal agencies, state and local governments, and private industry.

3.3.2.1.14 Promote the Program and fire safety via educational and publicity campaigns and training presentations as noted in Chapter 10.

3.3.2.1.15 Promote professional development of Regional fire protection engineers as noted in Chapter 11.

3.3.2.1.16 Maintain an appropriate technical library for the professional staff as noted in Chapter 12.

3.3.2.1.17 Develop an annual fiscal year accomplishment report as noted in Chapter 13.

3.3.2.1.18 Provide guidance on fire protection and life safety system *impairment* procedures as noted in Chapter 14.

3.3.2.1.19 Provide guidance for firefighting services as noted in Chapter 15.

3.3.2.2 The Regional *Fire Protection Engineer (RIC)* functions as the Building Official, Fire Code Official or AHJ as described in Section 1.6 “Nationally Recognized Codes & Standards”.

3.3.3 GSA Facility Manager

3.3.3.1 Consult with the *Regional Fire Protection Program Office* on fire protection and life safety issues.

3.3.3.2 Consult and coordinate with the *Regional Fire Protection Program Office* on all identified risk conditions that have been documented in IRIS to ensure they have been abated within the specified timeframes or interim actions have been implemented to ensure risk has either been mitigated or reduced to an acceptable level.

3.3.3.3 Consult and coordinate with the *Regional Fire Protection Program Office* on all identified RAC 4 or 5 risk conditions that have been documented in the fire protection facility assessments and the GSA child care center fire safety evaluations such that they can be addressed by the Facility Manager through normal operational processes.

3.3.3.4 Consult and coordinate with the *Regional Fire Protection Program Office* on all designs, tenant improvement drawings, space layout modifications, specifications, project plans, RWAs, etc. that could affect the facility’s fire protection and/or life safety equipment and systems to ensure that these items have been submitted to the respective *Regional Fire Protection Program Office* for review and approval. See Chapter 7 for additional information.

3.3.3.5 Consult and coordinate with the *Regional Fire Protection Program Office* on *fire incident investigations* and reporting as noted in Chapter 8.

3.3.3.6 Consult and coordinate with the *Regional Fire Protection Program Office* on unwanted fire alarm activation reporting as noted in Chapter 9.

3.3.3.7 Consult and coordinate with the *Regional Fire Protection Program Office* on fire prevention activities as noted in Chapter 10.

3.3.3.8 Comply with the fire protection and life safety system *impairment* procedures as noted in Chapter 14.

3.3.3.9 Consult and coordinate with the *Regional Fire Protection Program Office* to ensure an up-to-date emergency preparedness/action plan is maintained, and that emergency preparedness activities are performed (i.e. fire and evacuation drills, etc.) for all Federally-owned buildings under the jurisdiction, custody or control of GSA.

3.3.3.10 Consult and coordinate with the *Regional Fire Protection Program Office* on the coordination of pre-fire planning activities with the local fire department.

3.3.3.11 Consult and coordinate with the *Regional Fire Protection Program Office* on the management of in-building hot work activities, burn permits, and fire watch programs.

3.3.4 Regional Service Center

3.3.4.1 Ensure all designs, space layout modifications, specification, project plans, RWAs, etc. that impact the overall fire protection features of a building have been submitted to the respective *Regional Fire Protection Program Office* for review and approval. See Chapter 7 for additional information.

3.3.5 Regional Office of Design and Construction

3.3.5.1 Coordinate with the *Regional Fire Protection Program Office* to support all design and construction projects from concept phase thru occupancy. Ensure a fire protection engineer is a full member of the AE design team in accordance with the requirements of GSA PBS P-100.

3.3.5.2 Coordinate with the *Regional Fire Protection Program Office* on all design documents at all phases of a project for fire protection review and approval. See Chapter 7 for additional information.

3.3.5.3 Coordinate with the *Regional Fire Protection Program Office* to support and review the design of new construction and repair and alteration construction projects; final acceptance testing of fire protection and life safety systems, integrated fire protection and life safety system testing and commissioning of fire protection and life safety systems; and issuing certificates of occupancy upon project completion.

3.3.6 Regional Office of Portfolio Management

3.3.6.1 Coordinate with the *Regional Fire Protection Program Office* to identify, prioritize, and propose projects to be funded by the BA54 Program.

3.3.6.2 Coordinate with the *Regional Fire Protection Program Office* to identify, prioritize, and propose projects to be funded by the BA55 Fire Protection & Life Safety Special Emphasis Program.

3.3.6.3 Coordinate with the *Regional Fire Protection Program Office* to identify, prioritize, and propose projects for GSA's Capital Investment Program (CIP). Ensure the *Regional Fire Protection Program Office* is involved in Regional Office/National (RO/CO) meetings regarding the development of a project's scope, schedule, and budget for projects being submitted for consideration for GSA's CIP during the current fiscal year.

3.3.6.4 Coordinate with the *Regional Fire Protection Program Office* to identify, prioritize, and propose projects for the Region's five-year CIP plan.

3.3.6.5 Ensure the *Regional Fire Protection Program Office* is involved in presentations on the Regional 5-year CIP plan for proposed projects.

3.3.6.6 Coordinate with the *Regional Fire Protection Program Office* on attending the annual GSA CIP project meeting within each Region.

3.3.6.7 Coordinate with the *Regional Fire Protection Program Office* to identify fire protection and life safety repair and alteration (R&A) work items such that corrective actions can be implemented.

3.3.6.8 Consult with the *Regional Fire Protection Program Office* on any fire protection issues affecting the Regional PBS portfolio and/or PBS customers.

3.3.7 Regional Leasing Office

3.3.7.1 Consult with the *Regional Fire Protection Program Office* on any fire protection issues affecting the Regional Leasing Office.

3.3.7.2 Coordinate with the *Regional Fire Protection Program Office* on the review of leases as outlined in the Leasing Desk Guide and Appendix D.

3.3.7.3 Ensure all fire protection and life safety identified risks are corrected within the timeframe and requirements of the lease contract.

3.3.7.4 For buildings with existing leases, Leasing Specialists must consult with the *Regional Fire Protection Office* to discuss and review all unresolved fire risk conditions in IRIS. Leasing Specialists must resolve these fire risk conditions with the building owner prior to executing any additional leases or succeeding leases at the same location.

3.3.8 Regional Facilities Management and Services Program

3.3.8.1 Coordinate and consult with the *Regional Fire Protection Program Office* on any fire protection issues affecting the Regional Facilities Management and Services Program.

CHAPTER 4 PROFESSIONAL STAFF REQUIREMENTS

4.1 CENTRAL OFFICE

4.1.1 National Fire Protection Program Office

4.1.1.1 The fire protection engineering staff provides technical subject matter knowledge/experience to the PBS national and Regional fire protection engineers.

4.1.1.2 Professional Staff. To successfully accomplish its mission, the National Fire Protection Program Office must maintain a federal employee fire protection engineering staff commensurate with current workload. At a minimum, it is highly recommended that the National Fire Protection Program Office maintain two fire protection engineer positions. Personnel filling these positions must at a minimum meet the qualifications standard for the GS-804 Fire Protection Engineering occupational series and the requirements of a *Fire Protection Engineer RIC*. Workload and risk metrics may require additional fire protection engineer positions in order to accomplish mission objectives.

4.2 REGIONAL OFFICES

4.2.1 *Regional Fire Protection Program Office*

4.2.2 Professional Staff. The *Regional Fire Protection Program Office* must maintain a federal employee fire protection engineering staff commensurate with the region's current workload and risk metrics. Regional risk metrics that must be considered when determining appropriate staffing levels for these positions include, but are not limited to; gross square footage, number and type of buildings (i.e., Federally-owned and leased), number of high-rise buildings, geographic area of coverage, tenant demands, project work, etc. To meet these staffing needs, each regional office must maintain a minimum of one fire protection engineer position. However, regional workload and risk metrics may require additional fire protection engineer positions in order to accomplish mission objectives. In addition, at least one regional fire protection engineer position must meet the qualification requirements of a *Fire Protection Engineer RIC*.

4.2.2.1 Fire Protection Engineer(s). This position requires the individual to meet the requirements of the GS-804 Fire Protection Engineering occupational series.

4.2.2.2 *Fire Protection Engineer RIC*(s). This position requires the individual to meet the requirements of the GS-804 Fire Protection Engineering occupational series and the requirements of a *Fire Protection Engineer RIC*.

4.2.2.3 *Program Supervisor/Branch Manager*. The *program supervisor/branch manager* position provides both technical subject matter knowledge/experience and administrative supervision to the fire protection engineering staff in the *Regional Fire Protection Program Office*. It is recommended that the minimum requirements necessary to directly supervise the fire protection engineering staff meet the qualification standard for either the professional

engineering occupational series or the industrial hygiene occupational series in conjunction with the qualifications in the Supervisory Guide.

CHAPTER 5 FIRE PROTECTION FACILITY ASSESSMENTS

5.1 GENERAL

5.1.1.1 This chapter provides detailed procedures for conducting fire protection facility assessments in *GSA-controlled space*. The chapter also provides information on scheduling fire protection facility assessments, report content, and the procedures for using IRIS to identify and manage fire risk conditions.

5.2 FIRE PROTECTION FACILITY ASSESSMENTS

5.2.1 One of the primary objectives of the Program is to ensure that fire and similar risks in *GSA-controlled spaces* are maintained at an acceptable level. To support this endeavor, fire protection facility assessments are required to be conducted either by Regional fire protection engineers or by qualified contractors to document the level of risk within *GSA-controlled space*, identify any conditions that present a fire risk exposure, and develop appropriate recommendations to mitigate each identified risk condition to an acceptable level.

5.2.2 The result of the assessment is a comprehensive report of each facility which, in part, identifies risks such as loss of life or government property, interruption of tenant mission, and damage to the environment. The report specifically identifies individual risk conditions and how each condition and its associated undesirable event(s) affect the safety of the occupants, the property, or the Federal tenant mission.

5.2.2.1 In Federally-owned buildings, the report also serves as a reference document for Regional management to plan and prioritize project budgets for short- and long-term work items.

5.2.2.2 In leased buildings, including facilities delegated by GSA, and including facilities controlled by other agencies and leased by GSA, the report also serves as a means to ensure that the terms in the lease contract or outlined in the tenancy agreement (for example USPS Federally-owned buildings) between GSA and Federal agencies regarding fire protection requirements are met.

5.2.3 IRIS has been developed to manage and track risk conditions noted in fire protection facility assessments and their subsequent abatement measures. IRIS also assigns each building an overall building risk index and *Building Fire Risk Index* to provide PBS with a means for prioritizing work items. Once all identified risk conditions are entered into IRIS, IRIS will generate an overall building risk index and track the status of each risk condition until the condition is abated.

5.2.4 If a contractor is being utilized to conduct a fire protection facility assessment, the contractor's personnel must meet the qualification requirements in Appendix E-4.

5.2.5 Assessments and Scheduling

5.2.5.1 To support PBS activities, every GSA-controlled space must have a baseline fire protection facility assessment conducted from which subsequent assessments are based on for scheduling purposes.

5.2.5.2 Assessments of Federally-owned facilities are to be conducted every 5 years. However, assessments of Federally-owned facilities are permitted to be scheduled less frequently (see paragraph 5.2.5.4) or more frequently on a case-by-case basis.

5.2.5.3 Assessments of leased facilities as referenced in paragraph 5.2.5.3.1 are to be conducted every 8 years. However, assessments of leased facilities are permitted to be scheduled less frequently (see paragraph 5.2.5.4) or more frequently on a case-by-case basis.

5.2.5.3.1 Assessments for leased facilities are required if any of the following criteria is met:

1. Facilities in which the total rentable square feet (RSF) of leased space is greater than 15,000 RSF.
2. Facilities in which any portion of leased space is located on or above the sixth floor.
3. Warehouses in which the total RSF of leased space is greater than or equal to 40,000 RSF.

5.2.5.3.2 In buildings with leased space(s) where a completed GSA Form 12000, PART B, Prelease Fire Protection and Life Safety Evaluation report has been provided and accepted by the regional fire protection office within the last 5-years; the subject report may be utilized as the baseline fire protection facility assessment report as required in paragraph 5.2.5.1 for the purpose of scheduling of assessments. The effective date of this baseline assessment would be the date of recording all required and applicable information from the report into the IRIS Facilities Management Assessment (FMA) module.

5.2.5.4 If the Program Supervisor/Branch Manager, Regional Fire Protection Program Office has determined a reasonable level of safety has been achieved based on the documented analysis of risks for a particular building and as outlined in paragraph 5.2.5.4.1, the established assessment schedule for Federally-owned facilities or Leased facilities can be modified, but in no case exceed 10 years between fire protection facility assessments.

5.2.5.4.1 To ensure consistency among Regional Fire Protection Program Offices, deviations from the required assessment schedules may only be considered by the Program Supervisor/Branch Manager, Regional Fire Protection Program Office when both of the following conditions occur:

1. The most recent fire protection facility assessment indicates that the facility has no open identified fire safety risk conditions assigned a Risk Assessment Code of 1, 2, or 3; and
2. The most recent fire protection facility assessment indicates that the facility has a Building Fire Risk Index of 15.0 or greater.

5.2.5.5 Fire protection facility assessments can be conducted independently or as part of a comprehensive consolidated safety and environmental facility assessment. All fire protection facility assessments must be entered into IRIS FMA module as assessment (survey) type "Fire Protection". Even if this assessment is part of a comprehensive consolidated safety and environmental assessment it must be entered as a "Fire Protection" type assessment.

5.2.5.6 It is recommended that the Regional Fire Protection Program Office, in developing fiscal year fire protection facility assessment schedules, consider the following recommendations:

5.2.5.6.1 Schedule assessments only in active status Federally-owned facilities having a total Gross SF of greater than 0 or active status leased facilities having lease agreement(s) having a total RSF of greater than 0.

5.2.5.6.2 Schedule approximately 20 percent of the region's building inventory which include Federally-owned and leased facilities on an annual basis.

5.2.5.6.3 Evaluate Federally-owned facilities where capital improvements are planned. Suggest annually reviewing the 5-year Capital Improvement Plan annually to assist in planning.

5.2.5.6.4 Evaluate Federally-owned facilities where prospectus development studies are planned. Suggest annually reviewing prospectus development studies to assist in planning.

5.2.5.6.5 Evaluate leased facilities that are having expiring leases with renewal options. Suggest annually reviewing the list of facilities containing renewal options with regional leasing offices to discuss regional leasing priorities and planning of these assessments.

5.2.5.6.6 If a contractor is being used to conduct fire protection facility assessments, it is recommended that the Regional Fire Protection Program Office provide the contractor with the list of facilities to be assessed and request the contractor to develop a schedule. By having the contractor develop the schedule, the contractor will be able to better manage their resources to reduce the overall assessment cost.

5.2.6 Report Content

5.2.6.1 Fire protection facility assessments need to provide an engineering evaluation describing the features of the facility, function, operational support systems, and occupancy that impact the fire protection features and conditions of the facility. The report must identify conditions that represent a risk to building occupants and visitors, Federal real and personal property, mission of Federal agencies, and emergency responders as well as the appropriate risk reduction strategies and list recommendations to mitigate each identified risk condition to an acceptable level. See Appendix E, Fire Protection Facility Assessment Report for detailed criteria and format.

5.2.7 Execution

5.2.7.1 All risk conditions that have been identified in the fire protection facility assessment assigned a Risk Assessment Code (RAC) of 1, 2, or 3 must be entered into IRIS along with the FSES scores and the overall Building Fire Risk Index. Once all identified risk conditions are entered, IRIS tracks the status of each risk condition until the condition is abated. Appropriate abatement actions, interim measures for risk control and recommended alternative solutions to achieve an acceptable level of risk must be developed by the region's professional staff upon consultation with the office responsible for abatement; and that must also be entered into IRIS. See Appendix D, Risk Condition Abatement Procedures.

5.2.7.2 All risk conditions that have been identified in the fire protection facility assessment assigned a RAC of 4 or 5 may be corrected by the region through normal operational processes. Abatement plans are not required for these conditions.

5.3 NATIONAL RISK MANAGEMENT SURVEY

5.3.1 In addition to completing the fire protection facility assessment report, the National Risk Management Survey (RMS) must be completed using the Fire Protection Template found in the IRIS FMA module.

CHAPTER 6 GSA CHILD CARE CENTER FIRE SAFETY EVALUATIONS

6.1 GENERAL

6.1.1 This chapter provides procedures for conducting a fire safety evaluation of GSA child care centers in *GSA-controlled space*. Note that the GSA child care center can be located in Federally-owned or leased facilities. The chapter includes information on scheduling fire safety evaluations, report content, and IRIS entry requirements.

6.1.2 Fire safety evaluations of GSA child care centers are required to be conducted either by a Regional fire protection engineer or qualified contractor meeting the qualifications in Appendix E-4.

6.1.3 The result of the evaluation is a report of each GSA child care center which identifies potential risks from the effects of fire. The report specifically identifies individual conditions and potential hazards, and how each hazard and their associated undesirable event(s) affect the safety of the occupants of the child care center.

6.1.4 The *Regional Fire Protection Program Office* must provide a copy of each completed GSA child care center evaluation report to the respective Regional GSA Child Care Center Program Manager.

6.2 SCHEDULE

6.2.1 A fire safety evaluation must be conducted in every GSA child care center on an annual basis; however, the subject fire safety evaluations may be scheduled less frequently (see paragraphs 6.2.1.1 and 6.2.1.2) on a case-by-case basis. Fire safety evaluations of GSA child care centers can be conducted independently, as part of a fire protection facility assessment, or as part of a comprehensive consolidated safety and environmental facility evaluation. If part of a fire protection facility assessment or comprehensive safety and environmental facility evaluation, a separate report must be provided that meets the requirements of this Chapter.

6.2.1.1 If the *Program Supervisor/Branch Manager*, *Regional Fire Protection Program Office* and the respective Regional GSA Child Care Center Program Manager determine an acceptable level of risk has been achieved based on the documented analysis of fire safety risks for a particular GSA child care center, the required annual evaluation schedule can be modified, but in no case can it exceed 3 years between fire safety evaluations.

6.2.1.2 Deviations from the required annual fire safety evaluation schedule may only be considered when the GSA child care center has no open identified fire safety risk conditions assigned a *Risk Assessment* Code of 1, 2, or 3.

6.3 EVALUATION

6.3.1 The evaluation must focus on the space occupied by the child care center as well as any indoor and outdoor locations which are used by the occupants of the child care center (e.g.,

main building corridors, means of egress, exit stairs, exit discharge, associated indoor and outdoor assigned spaces, including play areas, etc.).

6.3.2 The GSA child care center must be evaluated for compliance with the requirements in the latest edition of the following documents:

6.3.2.1 GSA Child Care Center Design Guide, PBS-140

6.3.2.2 GSA Facilities Standards for the Public Buildings Service, PBS-P100

6.3.2.3 NFPA 101, The Life Safety Code (for means of egress and the applicable day-care occupancy chapter only. (Utilize criteria for new facilities)

6.3.3 All risk conditions that have been identified in the fire safety evaluation having a *Risk Assessment* Code (RAC) of 1, 2, or 3 must be entered into IRIS by the *Regional Fire Protection Program Office*. Appropriate abatement actions, interim measures for risk control and recommended alternative solutions to achieve an acceptable level of risk must be developed by the region's professional staff upon consultation with the office responsible for abatement; and that must also be entered into IRIS. See Appendix D, Risk Condition Abatement Procedures.

6.3.3.1 All risk conditions that have been identified in the fire protection facility assessment having a RAC of 4 or 5 may be corrected by the region through normal operational processes. Abatement plans are not required for these conditions.

6.3.4 A report must be completed to document the results of the evaluation. The report must include the following, at a minimum:

6.3.4.1 Executive Summary. The executive summary must describe the overall safety condition of the based on the analysis of noted risk condition(s).

6.3.4.2 General Information.

- Date of Fire Safety Evaluation
- Date of Previous Fire Safety Evaluation
- Building Name & Number
- Building Address, City and State
- Federally-Owned or Leased Building
- Child Care Center Name
- Child Care Center Director Name and Associated Contact Information
- Name of Professional Evaluating Child Care Center and Associated Contact Information
- Location of Child Care Center and Associated Child Care Center Spaces (floor(s))
- Approximate Gross Square Footage of Each Space
- Number of Children (i.e., infants, young toddler, older toddler, 3-year-old, 4-year-old, 5-year-old plus)
- Number of Child Care Center Staff

6.3.4.3 Other Occupancy Classifications.

Identify all the different types of occupancies and particular uses on each floor of the subject building. For example, include business, assembly, storage, mechanical equipment areas, mercantile areas, inside parking areas, etc.

6.3.4.4 Child Care Center Description

- Construction Type
- Occupancy Separation
- Hazardous Areas and Separation
- Interior Finish
- Automatic Sprinkler System, including sprinklers, guards, riser location
- Fire Alarm System, including location and type of manual fire alarm stations, smoke detector devices/system, carbon monoxide devices/system and control panel
- Portable Fire Extinguishers, including location and type
- Means of Egress, including location and type
- Exit Signs, Emergency Lighting, & Emergency Power
- Inspection, Testing, & Maintenance of Fire Protection and Life Safety Systems
- Emergency Planning and Preparedness
- Fire Safety and Evacuation Plan
- Description of Monthly Fire Drills Conducted

6.3.4.5 Findings and Recommendations – Identified Risk Conditions.

Each identified risk condition must include the intent of the applicable code reference, a recommendation, and the applicable code reference, as well as a rough magnitude cost to correct the item. In addition, each risk condition identified in the fire safety evaluation must be analyzed and include the level of risk for each analyzed hazard expressed in terms of a *Risk Assessment* Code (RAC). See Appendix C for detailed information.

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CHAPTER 7 PROJECT SUPPORT

7.1 GENERAL

7.1.1 All Regional projects that affect a facility's fire protection and/or life safety equipment and systems, including but not limited to, alterations and change of occupancy, and are initiated by PBS or agencies with delegation of operational and/or construction authority, must be reviewed and approved by the *Regional Fire Protection Program Office* before release of contract documents. This also includes term contracts and any projects initiated by the field offices or service centers. Differing project scopes may require *Regional Fire Protection Program Office* input at a very early stage in order to prevent delays in contract award and last-minute cost increases.

7.2 PROJECT REVIEW

7.2.1 The *Regional Fire Protection Program Office* performs project reviews as part of risk management to ensure an acceptable level of risk and compliance with PBS-P100 and the applicable codes and standards noted in this policy document. See Appendix I for the "Fire Protection Program – Proper Project Review Procedures, Waivers and Alternatives", for more information.

7.3 FINAL ACCEPTANCE TESTING OF FIRE PROTECTION AND LIFE SAFETY SYSTEMS

7.3.1 All fire protection and life safety systems installed and/or modified during a project must have final acceptance testing witnessed by the *Regional Fire Protection Program Office* or their designated representative. For critical scheduling on projects, the GSA Project Manager must provide updates of the construction schedule to the *Regional Fire Protection Program Office* for planning and scheduling for the expected testing dates and times. Final acceptance testing scheduling is based on the availability of the Regional fire protection engineer assigned to the project and must be coordinated by the GSA Project Manager with that engineer.

7.4 INTEGRATED FIRE PROTECTION AND LIFE SAFETY SYSTEM TESTING AND COMMISSIONING OF FIRE PROTECTION AND LIFE SAFETY SYSTEMS

7.4.1 If applicable, integrated fire protection and life safety system testing or commissioning of fire protection and life safety systems must be performed in accordance with the requirements of those sections of the project's specification, PBS-P100, and the applicable governing codes and standards. Integrated fire protection and life safety system testing must be witnessed by the *Regional Fire Protection Program Office* or their designated representative. For critical scheduling on projects, the Project Manager must provide updates of the construction schedule to the *Regional Fire Protection Program Office* for planning and scheduling for the expected testing dates and times. Integrated fire protection and life safety system testing scheduling is based on the availability of the Regional fire protection engineer assigned to the project and must be coordinated by the GSA Project Manager with that engineer.

7.5 CERTIFICATE OF OCCUPANCY FOR FIRE PROTECTION AND LIFE SAFETY

7.5.1 In accordance with the requirements of PBS-P100, new Federal buildings or major renovations and alterations in existing Federal buildings must not be occupied until a Certificate of Occupancy has been issued to the GSA Project Manager (PM) by the *Regional Fire Protection Program Office*.

7.5.2 The *Fire Protection Engineer, RIC* will issue a Certificate of Occupancy to the GSA Project Manager once the Regional *Fire Protection Engineer, RIC* has determined, to the best of their knowledge, all fire protection and life safety systems have been completed, inspected, successfully tested, and approved, and all outstanding fire and life safety deficiencies have been corrected to afford a reasonable degree of safety to the building occupants from fire and similar emergencies.

7.5.3 The *Fire Protection Engineer, RIC* is authorized to issue a temporary Certificate of Occupancy that allows partial occupancy of the building in a specific area(s) before completion of the project. The temporary Certificate of Occupancy identifies the specific area(s) of the project where occupancy is permitted and will be issued only if all life safety and fire protection systems serving the areas proposed for occupancy and all the floors below it have been completed, inspected, successfully tested, and approved by the *Fire Protection Engineer, RIC.* As part of the issuance of a temporary Certificate of Occupancy, the *Fire Protection Engineer, RIC* is required to set a time frame for the completion of all remaining life safety and fire protection systems and the correction of any outstanding life safety and fire protection deficiencies. The *Fire Protection Engineer, RIC* will issue a (final) Certificate of Occupancy to the GSA Project Manager in accordance with Section 7.5.2.

7.5.4 Refer to PBS-P100 for additional information. Below are the forms utilized relative to the Certificate of Occupancy.

7.5.4.1 Certificate of Occupancy-GSA-3686B (09.2006)

7.5.4.2 Temporary Certificate of Occupancy-GSA-3686A (09.2006)

CHAPTER 8 *FIRE INCIDENT* NOTIFICATION, INVESTIGATION, AND REPORTING PROCEDURES

8.1 GENERAL

This chapter provides detailed procedures for notification, investigation, and reporting *fire incidents* affecting personnel and/or property in *GSA-controlled space*. The level of effort of an investigation and reporting must be commensurate with the severity of the fire, Federal monetary loss, Federal employee injury, or Federal employee death.

8.1.1 The purpose of *fire incident investigation* and reporting is to identify the origin, root causes, and prevent recurrence, identify problem areas and adverse trends, take corrective actions, and publicize lessons learned. This will enable GSA to correct similar problems that may exist at other facilities. To achieve this goal, data about the *fire incident* must be reported in a standard format.

8.2 NOTIFICATION, INVESTIGATION, AND REPORTING RESPONSIBILITIES

8.2.1 For fires resulting in Federal monetary loss less than $500 and no injuries, the following activities must be performed.

8.2.1.1 The GSA Facility Manager or designated representative responsible for the space experiencing the incident must notify the *Fire Incident Coordinator* within 48 hours of the incident. At a minimum, the following information must be conveyed:

- The approximate time, date and location of the fire.
- A brief description of the fire, including the origin and cause.
- How the fire department was notified and what time they arrived on scene.
- A description of the fire protection system (e.g., fire alarm system, automatic sprinkler system, etc.) and whether or not these systems operated properly during the *fire incident*.
- Whether or not the building occupants evacuated the building.
- Estimated monetary loss to the Federal Government.
- Estimated number of building occupants evacuated.

8.2.1.2 The *Fire Incident Coordinator* must immediately notify the National Fire Protection Program Office when notified of the incident.

8.2.1.3 The *Fire Incident Coordinator* must record the subject information obtained by the GSA Facility Manager or designated representative in a Regional *fire incident* log.

8.2.2 For fires resulting in Federal monetary loss of $500 to $10,000 or causing an injury, the following activities must be performed.

8.2.2.1 The GSA Facility Manager or designated representative responsible for the space experiencing the incident must notify the *Fire Incident Coordinator* within 12 hours of the incident. At a minimum, the following information must be conveyed:

- The approximate time, date and location of the fire.
- A brief description of the fire, including the origin and cause.
- How the fire department was notified and what time they arrived on scene.
- A description of the fire protection system (e.g., fire alarm system, automatic sprinkler system, etc.) and whether or not these systems operated properly during the *fire incident*.
- Whether or not the building occupants evacuated the building.
- Number of injuries.
- Estimated monetary loss to the Federal Government.
- Estimated number of building occupants evacuated.

8.2.2.2 The *Fire Incident Coordinator* must immediately notify the National Fire Protection Program Office when notified of the incident.

8.2.2.3 The *Fire Incident Coordinator* must record the subject information obtained by the GSA Facility Manager or designated representative in a Regional *fire incident* log.

8.2.2.4 The *Fire Incident Coordinator* must develop a factsheet and transmit the factsheet to the National Fire Protection Program Office within 24 hours of their notification of the incident. Depending on the nature of the incident, additional factsheets may need to be transmitted to the National Fire Protection Program Office in a timely manner as information becomes available. At a minimum, each factsheet must include the following information:

- The approximate time, date and location of the fire.
- A brief description of the fire, including the origin and cause.
- How the fire department was notified and what time they arrived on scene.
- A description of the fire protection systems (e.g., fire alarm system, automatic sprinkler system, etc.) and whether or not these systems operated properly during the *fire incident*.
- Whether or not the building occupants evacuated the building.
- Number of injuries.
- Estimated monetary loss to the Federal Government.
- Estimated number of building occupants evacuated.
- A description as to whether the building occupants returned to work, if the building is open for business, or if any portion of the building is not operational.

8.2.2.5 The *Fire Incident Coordinator* must complete the GSA *fire incident* reporting tool and forward the completed file to the National Fire Protection Program Office within 10 calendar days of the *fire incident.*

8.2.3 For fires resulting in Federal monetary loss greater than $10,000 or causing a death, the following activities must be performed.

8.2.3.1 The GSA Facility Manager or designated representative responsible for the space experiencing the incident must notify the *Fire Incident Coordinator* within 1 hour of their notification of the incident. At a minimum, the following information must be conveyed:

- The approximate time, date and location of the fire.
- A brief description of the fire, including the origin and cause.
- How the fire department was notified and what time they arrived on scene.
- A description of the fire protection system (e.g., fire alarm system, automatic sprinkler system, etc.) and whether or not these systems operated properly during the *fire incident*.
- Whether or not the building occupants evacuated the building.
- Number of injuries or death(s).
- Estimated monetary loss to the Federal Government.
- Estimated number of building occupants evacuated.

8.2.3.2 The *Fire Incident Coordinator* must immediately notify the National Fire Protection Program Office when notified of the incident.

8.2.3.3 The *Fire Incident Coordinator* must develop a factsheet and transmit the factsheet to the National Fire Protection Program Office within 4 hours of their notification of the incident. Depending on the nature of the incident, additional factsheets may need to be transmitted to the National Fire Protection Program Office in a timely manner as information becomes available. At a minimum, each factsheet must include the following information:

- The approximate time, date and location of the fire.
- A brief description of the fire, including the origin and cause.
- How the fire department was notified and what time they arrived on scene.
- A description of the fire protection systems (e.g., fire alarm system, automatic sprinkler system, etc.) and whether or not these systems operated properly during the *fire incident*.
- Whether or not the building occupants evacuated the building.
- Number of injuries and death(s).
- Estimated monetary loss to the Federal Government.
- Estimated number of building occupants evacuated.
- A description as to whether the building occupants returned to work, if the building is open for business, or if any portion of the building is not operational.

8.2.3.4 The *Fire Incident Coordinator* must record the subject information obtained by the GSA Facility Manager or designated representative in a Regional *fire incident* log.

8.2.3.5 The *Fire Incident Coordinator* must complete the GSA *fire incident* reporting tool and forward the completed file to the National Fire Protection Program Office within 10 calendar days of the *fire incident.*

8.3 *BOARD OF INVESTIGATION*

8.3.1 Fires resulting in Federal monetary loss of $1,000,000 or more or a Federal employee death must have a *board of investigation* convened by the Regional Commissioner, PBS. A *board of investigation* is optional for fires where Federal monetary loss is less than $1,000,000 or when no deaths have occurred.

8.3.2 Appointments

8.3.2.1 The Regional Commissioner, PBS must appoint, in writing, members to the *board of investigation*. The *Program Supervisor/Branch Manager*, *Regional Fire Protection Program Office* must recommend those to be appointed to the *board of investigation*. It is recommended that at least one member of the *board of investigation* be trained in fire investigation, meeting the requirements of NFPA 921, Guide for Fire and Explosion Investigations (either GSA employee or contractor) and at least one member be trained in accident investigation (e.g., OSHA Technical Training course or equal).

8.3.2.2 Each *board of investigation* is to be composed of a chairperson, a recorder, the *Program Supervisor/Branch Manager*, *Regional Fire Protection Program Office* (or representative), and technical and management personnel necessary to perform the investigation. No member of the *board of investigation* must have a personal interest in the outcome of the *fire incident investigation*.

8.3.2.3 The chairperson for the *board of investigation* must determine the scope of the investigation.

8.3.3 Reports

8.3.3.1 The *board of investigation* report must be developed using the following guidelines and format:

8.3.3.1.1 Cover Sheet: A cover sheet identifying the names, titles, and signatures with dates of all members of the *board of investigation*.

8.3.3.1.2 Proceedings: A descriptive detailed narrative of the *fire incident investigation*.

8.3.3.1.3 Findings: A detailed summary of the conditions of the *fire incident*.

8.3.3.1.4 Analysis of Facts: This analysis would include any of the following:

- Discrepancies between witnesses.
- Laboratory reports.
- Comparison of previous or similar *fire incidents*.
- Equipment failure trends, etc.

8.3.3.1.5 Conclusion: A statement of the causes and contributing factors.

8.3.3.1.6 Recommendations: A list of actions recommended to prevent recurrence.

8.3.3.1.7 Exhibits: Photographs, drawings, newspaper accounts, witness statements, death certificates, autopsy reports, and any other relevant documents.

8.3.3.2 The completed *board of investigation* report must be sent to the Commissioner, PBS, through the Office of Facilities Management, National Fire Protection Program Office, as soon as practical, but no later than 90 calendar days following the incident.

8.3.3.3 An abstract of the findings and recommendations must also be developed by the National Fire Protection Program Office and distributed to all of the *Regional Fire Protection Program Office*s.

8.3.3.4 Upon request, a copy of the *board of investigation* report for any *fire incident* that results in a fatality must be furnished to the recognized exclusive employee representative after making any changes necessary to comply with the Privacy Act.

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CHAPTER 9 UNWANTED FIRE ALARM ACTIVATION NOTIFICATION AND REPORTING PROCEDURES

9.1 GENERAL

9.1.1 Unwanted fire alarm activation in Federally-owned buildings under the jurisdiction, custody or control of GSA is a significant disruption to GSA and Federal agencies. Unwanted fire alarm activation not only desensitizes occupants to the fire alarm system but also disturbs tenants and causes lost time due to building evacuation. Therefore, each *Regional Fire Protection Program Office* is required to review and analyze unwanted fire alarm system activations in their respective regions in an attempt to determine the root cause. This analysis must focus on each building independently as well as the region as a whole, for example, the root cause could be work being performed in a building (building issue) or lack of proper fire alarm system maintenance (region-wide issue).

9.1.2 When unwanted fire alarm activation occurs, the GSA Facility Manager must notify the *Regional Fire Protection Program Office*, *Fire Incident Coordinator* within 5 calendar days of the fire alarm system activation. At a minimum, the following information must be conveyed to the *Regional Fire Protection Program Office*:

9.1.2.1.1 The approximate time, date and location of the system activation.

9.1.2.1.2 A brief description of the fire alarm system activation, including initial device activation, and location of initial device.

9.1.2.1.3 A brief reason for why the fire alarm system activated (if known).

9.1.2.1.4 How the fire department was notified and what time they arrived on scene.

9.1.2.1.5 Approximately how many building occupants evacuated the building.

9.1.3 The National Fire Protection Program Office must transmit to the *Regional Fire Protection Program Office*, *Fire Incident Coordinator*, the daily Department of Homeland Security (DHS), Federal Protective Service (FPS) fire alarm and activity reports for review.

9.1.3.1 The Regional *Fire Incident Coordinator* must review the daily DHS/FPS fire alarm and activity reports and document, in a spreadsheet, all of the unwanted fire alarm activations that occurred in Federally-owned buildings under the jurisdiction, custody or control of GSA within the region during the fiscal year. See Appendix J for a sample spreadsheet.

9.1.4 The *Regional Fire Protection Program Office* must perform a trend analysis to determine the root cause of building-specific unwanted fire alarm activation as well as region-wide trends. This trend analysis, in narrative format, must be included as part of the Annual Fiscal Year Accomplishment Report described in Chapter 13.

9.2 MUNICIPAL FIRE ALARM ORDINANCES

9.2.1 Unwanted fire alarm system activations have become a significant concern for fire departments due to the impact upon public safety, firefighter safety and the financial burden that they place upon fire departments making unneeded responses to facilities. As such, the local political subdivision (e.g., municipality, county, or tax-supported district), may adopt a fire alarm ordinance to encourage proper inspection, testing, and maintenance of fire alarm systems in order to deter preventable unwanted fire alarm system activations.

9.2.2 These ordinances typically include a fee schedule for excessive unnecessary fire department response to a facility that result in fire department resources to be expended unnecessarily, impacting public safety and firefighter safety.

9.2.3 If a local political subdivision determines that a Federally-owned facility under the jurisdiction, custody or control of GSA has an excessive number of unwanted fire alarm system activations that result in a fee, GSA must pay the local political subdivision for the fee. The fee must be paid by the Regional Service Center.

CHAPTER 10 FIRE PREVENTION & TRAINING ACTIVITIES

10.1 FIRE PREVENTION

10.1.1 The *Regional Fire Protection Program Office* should ensure that fire prevention activities and practices are promoted among GSA personnel, Federal agencies, and others, as appropriate. Examples include, but are not limited to:

10.1.1.1 Promote fire prevention activities during fire prevention week.

10.1.1.2 Upon request, provide training to building managers, GSA personnel, Federal agencies, etc. on fire prevention activities.

10.1.1.3 Upon request, review emergency and fire prevention plans, and occupant evacuation plans specific for each facility.

10.1.1.4 Upon request, assist the Facility Manager with inviting local fire departments to prepare pre-fire plans of facilities.

10.1.1.5 Upon request, participate in emergency preparedness activities, including fire drills.

10.1.1.6 Upon request, assist Facility Manager with developing welding and other hot work operation fire prevention requirements in accordance with the International Fire Code to reduce the potential for fire ignition sources. See Appendix K for the GSA Form 1755-Permit for Welding, Cutting, or Brazing.

10.1.1.7 Upon request, assist Facility Manager with developing fire safety safeguards for construction and demolition operations in accordance with the requirements in the PBS-P100.

10.2 TRAINING

10.2.1 The *Regional Fire Protection Program Office* should ensure that GSA's fire protection and life safety requirements and best practices are communicated through training among GSA personnel, Federal agencies, and others, as appropriate. Examples include, but are not limited to:

10.2.1.1 Develop and/or provide fire protection and life safety training programs that would be beneficial to those working in other GSA business lines (e.g., PBS Management, Real Estate Acquisition, Facility Management and Services Programs, Design & Construction, etc.).

10.2.1.2 Develop and/or provide training in fire protection and life safety systems inspection, testing, and maintenance.

10.2.1.3 Develop and/or provide training on fire protection procedures in lease acquisition.

10.2.1.4 Assist local fire departments, when necessary, to resolve challenges regarding their ability to service *GSA-controlled spaces*, improve relations with local fire service officials, and

assist as requested with training or exercises to improve knowledge and abilities of local firefighters responding to GSA facilities.

CHAPTER 11 PROFESSIONAL DEVELOPMENT

11.1 GENERAL

11.1.1 PBS recognizes that continuing education and professional development is critical to National and Regional fire protection engineers in order to implement Program requirements using the latest knowledge and skills in fire protection engineering.

11.2 PROFESSIONAL DEVELOPMENT

11.2.1 Each National and Regional fire protection engineer must maintain up-to-date knowledge of state-of-the-art fire protection technology.

11.2.2 Each National and Regional fire protection engineer must obtain a minimum 1.5 continuing education units (CEUs) or 15 professional development hours (PDHs) per year or 3.0 CEUs or 30 PDHs every 2 years in fire protection engineering or similar fields.

11.2.2.1 Each National and Regional fire protection engineer must record and keep track of their CEUs/PDHs to ensure their professional development is maintained.

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CHAPTER 12 TECHNICAL LIBRARY

12.1 GENERAL

12.1.1 This chapter establishes the requirements for the *Regional Fire Protection Program Office* to maintain a technical fire protection engineering library. Subject to the availability of funds, the technical fire protection engineering library must contain, at a minimum, the latest editions of the following documents, either in print or electronic media.

12.1.1.1 American Society of Mechanical Engineers (ASME)

- ASME A17.1, Safety Code for Elevators and Escalators & Associated Handbook
- ASME A17.3, Safety Code for Existing Elevators and Escalators

12.1.1.2 International Code Council (ICC)

- ICC International Building Code® (IBC)
- ICC International Fire Code® (IFC)
- ICC International Existing Building Code®
- ICC International Mechanical Code®
- IBC Code and Commentary
- IFC Code and Commentary

12.1.1.3 National Fire Protection Association (NFPA)

- NFPA 3, Recommended Practice for Commissioning Fire Protection and Life Safety Systems
- NFPA 4, Standard for Integrated Fire Protection and Life Safety System Testing
- NFPA 10, Standard for Portable Fire Extinguishers
- NFPA 13, Standard for the Installation of Sprinkler Systems & Associated Handbook
- NFPA 14, Standard for the Installation of Standpipe and Hose Systems
- NFPA 20, Standard for the Installation of Stationary Pumps for Fire Protection
- NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems & Associated Handbook
- NFPA 30, Flammable and Combustible Liquids Code
- NFPA 70, National Electrical Code® & Associated Handbook
- NFPA 70E, Standard for Electrical Safety in the Workplace & Associated Handbook
- NFPA 72, National Fire Alarm and Signaling Code® & Associated Handbook
- NFPA 90A, Standard for the Installation of Air-Conditioning and Ventilating Systems
- NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations
- NFPA 101, Life Safety Code® & Associated Handbook
- NFPA 101A, Guide on Alternative Approaches to Life Safety
- NFPA Fire Protection Systems Inspection, Test, & Maintenance Manual

12.1.1.4 Society of Fire Protection Engineers (SFPE)

- Fire Protection Engineering Handbook

CHAPTER 13 ANNUAL FISCAL YEAR FIRE PROTECTION PROGRAM ACCOMPLISHMENT REPORT

13.1 GENERAL

13.1.1 This chapter establishes the requirements for the *Program Supervisor/Branch Manager*, *Regional Fire Protection Program Office* to submit an annual Fiscal Year Fire Protection Program Accomplishment Report (Report) to the National Fire Protection Program Office. The intent of this summary report is to provide an overview of the accomplishments and activities performed in relation to the implementation, execution and management of the Program and the corresponding result in order to allow the National Fire Protection Program Office to determine where Program modifications or additional guidance is needed on a national level.

13.2 REPORT

13.2.1 The Report must be submitted by October 31st for the previous fiscal year. The following items must be included in the Report:

13.2.1.1 A list of highlights/synopsis of the *Regional Fire Protection Program Office* accomplishments. Examples of accomplishments include, but are not necessarily limited to, the number of new construction or major renovation projects reviewed, number of final acceptance tests of fire protection and life safety systems performed, temporary certificates of occupancy issued, certificates of occupancy issued, etc.

13.2.1.2 A self-assessment of the *Regional Fire Protection Program Office* for the fiscal year. Include a brief summary of the program's strengths, weaknesses (including staffing issues), and recommended actions to be taken by Regional management to improve overall program.

13.2.1.3 The total number of *fire incidents* reported in *GSA-controlled space*. Include building name, location, and summary/explanation of each *fire incident*.

13.2.1.3.1 The total estimated monetary loss due to each of the reported *fire incidents*.

13.2.1.3.2 The total number of injuries as a result of the reported *fire incidents.* Include if injuries were minor or if hospitalization was required.

13.2.1.3.3 The total number of deaths as a result of the reported *fire incidents*.

13.2.1.3.4 Include a copy of the *fire incident* log.

13.2.1.4 The total number of unwanted fire alarm activations in Federally-owned buildings under the jurisdiction, custody or control of GSA.

13.2.1.4.1 The number of building evacuations caused by unwanted fire alarm activations in Federally-owned buildings under the jurisdiction, custody or control of GSA.

13.2.1.4.2 A summary/explanation of the top three root causes of the respective unwanted fire alarm system activations in Federally-owned buildings under the jurisdiction, custody or control

of GSA. Include possible recommendations to address the top three root causes of unwanted fire alarms within the region.

13.2.1.4.3 Include a copy of the Regional Unwanted Fire Alarm Activation spreadsheet.

CHAPTER 14 FIRE PROTECTION AND LIFE SAFETY SYSTEM *IMPAIRMENT* PROCEDURES

14.1 GENERAL

14.1.1 This chapter provides the procedures that must be followed when fire protection or life safety systems are out of service or a condition exists which can result in the fire protection or life safety system not functioning in a fire event (*impairment*).

14.1.2 *Impairments* can either be pre-planned or emergency.

14.1.3 This chapter only applies in Federally-owned buildings under the jurisdiction, custody or control of GSA.

14.1.4 It is of critical importance to keep fire protection and life safety systems in a state of readiness in order to minimize risk due to fire or similar incidents. Specific procedures must be followed to ensure that adequate protection is provided whenever a fire protection or life safety system is impaired. Fire protection and life safety systems outside of the impaired area must be kept operational.

14.1.5 Serious fires have occurred while fire protection and life safety systems were out of service for repairs, alterations, expansion, or other reasons. To ensure their readiness, it is essential that non-emergency shutdowns be carefully scheduled, and that interim fire protection and life safety measures are provided. A follow-up procedure that restores fire protection systems to service with the least possible delay is essential to avoid serious consequences that may result when control valves, switches, or other vital elements are unintentionally left out of service.

14.1.6 The *Regional Fire Protection Program Office* may develop and implement an *impairment* management (permit) program that is adopted at the specific region only.

14.2 RESPONSIBILITY

14.2.1 The GSA Facility Manager, or designated representative of the facility, such as the operations and maintenance (OM) service provider, is responsible for the following:

14.2.1.1 Ensuring fire protection and life safety systems are inspected, tested and maintained in accordance with the requirements and frequencies of the applicable NFPA code or standards (latest edition).

14.2.1.2 Ensuring the applicable NFPA codes and standards are referenced and included in the OM service provider's Preventive Maintenance Plan. Ensuring that the fire protection or life safety systems and equipment are included in the National Computerized Maintenance Management System (NCMMS) and that the results of the inspections and tests performed are incorporated, by the service provider, into those respective systems in NCMMS.

14.2.1.3 Ensuring that *impairments* to the fire protection and life safety system are justified and as brief as possible in accordance with the procedures in Section 14.3.

14.2.1.4 Ensuring that adequate interim fire protection and life safety measures are provided any time that a fire protection or life safety system is impaired.

14.2.1.5 Designating an *impairment* coordinator. See 14.2.2 for responsibilities of the *impairment* coordinator.

14.2.1.6 Establishing a temporary fire watch by responsible individuals who are dedicated solely to perform fire watch duties. See Section 14.7 for additional information.

14.2.2 The designated *impairment* coordinator must be responsible for the following:

14.2.2.1 Ensuring that fire watch personnel are familiar with the procedures to follow in the recognition and reporting of an emergency, including:

14.2.2.1.1 When and how to use the telephone or radio equipment to summon aid.

14.2.2.1.2 How to notify the local fire department and the Federal Protective Service.

14.2.2.1.3 GSA personnel to be contacted.

14.2.2.1.4 Procedures to notify building occupants that there is a fire and that evacuation, or relocation, is necessary.

14.2.2.2 Designating the route to be covered by fire watch personnel. The route must be explicitly defined to ensure that the fire watch personnel patrol the correct area(s).

14.2.2.3 Providing fire watch personnel assigned to each route with instructions, all details regarding the route, and the functions to be carried out in covering the route.

14.2.2.4 Providing fire watch personnel with a means for continuous communication (i.e., two-way radio, walkie-talkie, bull-horn, cell phone, etc.) with a constantly attended location such as a guard station.

14.2.2.5 Ensuring that time record charts of fire watch personnel are promptly reviewed, files are maintained for review, and all irregularities are investigated, recorded, and corrective action is taken.

14.2.2.6 Preparing a guide for fire watch personnel to ensure they are familiar with the property being protected and procedures, including:

14.2.2.6.1 Occupancies and hazards.

14.2.2.6.2 Fire suppression systems.

14.2.2.6.3 Manual and automatic detection and alarm systems.

14.2.2.6.4 Portable fire extinguishers.

14.2.2.6.5 The building occupant emergency plan (e.g., evacuation or relocation of building occupants) for dealing with fires and other emergencies.

14.2.2.6.6 Hazards to look for including poor housekeeping, improper use or storage of hazardous materials, electrical hazards, etc.

14.2.2.7 Ensuring that the appropriate system components are marked with tags. See Section 14.3.2.

14.3 PROCEDURE

14.3.1 The GSA Facility Manager, or designated representative of the facility, such as the operations and maintenance service provider, must notify the *Program Supervisor/Branch Manager*, *Regional Fire Protection Program Office*, the responding fire department and affected personnel in the building when any fire protection or life safety system is impaired.

14.3.1.1 The *Regional Fire Protection Program Office* will specify the required interim fire/life safety measures that must be in place while the fire protection or life safety system is impaired.

14.3.2 A red tag must be used to indicate that a fire protection or life safety system, or portion thereof, has been impaired. For example, the tag must be posted at each fire department connection, system control valve, fire alarm control unit, fire alarm annunciator and command center, or similar, indicating which system or part thereof has been impaired.

14.3.3 The requirements listed in the applicable NFPA code or standard (e.g., NFPA 25, 72, 96, 101, etc.) or the International Fire Code, must be followed any time a fire protection or life safety system is impaired.

14.3.4 When impaired equipment is restored to normal working order, the *impairment* coordinator must verify that the following procedures have been implemented:

14.3.4.1 Any required inspections and tests have been conducted and witnessed by the *Regional Fire Protection Program Office* or their designated representative to verify that affected fire protection or life safety systems are operational.

14.3.4.1.1 Restoration of fire protection or life safety systems due to *pre-planned impairments* for inspection, testing, or maintenance does not have to be witnessed by the *Regional Fire Protection Program Office* or their designated representative

14.3.4.2 Supervisors have been advised that the affected fire protection or life safety systems have been restored.

14.3.4.3 The local fire department has been advised that the affected fire protection or life safety systems have been restored.

14.3.4.4 The building occupants, Federal agencies, facility management staff, supervisory station fire alarm system monitoring company (where applicable), the *Regional Fire Protection*

Program Office have been advised that the affected fire protection or life safety systems have been restored.

14.3.4.5 The *impairment* tag(s) have been removed.

14.3.5 Special requirements are to be followed in closing valves controlling water supplies for fire protection systems.

14.3.5.1 When a valve will be closed and left unattended, lockout/tagout procedures must be followed and the system tagged as noted in Section 14.3.2.

14.3.5.2 When the valve is re-opened, regardless of the duration of the shutdown, the system must be tested to make sure that protection has been restored. Valves that are not protected by electrical tamper supervision and are in locations where they may be closed by unauthorized persons must be sealed in the open position with a breakable shank padlock or similar locking device.

14.4 SPECIAL ASSISTANCE

14.4.1 When assistance is needed in planning a shutdown, determining interim fire protection and life safety measures, obtaining extra manpower or emergency funds, or when the period of interruption of an entire system or major part of a system exceeds 3 days, the responsible official, as described above, must consult the *Program Supervisor/Branch Manager*, *Regional Fire Protection Program Office*. The *Program Supervisor/Branch Manager*, *Regional Fire Protection Program Office* will provide advice, and when necessary, inform the Director, Facilities Manager, and the Director, Service Center, as well as take any other action necessary to speed the return of the system to service.

14.5 *PRE-PLANNED IMPAIRMENTS*

14.5.1 All *pre-planned impairments* must be authorized and approved by the designated *impairment* coordinator. Before authorization is given, the *impairment* coordinator is responsible for implementing the requirements and procedures outlined in this Chapter.

14.6 *EMERGENCY IMPAIRMENTS*

14.6.1 When *emergency impairments* occur, emergency action must be taken to minimize potential injury and damage. The *impairment* coordinator is responsible for implementing the requirements and procedures outlined in this Chapter.

14.7 FIRE WATCH

14.7.1 Fire Watch Personnel

14.7.1.1 Fire watch personnel must be qualified and responsible individuals, independent of work being performed, who are dedicated solely to perform fire watch duties. Fire watch personnel must not be GSA staff or the responding fire department personnel. The combination of fire watch duties and security duties is acceptable.

14.7.1.2 Fire watch personnel must be trained in the use of portable fire extinguishers.

14.7.1.3 Fire watch personnel must make patrols at a minimum one (1) hour intervals.

14.7.1.4 Fire watch personnel must keep a record of all time periods of duty, including a signed log entry each time the site was patrolled.

14.7.1.5 Fire watch personnel must use the telephone, or radio equipment, to summon aid in the event of an emergency.

14.7.1.6 Fire watch personnel must notify the local fire department, the DHS/FPS and GSA personnel in the event of an emergency.

14.7.1.7 Fire watch personnel must notify building occupants that there is a fire and that evacuation, or relocation, is necessary.

14.7.2 The exact scope and duration of the fire watch must be based on contract specifications for scheduled *impairments*.

14.7.3 For *emergency impairments*, the scope and duration of the fire watch must be determined by the GSA Facility Manager in consultation with the *Regional Fire Protection Program Office*.

14.7.4 Fire watch during a partial *impairment* of a sprinkler system (a single floor or group of floors in an occupied building) must include inspection of all unprotected spaces on the floor(s) including exit stairs.

14.7.5 Fire watch during *impairment* of entire building sprinkler system must include all spaces throughout all levels including exit stairs. In addition, the fire watch must include inspections of basements, concealed spaces, attics, etc.

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CHAPTER 15 GUIDANCE FOR FIREFIGHTING SERVICES

15.1 PUBLIC FIRE DEPARTMENT

15.1.1 Municipalities and other governmental or political subdivisions have a legal duty to respond to unwanted fires within their boundaries as well as render rescue, aid, and assistance in carrying out such duties. The United States Government has no legal obligation to compensate or reimburse such entities for firefighting and related services rendered in connection with a fire at a Government installation located within a political entity's limits.

15.1.2 All matters relating to fire department operations, staffing, and firefighting equipment are considered outside the scope of this Policy Document.

15.2 OUTSIDE FIREFIGHTING AID AGREEMENTS

15.2.1 When a Federally-owned facility under the jurisdiction, custody or control of GSA is located outside the corporate boundaries of a local political subdivision (e.g., municipality, county, or tax-supported district) and no subdivision or other entity has a legal duty to provide firefighting services to the Federally-owned facility, a contract for such services may be entered into with any adequate fire department or firefighting organization.

15.2.2 To be considered adequate to provide these services, the fire department or firefighting organization must:

15.2.2.1 Be available on a 24-hour basis;

15.2.2.2 Have adequate equipment and properly trained personnel; and

15.2.2.3 Comply with nationally recognized fire department operational standards.

15.2.3 The *Regional Fire Protection Program Office* must be consulted on all prospective outside firefighting aid agreements or changes to existing agreements.

15.2.4 Payments made for outside firefighting aid agreements are subject to review and approval by the appropriate Office of Regional Counsel.

15.3 FACTORS AFFECTING OUTSIDE FIREFIGHTING AID AGREEMENTS

15.3.1 Conditions must be investigated fully before agreements are signed by the representative of the Regional Service Center. The investigation must determine the legal responsibility of the candidate organization for furnishing firefighting assistance. The sufficiency of proposed agreements must be determined by the appropriate Office of Regional Counsel. Some factors to be considered are:

15.3.1.1 Fire organization limits or boundaries normally coincide with the town or city boundaries where the organization is located. In some cases, fire organization charters provide for boundaries differing substantially from those of the city or other subdivisions within which the fire organization operates.

15.3.1.2 In some areas, fire department(s) or firefighting organizations in adjoining communities are cosigners to interlocking agreements providing mutual assistance. The agreements may provide for complete or partial assistance and may include assuming of legal responsibility for extinguishing fires at a facility by a fire department or firefighting organization outside the limits of the subdivision where the facility is located. Other agreements may provide for assistance without assuming legal responsibility.

APPENDIX A NATIONAL FIRE PROTECTION PROGRAM OFFICE RESPONSIBILITIES

The list below is not inclusive but, rather, provides the minimum roles and responsibilities to effectively implement and sustain the Program.

A-1 PROGRAM MANAGEMENT

A-1.1 Develop fire protection policy, procedures, technical criteria, and guidance to regions.

A-1.2 Develop cost-effective fire protection engineering requirements.

A-1.3 Develop national fire protection engineering service contracts to assist regional Program activities.

A-1.4 Evaluate and analyze the effectiveness/performance of each regional Program.

A-1.5 Assist regions in managing Program resources. This includes serving on interview panels for Regional fire protection engineer positions and Regional *Program Supervisor/Branch Manager* positions.

A-1.6 Assist GSA/PBS management on Program issues that impact GSA/PBS.

A-1.7 Review and evaluate the Federal Management Regulation, Congressional inquiries, and other internal and external inquiries that affect Program objectives.

A-1.8 Promote greater awareness of the important role the Program plays in satisfying Federal agency's needs, reducing GSA's fire risk exposure, and ensuring PBS provides a safe work environment from fire and similar risks.

A-2 TECHNICAL CONSULTATION

A-2.1 Respond to internal and external customer inquiries in consultation with the *Regional Fire Protection Program Office* regarding building and fire code interpretations.

A-2.2 Review and evaluate internal and external customer's design guides and policies to ensure consistency with Program objectives.

A-2.3 Review and evaluate the Commerce report on National Construction Safety Team Act annual reports related to Program activities.

A-2.4 Review and evaluate Federal Acquisition Service (FAS) technical proposals for preventive maintenance of fire alarm systems and fire sprinkler systems to ensure capability of vendors.

A-2.5 Review and evaluate delegations for fire protection or life safety system operations and maintenance activities.

A-2.6 Review and evaluate Management Analysis and Review System (MARS) activities to ensure consistency with Program objectives.

A-2.7 Review and evaluate sections of the Federal Management Regulation that affect Program objectives.

A-3 CODES AND STANDARDS

A-3.1 Represent GSA/PBS interests on committees for nationally recognized code and standards development organizations.

A-3.2 Assess the impact of changes to adopted codes and standards on the GSA/PBS construction program.

A-3.3 Serve as an advocate to determine where changes are needed in legislation, the Federal Management Regulation, executive orders, GSA governance, etc. affecting Program activities.

A-4 PARTNERSHIPS AND ALLIANCES

A-4.1 Maintain alliances with other internal GSA/PBS business lines to learn what fire protection engineering services are needed and receive feedback on Program effectiveness.

A-4.2 Maintain partnerships with industry representatives to keep abreast of state-of-the-art fire protection technology.

A-4.3 Maintain partnerships with public and private associations (e.g., NIST, FBI, SSA, VA, AIA, BOMA, etc.) to address similar code and safety issues that impact all parties in order to achieve an acceptable level of risk at best value.

A-4.4 Represent GSA/PBS on USFA Federal Fire Working Group and the ICC Federal Forum to foster communication between Federal agency professionals on codes and standards issues affecting their programs.

A-5 DESIGN AND CONSTRUCTION

A-5.1 Evaluate design and construction practices that pose potential risks to PBS assets and building occupants.

A-5.2 Evaluate national design and construction contract templates to ensure the scope of work for the design team fire protection engineer is incorporated into each design contract.

A-5.3 Ensure PBS Facilities Design Standards (PBS-P100) reflects state-of-the-art fire protection requirements.

A-5.4 Participate as a team member in the concept development phase of prospectus projects.

A-5.5 Evaluate construction or major renovation projects with *Regional Fire Protection Program Office* staff to assess lessons learned.

A-5.6 Review contract documents to facilitate effective commissioning of fire protection and life safety systems.

A-5.7 Participate on source selection committees for national design and construction contracts.

A-5.8 Develop national specifications for fire protection systems to ensure consistent systems are installed.

A-6 FACILITY RISK LIABILITY

A-6.1 Develop consistent tools, guidance, and policies for measuring risk.

A-6.2 Develop protocols for conducting fire protection facility assessments.

A-6.3 Evaluate and analyze fire protection facility assessment information (*Risk Assessment* Codes, abatement priorities, assessment schedules) that is entered into IRIS.

A-6.4 Evaluate and analyze Regional fire protection projects to assure they are prioritized based on IRIS risk data.

A-6.5 Evaluate and analyze IRIS data for serious risk conditions that need immediate attention by Regional management.

A-7 REAL ESTATE ACTIVITIES

A-7.1 Partner with the Office of Leasing to ensure all leasing specialists and Regional fire protection engineers are familiar with lease acquisition procedures and lease related fire protection and life safety requirements.

A-7.2 When requested, review lease acquisition documents to ensure fire protection requirements are current.

A-7.3 See Appendix G & H for lease support reference materials.

A-8 RESEARCH

A-8.1 Sponsor research initiatives to evaluate new and existing technologies to ensure state-of-the-art, cost-effective fire protection features are installed in in Federally-owned buildings under the jurisdiction, custody or control of GSA.

A-9 *FIRE INCIDENT* REPORTING

A-9.1 Distribute daily DHS/FPS fire alarm and activity reports to the *Regional Fire Protection Program Office*.

A-9.2 Maintain a GSA *fire incident* database.

A-9.3 Develop and provide, on an annual basis, GSA's fire loss experience to GSA's senior management.

A-9.4 When requested, serve on a *board of investigation*.

A-10 TRAINING

A-10.1 Develop consistent training programs that would be beneficial to those working in other GSA/PBS business lines (E.g., CIO, PBS Management, Lease Acquisition, Facility Management, Portfolio, Design & Construction, etc.).

A-11 ADVOCACY

A-11.1 Promote GSA/PBS's fire protection accomplishments at national and international symposiums, forums, etc., and in technical fire protection journals/publications.

A-11.2 Promote National Fire Prevention Week.

A-12 PROFESSIONAL DEVELOPMENT

A-12.1 Maintain up-to-date knowledge of state-of-the-art fire protection technology through accomplishment of training goals via Individual Developmental Plan.

A-12.2 Attend educational venues such as those offered by ICC, NFPA, SFPE, equipment manufacturers, etc., to maintain expertise and knowledge base (webinars, conferences, etc.) in the field of fire protection engineering.

APPENDIX B *REGIONAL FIRE PROTECTION PROGRAM OFFICE* RESPONSIBILITIES

The list below is not all inclusive but, rather, provides the minimum roles and responsibilities required to effectively implement and execute the Program.

B-1 PROJECT ACTIVITIES

B-1.1 Provide technical assistance with project development studies and provide recommendations for feasibility and project development studies.

B-1.2 Participate as a team member in the concept development phase of prospectus projects, as well as other projects when appropriate.

B-1.3 Conduct in-depth reviews of plans and specifications for all projects to ensure designs are in compliance with applicable GSA requirements.

B-1.4 Participate in each phase of the project from concept through design, construction, final acceptance, and occupancy to ensure fire protection and life safety requirements are incorporated into the project.

B-1.5 Review scopes of work for projects that impact the facility fire protection and life safety systems (e.g., BA51, BA54, BA55, BA61, BA80).

B-1.6 Review project change orders and RFIs that affect fire protection and life safety systems.

B-1.7 Review contractors' submittals, including as-built and closeout documents, for compliance with contract documents.

B-1.8 Review building engineering reports (BERs).

B-1.9 Review prospectus development studies.

B-1.10 Review reimbursable work authorizations (RWAs).

B-1.11 Develop project work items.

B-1.12 Develop fire protection specifications.

B-1.13 Attend project planning meetings.

B-1.14 Attend A/E selection meetings to review qualifications of the design team fire protection engineer.

B-1.15 Attend pre-design meetings.

B-1.16 Attend project meetings (e.g., BA51, BA54, BA55, BA61).

B-1.17 Evaluate design and construction practices that pose potential risks to PBS assets and building occupants.

B-1.18 Evaluate national design and construction contract templates to ensure the scope of work for the design team fire protection engineer is incorporated into each design contract.

B-1.19 Review A/E design documents (e.g., 30%, 60%, 90%, 100%).

B-1.20 Attend pre-construction meetings.

B-1.21 Attend construction site progress meetings.

B-1.22 Perform construction progress reviews, which may include periodic construction site visits depending on complexity of the project.

B-1.23 Review change orders for projects.

B-1.24 Issue Temporary Certificate of Occupancy and Certificate of Occupancy. (*Fire Protection Engineer RIC* only)

B-2 FINAL ACCEPTANCE TESTING OF FIRE PROTECTION AND LIFE SAFETY SYSTEMS

B-2.1 Review third party fire protection final acceptance test reports.

B-2.2 Witness final acceptance testing of fire protection and life safety systems.

B-3 INTEGRATED FIRE PROTECTION AND LIFE SAFETY SYSTEM TESTING

B-3.1 Review third party final integrated fire protection and life safety system test reports.

B-3.2 Witness final integrated fire protection and life safety system testing.

B-4 FIRE PROTECTION FACILITY ASSESSMENT ACTIVITIES

B-4.1 Review and/or develop fire protection facility assessment contracts, scope, and procurement.

B-4.2 Perform fire protection facility assessments for all *GSA-controlled space*.

B-4.3 Review contractor-conducted fire protection facility assessments for all *GSA-controlled space*.

B-4.4 Verify contract administration activities for the fire protection facility assessment contract is being performed.

B-4.5 Ensure the probability and severity of risks are cited in the fire protection facility assessments.

B-4.6 Develop appropriate risk reduction strategies based on unique characteristics of each facility.

B-4.7 Verify the appropriate fire protection facility assessment information has been input into IRIS.

B-4.8 Evaluate the information in IRIS to ensure all identified "open" risk conditions are managed and mitigated in a timely manner.

B-4.9 Evaluate data in IRIS to ensure the make/model of Federally-owned building fire alarm systems has been input into IRIS.

B-4.10 Develop project scopes to correct identified risks (e.g., BA54, BA55, BA61 projects).

B-4.11 Work with Facility Managers, leasing specialists, portfolio representatives to correct identified risk conditions.

B-5 TECHNICAL CONSULTATION SERVICES

B-5.1 Provide technical consultation services to internal GSA organizations, Federal agencies and state/local governments.

B-5.2 Perform and/or review special requested fire protection assessments.

B-5.3 Perform and/or review GSA child care center fire safety evaluations.

B-5.4 Develop Regional technical fire protection guidance.

B-5.5 Perform and/or review *risk assessments* of *GSA-controlled space*.

B-5.6 Perform and/or review occupant load calculations, egress calculations, hydraulic calculations for water-based fire protection systems, and *risk assessments*.

B-5.7 Review delegated building fire protection or life safety system operations and maintenance activities.

B-5.8 Review inspection, testing and maintenance preventative maintenance contracts for fire protection systems and equipment.

B-5.9 Provide fire protection training to customers (e.g., Facility Managers, leasing specialists, Federal agencies, project managers, etc.)

B-5.10 Conduct MARS reviews.

B-5.11 Review and approve proposed alternatives or equivalencies related to a fire protection or life safety risk condition (*Fire Protection Engineer RIC* only).

B-6 LEASE SUPPORT SERVICES

B-6.1 Review Request for Lease Proposals to ensure current GSA fire protection requirements have been incorporated, when requested.

B-6.2 Review and provide technical comments to leasing specialists regarding the "open" item IRIS printout, space layout drawings submitted by the Offeror, and completed pre-lease form for fire protection. All "open" risk conditions must be corrected prior to executing a succeeding lease.

B-6.3 Review lease language addressing abatement of noted deficiencies.

B-6.4 Review fire protection engineering analyses for demonstrating equivalent level of fire safety for *GSA-controlled space*.

B-6.5 Perform pre-lease facility assessments of offered space, when requested.

B-6.6 Perform training to leasing specialists on fire protection issues as well as the process of the fire protection procedures in lease acquisition.

B-6.7 Perform market surveys with leasing specialist, when requested.

B-6.8 Perform pre-lease facility assessments of offered space, when requested.

B-6.9 Assist leasing specialist with evaluation of lease proposals.

B-6.10 Perform internal fire protection and life safety review of proposed offered space (GSA Form 12000, a valid building certificate of occupancy, scaled floor plans, and maintenance records).

B-6.11 Review Federal agency design intent drawings and space layouts.

B-6.12 See Appendix G & H for lease support reference materials

B-7 *FIRE INCIDENT INVESTIGATION* AND REPORTING ACTIVITIES

B-7.1 Investigate *fire incidents* with a level of effort in relationship to the severity of the *fire incident*. On-site investigation may be required.

B-7.2 Work cooperatively with Federal and state investigators as a team to determine the cause and origin of fires in *GSA-controlled space*.

B-7.3 Complete GSA *fire incident* report per required timeframes and forward completed report to the National Fire Protection Program Office.

B-7.4 Report *fire incidents*, as required by this Program, to the National Fire Protection Program Office.

B-7.5 Prepare written factsheet of *fire incidents*, as required by this Program, to the National Fire Protection Program Office.

B-7.6 Participate on a *board of investigation* and forward the completed *board of investigation* report to the National Fire Protection Program Office.

B-7.7 Evaluate Regional *fire incident* data on annual basis, including unwanted fire alarms, to determine any similarities and trends.

B-7.8 Document all unwanted fire alarm activations in a spreadsheet.

B-7.9 Perform a trend analysis to determine the root cause of building-specific unwanted fire alarm activations as well as region-wide trends.

B-8 FIRE PREVENTION ACTIVITIES

B-8.1 Promote fire prevention practices to GSA personnel, Federal agencies, contractors and others.

B-8.2 Promote fire prevention activities during fire prevention week.

B-8.3 Perform training to building managers, GSA personnel, Federal agencies, etc., on fire prevention activities.

B-8.4 Participate in emergency preparedness activities, including fire drills.

B-8.5 Work with local fire departments, when necessary, to resolve challenges regarding their ability to service Federal facilities within GSA control, improve relations with local fire service officials, and assist as requested with training or exercises to improve knowledge and abilities of local firefighters responding to GSA facilities.

B-8.6 Review Occupant Emergency Plans, upon request.

B-9 PROFESSIONAL DEVELOPMENT

B-9.1 Maintain up-to-date knowledge of state-of-the-art fire protection technology through accomplishment of training goals via Individual Developmental Plan.

B-9.2 Attend educational venues such as those offered by ICC, NFPA, SFPE, equipment manufacturers, etc., to maintain expertise and knowledge base (webinars, conferences, etc.) in the field of fire protection engineering.

B-10 OTHER ACTIVITIES

B-10.1 Develop and/or review scopes of work for fire protection engineering service contracts.

B-10.2 Assist Contracting Officers with contract administration activities for fire protection engineering service contracts.

B-10.3 Develop fire protection best practices for contractors, Federal agencies, and others.

B-10.4 Represent GSA on NFPA and similar technical committees.

B-10.5 Review work performed by third party fire protection engineers for conformance with the requirements of this Program and applicable codes/standards.

B-10.6 Maintain a *Regional Fire Protection Program Office* library

B-10.7 Assist GSA Facility Managers with developing interim safety measures during a fire protection or life safety system *impairment*.

B-11 SUPPORT NATIONAL FIRE PROTECTION PROGRAM OFFICE ACTIVITIES

B-11.1 Participate in National Fire Protection Program Office telephone conference calls.

B-11.2 Perform technical reviews and provide comments on draft policy documents, design guides (e.g., PBS-P100, Federal agency design guides, etc.) etc., developed by the National Fire Protection Program Office that affect fire protection engineering issues.

B-11.3 Participate on National Fire Protection Program Office task groups.

B-11.4 Submit the Annual Fiscal Year Accomplishment Report to the National Fire Protection Program Office.

APPENDIX C *RISK ASSESSMENT* CODES

The methodology of *risk assessment* permits an evaluation of hazardous conditions from a fire safety perspective and allows engineering judgment to be made when determining the level of risk. The level of risk is then expressed in terms of a *Risk Assessment* Code and the building is classified in its appropriate Building Risk Category.

C-1 DEFINITIONS

C-1.1 Acceptable Building Risk Category (A-1) Conditions

A manageable building-wide or localized condition of minimal risk (*Risk Assessment* Code 4 or 5) or maintenance conditions that may not need correction or may be corrected by the region through normal operational processes.

C-1.2 Condition (Hazard)

A condition or practice that has the potential to contribute to or directly cause injury, illness, property damage, or mission *impairment*.

C-1.3 Condition Severity Level

The ranking of an identified risk condition based upon the potential consequences of the unwanted event occurring. Professional judgement is used to determine the severity which is based on the potential for the loss of life, injury, illness, property damage or mission *impairment* resulting from the harmful event. The Condition Severity Level is expressed in one of the four categories: I, II, III, and IV according to the results of the professional assessment. Category I is the most severe and category IV is the least severe (See Table 1).

C-1.4 Incident

An unwanted event or a series of unwanted events that results in an unwanted outcome or incident, e.g., injury, illness, property damage or mission *impairment*.

C-1.5 Incident Probability

Incident Probability is evaluation of the incident to determine the probability that the incident will occur. Professional judgement is then used to rank the incident and assign an Incident one of the four probability categories: A, B, C, and D. Category A has the greatest probability of occurrence and category D has the least probability of occurrence. Probability is expressed as Likely, Probably, Possibly and Unlikely (See Table 2).

C-1.6 Priority Building Risk Category (P) Condition

A Priority Building Risk Condition is a building-wide condition assigned a *Risk Assessment* Code of 1 or 2 that, by itself, presents an imminent (P-1) or serious (P-2) threat to building occupants in the areas of fire protection, safety, health, or environmental protection, or in the event of fire or other emergency; or is a condition that presents an imminent (P-1) or serious (P-2)

threat of mission loss or large property loss and requires that immediate action be initiated to either correct the condition or reduce the risk to an acceptable level. For large projects or complex conditions and in order to ensure timely corrective action, expedited design, procurement, and construction techniques, and/or performance specifications are expected to be used. Generally, some immediate interim or mitigating action must be taken to reduce the risk until complete abatement is achieved.

C-1.7 *Risk Assessment* Code (RAC)

A RAC is a qualitative measure of risk that is determined after evaluating the incident probability and the condition severity, one being high and five being low (See Table 3).

C-1.8 Routine Building Risk Category (R) Conditions

A Routine Building Risk Category (R) Condition is a building-wide condition (R-1) of moderate risk (*Risk Assessment* Code 3) that may be corrected by the region through normal operational processes or a localized condition (R-2) of serious or moderate risk with a *Risk Assessment* Code 1, 2 or 3.

C-2 PROCEDURES

C-2.1 Assign *Risk Assessment* Codes (RAC)

Evaluate the condition severity (Table 1) and determine the incident probability (Table 2) if the incident did occur. Then, using the RAC Matrix (Table 3), determine the *Risk Assessment* Code number for each identified risk condition.

The level of risk for each analyzed condition is expressed in terms of a *Risk Assessment* Code (RAC). The *Risk Assessment* Code(s) quantifies identified hazardous conditions and allows them to be prioritized. The RAC number reflects the risk potential of the resulting incident and not the individual event(s) contributing to the incident.

C-2.1.1 The following steps indicate how RAC values are assigned to potential conditions and their associated undesirable events:

C-2.1.2 Develop scenarios that describe how the most reasonable undesirable events affect the identified potential conditions.

C-2.1.3 Estimate the severity of each condition. The condition severity is based upon the potential impact of the condition if the undesirable event(s) occur. Quantitative *risk assessment* techniques, computer modeling, published information and professional judgment are to be used to determine the severity. See Table 1, Condition Severity.

TABLE 1 - CONDITION SEVERITY				
Category	**Personnel (One or More Persons)**	**Mission Importance**	**Mission *Impairment* Expected Time Period**	**Potential Replacement Cost Of Property/Data/ Retrieve Data**
I	Death or permanent disability	Critical /Major/ Minor	Total mission loss	Over $1,000,000
		Critical	> than 2 weeks	
II	Severe injury or severe occupational illness	Critical	< than 2 weeks	Between $100,000 and $1,000,000
		Major	> than 1 month	
III	Minor injury or minor occupational illness	Major	< than 1 month	Between $10,000 and $100,000
		Minor	> than 6 weeks	
IV	No/or insignificant injury or occupational illness	Minor	< than 6 weeks	Less than $10,000
		Negligible	Minimal	

C-2.1.4 Estimate the probability of the undesirable event(s) occurring. Professional judgment is used to assign one of the incident probability categories. See Table 2, Incident Probability.

Table 2 - Incident Probability	
Category	Definition
A	Likely to occur immediately or in a short period of time in the life of the facility.
B	Probably will occur during the life of the facility.
C	Possibly will occur during the life of the facility.
D	Unlikely to occur during the life of the facility.

C-2.1.5 Determine the *Risk Assessment* Code number for each identified condition analyzed. This is accomplished by using Table 3, *Risk Assessment* Code Matrix. The intersection of the Condition Severity and Incident Probability Category gives a direct reading of the applicable *Risk Assessment* Code.

TABLE 3 - *RISK ASSESSMENT* CODE (RAC) MATRIX

Severity Of The Condition Categories	**Probability Of Occurrence Categories**			
	A	**B**	**C**	**D**
I	RAC 1	RAC 1	RAC 2	RAC 4
II	RAC 1	RAC 2	RAC 3	RAC 4
III	RAC 2	RAC 3	RAC 4	RAC 5
IV	RAC 4	RAC 4	RAC 5	RAC 5

C-2.2 Categorize Identified Conditions as Building-wide or Localized

C-2.2.1 Building-wide (B) conditions

Those conditions which impact the entire building and are systemic, engineering, or high cost improvements such as fire alarm replacement, building sprinkler installation, or means of egress.

C-2.2.2 Localized (L) conditions

Those conditions which only have an impact on a portion of a building such as a room, suite, floor, or wing of a building.

C-2.3 Data Entry into IRIS

All conditions with a *Risk Assessment* Code of 1, 2, or 3 must be entered into IRIS.

C-2.4 Determine the *Building Fire Risk Index*

In order to determine the relative fire risk of the buildings within the GSA inventory, IRIS adds the results of the three (3) equivalency factors (Fire Control, Egress Provided, and General Fire Safety Provided) from the NFPA 101A *FSES* to create the *BFRI*. A “high” negative score generally indicates risk conditions that warrant priority abatement efforts.

Note: The *BFRI* is not calculated/determined for child care facilities and warehouses. Child care center fire safety evaluations are performed at least once per year. Warehouses have a relatively low occupant load and there are relatively few within the building inventory.

C-2.5 Provide Recommendations

Appropriate abatement actions for risk control must be recommended to reduce the unwanted event probability, condition severity or combination of both. The region must develop abatement actions for each RAC 1, RAC 2 and RAC 3 risk condition identified.

C-2.5.1 For each abatement action recommended the *Regional Fire Protection Program Office* must:

C-2.5.1.1 Provide alternative solutions or actions to achieve an acceptable level of risk.

C-2.5.1.2 Perform a controlled risk evaluation. The controlled risk evaluation process evaluates the expected condition to be achieved assuming the implementation of a recommended abatement action. The expected condition is then assigned a new RAC. The new RAC is referred to as a controlled RAC, because it now describes the controlled risk condition. The controlled risk condition is then compared to the actual existing condition. This analysis will provide a quantitative measure of expected improvement to assist management in the selection of the desired level of risk abatement action.

C-2.5.1.3 For each controlled risk or recommended abatement action, a new controlled *FSES* analysis is to be performed. The controlled *FSES* is also used by management as a qualitative tool to determine the magnitude of correction the recommended action(s) will have.

C-2.5.1.4 All identified RAC 1, RAC 2 and RAC 3 risk conditions and recommended actions must be presented in a comprehensive report reflecting the recommended actions necessary to achieve a condition where the risk condition can be reduced to a *Risk Assessment* Code of 4 or 5 or eliminated. This process results in a logical and reliable determination to ensure that the risks have been eliminated or controlled to an acceptable risk level.

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APPENDIX D RISK CONDITION ABATEMENT PROCEDURES

D-1 PURPOSE

The purpose of this Appendix is to outline the *Regional Fire Protection Program Office* abatement procedures for the correction of identified risk conditions in *GSA-controlled spaces*.

D-2 GENERAL

Fire protection facility assessments are required to ensure that the Program is fulfilled. Identified risk conditions must be corrected or reduced to an acceptable level of risk.

D-3 ABATEMENT ACTION

Abatement action is any action that corrects an identified risk condition or reduces it to an acceptable level. Abatement actions may reflect a variety of alternatives for reducing the identified risk and must be incorporated in *risk assessments* performed by Regional or contract professionals.

D-4 ABATEMENT RESPONSIBILITIES

Following identification of a priority risk condition (see Section D-4.9), prompt abatement action must be taken. The *Regional Fire Protection Program Office* must identify the appropriate *Risk Assessment* Code classification, determine alternative solutions, and provide technical advice in the abatement of the condition.

D-4.1 If risk conditions in Federally-owned buildings under the jurisdiction, custody or control of GSA can be corrected by the GSA Facility Manager within their authority, the Facility Manager is responsible for executing the abatement action. The *Regional Fire Protection Program Office* will assist by providing technical advice and assistance.

D-4.2 If abatement of risk conditions in Federally-owned buildings under the jurisdiction, custody or control of GSA requires more funding or authority than is available to the Facility Manager, the Office of Design and Construction must execute the abatement action. The *Regional Fire Protection Program Office* is responsible for providing technical advice and assistance.

D-4.3 In leased space, the lessor is responsible for performance of any required abatement action and the Regional Leasing Office is responsible for lease enforcement. Housekeeping and minor maintenance conditions are generally managed by the Regional Service Center, Lease Administration Manager serving as the Contracting Officer Representative for the specific lease, in coordination with the Lease Contracting Officer. The *Regional Fire Protection Program Office* is responsible for providing technical advice and assistance.

D-4.4 In United States Postal Service (USPS) controlled space, the Regional Commissioner, PBS, is responsible for administering the existing tenancy agreement or lease agreement with USPS, and for executing the timely abatement actions of identified building risk conditions. The GSA

Facility Manager is responsible executing the abatement of identified tenant agency risk conditions. The *Regional Fire Protection Program Office* is responsible for providing technical advice and assistance.

D-4.5 In delegated buildings, the agency delegated the authority to operate the building is responsible for abatement action as stated in the delegation of authority. The *Regional Fire Protection Program Office* is responsible for providing technical advice and assistance. Items of a nonrecurring nature are the responsibility of GSA (e.g., a new fire alarm system).

D-4.6 For all space, abatement action plans must be developed and documented by the responsible office or organization. If an unresolved conflict or problem arises with respect to the appropriateness of an abatement action plan, the issue(s) will be referred to the Regional Commissioner, PBS, who will establish an abatement action plan. The Regional Commissioner has the authority to accept an identified risk condition following input from the *Regional Fire Protection Program Office* or require an alternative protection strategy to reduce the identified risk condition.

D-4.7 The *Regional Fire Protection Program Office* must use IRIS for the tracking of abatement actions for all risk conditions classified as a *Risk Assessment* Code 1, 2 or 3 conditions.

D-4.8 The *Regional Fire Protection Program Office* may also use IRIS to track the progress towards the completion of abatement plans for conditions identified as a *Risk Assessment* Code 4 or 5 risk condition.

D-5 ABATEMENT SCHEDULES FOR CONDITIONS ASSIGNED A RAC 1

D-5.1 Conditions that present a risk of imminent danger and assigned a *Risk Assessment* Code of 1 require that immediate corrective action be initiated. If the condition cannot be corrected immediately, then immediate interim, mitigating action(s) must be taken to reduce the risk from imminent danger. The mitigating action(s) must be then followed by additional abatement action(s) which dictate that extraordinary measures, including the declaration of public urgency and expedited procurement procedures be taken (if necessary), to ensure prompt abatement. If the region requires additional funding or authority, requests must be forwarded to the Commissioner, PBS.

D-5.2 Building-wide conditions assigned a *Risk Assessment* Code of 1 will be classified as a Building Risk Category P-1 which requires oversight by the National Fire Protection Program Office for the implementation of the abatement plan. Abatement plans for Building Risk Category P-1 priority projects must be submitted to the National Fire Protection Program Office for review to ensure that the proposed abatement actions are commensurate with the identified risk and that the plans are developed in accordance with established guidelines. The regions will define all interim action, milestone, and correction dates.

D-5.3 Localized conditions assigned a *Risk Assessment* Code of 1 will be classified as a Building Risk Category R-2 and do not require National Fire Protection Program Office oversight for the implementation of the abatement plan.

D-6 ABATEMENT SCHEDULES FOR CONDITIONS ASSIGNED A RAC 2

D-6.1 Conditions that present a serious risk and assigned a *Risk Assessment* Code of 2 may require immediate abatement action and, at a minimum, some interim mitigating action be taken to reduce the risk.

D-6.2 Building-wide conditions assigned a *Risk Assessment* Code of 2 will be classified as a Building Risk Category P-2 and do not require National Fire Protection Program Office oversight for the implementation of the abatement plan.

D-6.3 Localized conditions assigned a *Risk Assessment* Code of 2 will be classified as a Building Risk Category R-2 and do not require National Fire Protection Program Office oversight for the implementation of the abatement plan.

D-7 ABATEMENT SCHEDULES FOR CONDITIONS ASSIGNED A RAC 3

D-7.1 Conditions that present a moderate risk and assigned a *Risk Assessment* Code of 3 require abatement plans for all conditions not corrected within 30 calendar days from the date of report. These conditions must be planned, programmed, and accomplished by the region through normal PBS procedures.

D-7.2 Building-wide conditions assigned a *Risk Assessment* Code of 3 will be classified as a Building Risk Category R-1 and do not require National Fire Protection Program Office oversight for the implementation of the abatement plan.

D-7.3 Localized conditions assigned a *Risk Assessment* Code of 3 will be classified as a Building Risk Category R-2 and do not require National Fire Protection Program Office oversight for the implementation of the abatement plan.

D-8 ABATEMENT SCHEDULES FOR CONDITIONS ASSIGNED A RAC 4 OR 5

D-8.1 Conditions that present minimal, no risk or maintenance conditions and assigned a *Risk Assessment* Code of 4 or 5 may not need correction or may be corrected by the region through normal operational processes. Abatement plans are not required for these conditions.

D-8.2 All *Risk Assessment* Code 4 and 5 conditions are classified as Building Risk Category A-1 conditions and do not require National Fire Protection Program Office oversight.

D-9 COORDINATION WITH OTHER REGIONAL CONSTRUCTION PROJECTS

When priority fire protection risk reduction projects require major building renovation and/or alterations, the regions may consider combining other scheduled projects for the building into a single project, so long as this combination does not delay the fire protection risk reduction project.

D-10 LEASED SPACE

D-10.1 All building-wide conditions assigned a *Risk Assessment* Code of 1 or 2, (Building Risk Category P-1 or P-2) which were identified in the pre-lease survey for (proposed) leased space or in the pre-occupancy survey, must be abated prior to initial Government occupancy.

D-10.2 The Regional Office of Leasing must prepare an abatement plan that provides a timetable for condition correction which has been coordinated with the lessor and incorporates technical advice obtained from the *Regional Fire Protection Program Office* for the following identified conditions:

D-10.2.1 All identified moderate building-wide conditions assigned a *Risk Assessment* Code of 3 (Building Risk Category R-1).

D-10.2.2 Localized conditions assigned a *Risk Assessment* Code of 1, 2 or 3 (Building Risk Category R-2).

D-10.2.3 The region may require abatement plans for maintenance type conditions with a *Risk Assessment* Code of 4 or 5 (Building Risk Category A-1).

D-10.3 Those conditions identified in the pre-lease survey in need of correction must be included in the abatement plan and must be included in the lease contract or otherwise corrected by the lessor in accordance with the timeframes identified in the abatement plan.

D-10.4 For buildings with existing leases, Leasing Specialists must consult with the *Regional Fire Protection Office* to discuss and review all unresolved fire risk conditions in IRIS. Leasing Specialists must resolve these conditions with the building owner prior to executing any additional leases or succeeding leases at the same location.

APPENDIX E FIRE PROTECTION FACILITY ASSESSMENT

E-1 PURPOSE

The purpose of this Appendix is to provide more detailed background, scope, preparation, criteria, and format for the fire protection facility assessment report.

E-2 SCOPE OF WORK

E-2.1 For this purpose of this Appendix, the term “Surveyor” means the Regional fire protection engineer or qualified fire protection engineering contractor (See Section E-4).

E-2.2 Pre-Assessment Contact.

E-2.2.1 The Surveyor must correspond in writing to the applicable contact person at least 30 calendar days before conducting a facility assessment in each building(s). The correspondence must include, but is not limited to, the Surveyor's schedule and plans for conducting the facility assessment, the date and time of the pre-assessment teleconference, potential after hours work, any concerns regarding the assessment, and an invitation from the Surveyor to the contact person to accompany the Surveyor during the assessment.

E-2.2.1.1 The GSA Facility Manager/Lease Administration Manager is the contact person for Federally-owned buildings, leased buildings, and United States Postal Service (USPS) Buildings.

E-2.2.1.2 The GSA Delegations Coordinator is the contact person for GSA Delegated Buildings.

E-2.2.2 The Pre-assessment teleconference can occur at the same time as the pre-assessment contact.

E-2.3 Pre-Assessment Teleconference.

E-2.3.1 A teleconference is recommended, at least 15 calendar days before conducting a facility assessment in each building, with the surveyor, pre-assessment contact person (i.e., GSA Facility Manager (or representative), the lessor’s representative, the USPS Human Resource Service Center representative, or the GSA Regional Delegations Coordinator.) to discuss plans for conducting the facility assessment, and invite their participation in the facility assessment.

E-2.3.2 The following discussion topics are to be included in the teleconference:

E-2.3.2.1 Approximate number of Federal occupants.

E-2.3.2.2 Any special security arrangements needed for access into the building.

E-2.3.2.3 Floor plans of the building.

E-2.3.2.4 Secured areas in the building.

E-2.3.2.5 Location of the child care center, if applicable.

E-2.3.2.6 Access to or copies of inspection, testing, and maintenance records and frequency schedules for all of the fire protection and life safety equipment and systems.

E-2.3.2.7 Access to or copies of any preventive maintenance quality assurance documentation for all of the fire protection and life safety equipment and systems.

E-2.3.2.8 Access to the building's occupant emergency plan.

E-2.3.2.9 The procedures for performing work after normal working hours for assessment purposes.

E-2.4 Assessment.

E-2.4.1 The Surveyor must record risk conditions which could lead to loss of life, injury, property damage, or Federal tenant mission interruption.

E-2.4.2 Specific risk conditions identified by the Surveyor as needing immediate action taken by GSA to ensure continued protection of personnel and the building, and for the preservation of life and avoidance of property damage must be brought to the immediate attention of the GSA Facility Manager and the COR.

E-2.4.3 The Surveyor must analyze the existing as well as potential risk conditions identified during the walk-through of the building. The Surveyor must ascertain and define how the risk(s) and their associated undesirable event(s) affect the safety of the occupants, the property, or the Federal tenant mission. The analysis must include statements that thoroughly address the reliability of the existing fire protection systems (e.g., obsolescence, excessive maintenance costs, etc.). The Surveyor must provide specific code and standard regulatory references for each identified risk condition as well as the associated intent of each respective reference. However, statements such as not in compliance with national codes (National Fire Protection Association Standards) must not be used and are not acceptable.

Note: the analysis must include the level of risk for each analyzed condition expressed in terms of a *Risk Assessment* Code (RAC). See Appendix C for more information.

E-2.4.4 The Surveyor must perform a facility assessment in accordance with Section E-3.

E-2.5 Closing Teleconference.

E-2.5.1 At the conclusion of the building walk-through, the Surveyor must have a teleconference or in-person meeting with the survey point of contact to discuss the conditions of risk observed during the walk-through.

E-2.6 Fire Protection Facility Assessment Report

E-2.6.1 The Surveyor must prepare a facility assessment report. The report must be typed and contain a transmittal letter on the Surveyor's letterhead. The report must include all items noted in Section E-3 and be prepared and submitted in the standard format listed below:

E-2.6.1.1 Title Page. The title page must include the building name, address, building number, region number, date the facility assessment was performed, date the facility assessment report was completed, and the company name and person who performed the facility assessment.

E-2.6.1.2 Table of Contents.

E-2.6.1.3 Executive Summary. The executive summary must describe the overall safety condition of the building and its systems based on the analysis of noted risk condition(s). In addition, the *FSES* analysis and any concerns and/or risks that merit immediate action must be highlighted in the summary.

E-2.6.1.4 Building Profile. The building profile is a brief narrative detailed description of the features of the building structure, function, operational support systems/equipment, and occupant activities, which impact the fire protection features and conditions of the building. Tabular information is preferred over written narrative

E-2.6.1.5 ITM Record Review.

E-2.6.1.6 Previously Identified Existing Risk Conditions. These must be separated into two sections. The first must be for RAC 1, 2 or 3 items and the second must be for RAC 4 or RAC 5 items.

E-2.6.1.7 Corrected Previously Identified Existing Risk Conditions. These must be separated into two sections. The first must be for RAC 1, 2 or 3 items and the second must be for RAC 4 or RAC 5 items. Include the reason that the item has been corrected.

E-2.6.1.8 New Risk Conditions. These must be separated into two sections. The first section must be for RAC 1, 2 or 3 items and the second section must be for RAC 4 or RAC 5 items. RAC 1, 2 and 3 items must be provided with the finding (including intent of applicable code reference), recommendation and applicable code reference, approximate area (square feet) impacted by the condition as well as a rough order of magnitude cost to correct the item. RAC 4 and RAC 5 items may be listed in tabular form and include the finding, recommendation and applicable code reference.

E-2.6.1.9 Appendices.

- *Fire Safety Evaluation System (FSES)* Worksheet.
- Photographs, if required by GSA.
- Building Sketch/Floor Plans.

E-3 FACILITY ASSESSMENT

E-3.1.1 The goal of the assessment is to provide GSA with a detailed narrative description and assessment of the features of the building structure, function, operational support systems/equipment, and occupant/building activities that impact fire protection features and conditions of the building.

E-3.2 The Surveyor must assess the following areas of the building:

E-3.2.1 Federally-owned buildings: All space within the building.

E-3.2.2 Delegated building: All space within the building.

E-3.2.3 Leased building:

E-3.2.3.1 All space leased by GSA within the building (includes parking spaces leased for Government employees).

E-3.2.3.2 Common areas of the building subject to routine or frequent use by Government employees or any space to which Government employees have access under the lease.

E-3.2.3.3 Common areas of the building on all floors below the floors occupied by the Government, including location of the fire alarm control panel, fire sprinkler risers and fire pump (if applicable).

E-3.2.3.4 Any space within the building which impacts space leased by GSA (i.e., mechanical rooms serving Government-occupied space).

E-3.2.4 USPS Buildings:

E-3.2.4.1 All space managed by GSA within the building (includes parking spaces for Government employees).

E-3.2.4.2 Common areas of the building subject to routine or frequent use by Government employees or any space to which Government employees have access under the tenancy agreement or lease contract.

E-3.2.4.3 Any space within the building which impacts space managed by GSA (i.e., mechanical rooms serving Government-occupied space).

E-3.3 The assessment must include the following features:

E-3.3.1.1 Identify the number of stories of building (above and below grade).

E-3.3.1.2 Identify the approximate gross square footage per floor.

E-3.3.1.3 Identify the approximate gross square footage of the building.

E-3.3.1.4 Identify the specific floors the Government occupies and include the specific Government agency names.

E-3.3.1.5 Identify the height from lowest level of fire department vehicle access to the highest Government occupied floor of the building (in feet).

E-3.3.1.6 Identify the height from the lowest level of fire department vehicle access to the roof of the building (in feet).

E-3.3.1.7 Identify the different types of occupancies on each floor the Federal Government occupies.

E-3.3.1.8 Identify the different types of occupancies on each floor the Federal Government does not occupy, if available.

E-3.3.1.9 Identify the estimated total number of Federal occupants in the building by floor and agency.

E-3.3.1.10 Identify by location and describe hazardous/significant fuel load areas that when ignited would produce significant adverse effects to the building and its occupants.

E-3.3.1.11 Identify and describe potential fire ignition sources. The proximity of the fuel source and the ignition source must be described.

E-3.3.1.12 Identify the construction type per latest edition of IBC.

E-3.3.1.13 Identify and describe the type of floor construction and roof construction, including fire resistance or smoke rating.

E-3.3.1.14 Identify and describe the type of horizontal assemblies, including fire resistance or smoke rating.

E-3.3.1.15 Identify by location and describe the enclosure of vertical openings through floors, such as stairways, hoistways for elevators, vertical conveyors, and shafts, including fire resistance rating.

E-3.3.1.16 Identify and describe the fire exposures on the north, south, east and west sides of the building, including the distance from the building.

E-3.3.1.17 Identify by location and describe the exit system. The following information must specifically be included in the description:

- Number of exit stairs on each floor. Include for each stair the width, tread length, riser height, and handrail specifics.
- Location of where each of the stairs discharge.
- Exit remoteness.
- Calculated occupant load and exit capacity by floor.

E-3.3.1.18 Identify by location and describe the exit access system. The following information must specifically be included in the description:

- Corridor or open plan office concept.
- Travel distance (maximum by floor).
- Common path of travel (maximum by floor).
- Dead end corridor (maximum by floor).

E-3.3.1.19 Identify by location and describe the exit lighting system (exit signs). Note any visibility concerns in the description.

E-3.3.1.20 Describe the building's emergency lighting system. Include a description of the secondary power source.

E-3.3.1.21 Identify by location and describe the different types of interior finish within the building.

E-3.3.1.22 Identify by location and describe the fire alarm system(s), its components, and its operation. The following information must specifically be included in the description:

- Manufacturer, model and installation date of the control panel(s).
- Initiating devices (e.g., manual pull station, smoke detector, heat detector, water flow switches, valve supervision, duct smoke detectors, etc.). Include the purpose for each type of smoke detector.
- Indicating appliances (e.g., horns, bells, chimes, speakers, visual appliances, two-way communication devices, etc.).
- Supervision of alarm initiating devices (central station service/fire department).
- Secondary power source.
- Reported audibility concerns.

E-3.3.1.23 Identify by location and describe the automatic sprinkler system(s) and its components. The following information must specifically be included in the description:

E-3.3.1.24 Type of sprinkler system (wet, dry, preaction, etc.)

E-3.3.1.25 Manufacturer, model, date of manufacture and type of sprinklers.

E-3.3.1.26 Type of sprinkler piping.

E-3.3.1.27 Supervision of waterflow devices and control values (central station service/fire department).

E-3.3.1.28 Fire pump - location, size, type of power, rating.

E-3.3.1.29 Identify by location and describe other fire suppression systems in the building.

E-3.3.1.30 Identify by location and describe the standpipe system, including manual or automatic, wet or dry and location of hose valves and fire department connection.

E-3.3.1.31 Identify by location and describe the type of fire extinguishers.

E-3.3.1.32 Identify and describe the location of the nearest fire department and the approximate distance from the building.

E-3.3.1.33 Describe in detail the building's engineered smoke control system. The system must be described as either being active or passive. Include the purpose and method of activation.

E-3.3.1.34 Identify by location and describe the elevator system. The following information must specifically be included in the description:

- Number of elevators - passenger and freight. Elevator capture (manual) provided.
- Automatic recall features provided.
- Certificate date.
- Fire protection provided in elevator machine rooms, elevator lobbies, and elevator hoistways.

E-3.3.1.35 Identify and describe the source of emergency power for the building

E-3.3.1.36 Identify all systems connected to the emergency power system.

E-3.3.1.37 Describe the general conditions of the fire protection and life safety equipment and systems in the building.

E-3.3.1.38 Describe the preventative records of the fire protection and life safety equipment and systems reviewed.

E-3.3.1.39 Describe in detail the building's Occupant Emergency Plan (OEP). The following information must specifically be included in the description:

- Date of most current OEP.
- Date of last fire drill or training drill.
- Describe the procedures to evacuate persons with mobility disabilities.
- Describe the procedures to evacuate occupants after hours.

E-3.4 The Surveyor must provide photographs of the building as follows:

E-3.4.1 Exterior views showing the front and all sides of the building and interior views of any prominent interior architectural features.

E-3.4.2 Photographs of identified risk condition(s) that have a RAC of 1, 2 or 3. Photographs are not required for RAC 4 and RAC 5 conditions unless necessary to better describe the condition.

E-3.4.3 The photographs must be included in an Appendix of the facility assessment report or made available from the Surveyor on request by the Government.

E-3.5 The Surveyor must provide a sketch of the building. The sketch must include, at a minimum, a north arrow, the location of the exit stairways, exterior exits, fire alarm control panel, fire pump room, fire control room, and elevators. A copy of the evacuation plan or similar for the level of exit discharge is also acceptable. The sketch is not required to be scaled; however, it must provide a correct graphical representation of the building. The sketch must be 8.5 inches by 11 inches.

E-3.6 The Surveyor must review the inspection, testing, and maintenance records for fire protection and life safety equipment and systems for the previous 12 months. Specifically, the Surveyor must:

E-3.6.1 Evaluate the preventive maintenance records against current building equipment lists and record any inconsistencies.

E-3.6.2 Evaluate the building's fire protection and life safety equipment and systems preventive maintenance schedule against national standards (e.g., National Fire Protection Association) and record inconsistencies.

E-3.7 The Surveyor must complete a *Fire Safety Evaluation System (FSES)* worksheet based on the latest edition of NFPA 101A, Alternative Approaches to Life Safety. An *FSES* worksheet is only to be completed for business occupancies. Note: Use the predominant building occupancy for the *FSES*. For example, a courthouse is predominantly a business occupancy, therefore, an *FSES* can be utilized.

E-4 QUALIFICATIONS OF CONTRACTOR PERSONNEL

E-4.1 At a minimum, contractor personnel conducting fire protection facility assessments must meet one of the following requirements in E-4.1.1, E-.4.1.2, or E-4.1.3.

E-4.1.1 A licensed engineer who has passed the principals and practice of engineering examination in fire protection administered by the National Council of Examiners for Engineering and Surveying (NCEES). In addition, the engineer must have at least 2 years' experience in conducting fire protection assessments of similar size, type, and complexity.

E-4.1.2 A licensed engineer who has passed a principals and practice of engineering examination administered by the NCEES and holds Professional Member grade in the Society of Fire Protection Engineers. In addition, the engineer must have at least 2 years' experience conducting fire protection assessments of similar size, type, and complexity.

E-4.1.3 An engineer having an undergraduate degree or a graduate degree from a college or university in the course of study in fire protection engineering, fire protection engineering technology, or fire safety engineering that is accredited by the Accreditation Board for Engineering and Technology or a similar accreditation and has at least 4 years of experience in fire protection engineering. In addition, all worked performed by these professionals must be reviewed and approved by a licensed engineer that meets the above qualifications in E-4.1.1 or E-4.1.2 and is also employed by the same company.

E-4.2 Personnel conducting fire protection facility assessments must submit documentation to verify their qualifications.

E-4.3 GSA does not require licensed engineers conducting fire protection facility assessments to be licensed in the state where the facility is located.

APPENDIX F PBS ORDER 1000.4 – FSH SPACE EVALUATION POLICY

PBS 1000.4 CHGE 1 Fire, Safety and Health (FSH) Space Evaluation Policy

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APPENDIX G FIRE PROTECTION & LIFE SAFETY LEASE SUPPORT

G-1 WEB-LINK:

HTTPS://SITES.GOOGLE.COM/A/GSA.GOV/OFFICE-OF-LEASING/HOME

Lease Forms

Folder: **Expedited Fire Protection and Life Safety Review**

- GSA FPLS Review Process Flow Chart
- FPLS Review Checklist
- Leasing Desk Guide (LDG)-Appendix D - Fire Protection and Life Safety
- GSA FPLS Pre-Lease Review Request Form
- GSA FPLS Post Award Drawing Review Request Form
- Prelease FPLS Evaluation Form 12000 (Part A & Part B)

Folder: **Global Lease**

- Global Lease L100 (with macros)
- Global RLP R100 (with macros)

Folder: **Simplified Lease**

- Simplified RLP Form R101A

Folder: **Warehouse**

- Prelease FPLS Evaluation Form 12000- WH (Part A & Part B)
- Proposal to Lease Space Form 1364 WH
- GSA Form L201WH – Warehouse Lease
- Warehouse RLP Form R101WH

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APPENDIX H FIRE PROTECTION & LIFE SAFETY PRELIMINARY LEASE CHECKLIST/FLOWCHART

BUILDING CODE LISTED ON BUILDING CERTIFICATE OF OCCUPANCY		
Building Code:	Year:	
PRELIMINARY LEASING CHECKLIST		
1a. The offered space 10,000 rentable sf or less in area (check one):	☐ yes ☐ no	*(continue to Item 1b)* *(skip to Item 2a)*
1b. The offered space is located on the first floor (check one):	☐ yes ☐ no	***GSA FPLS review not req'd*** *(continue to Item 2a)*
2a. The building is fully sprinklered (check one):	☐ yes ☐ no	*(skip to Item 3a)* *(continue to Item 2b)*
2b. The total area of GSA leased space in the building is 35,000 rentable sf or greater (check one):	☐ yes ☐ no	*(continue to Item 2c)* *(skip to Item 2d)*
2c. Any portion of GSA leased space is located on or above the 6th floor (check one):	☐ yes ☐ no	***GSA FPLS review req'd**** *(skip to Item 2e)*
2d. Any portion of GSA leased space is located on or above the 6th floor (check one):	☐ yes ☐ no	*(skip to Item 2f)* *(continue to Item 2e)*
2e. The offered space is located on or above the first floor (i.e. located on the 1st through 5th floors) (check one):	☐ yes ☐ no	*(skip to Item 3a)* ***GSA FPLS review req'd****
2f. The building is sprinklered up to and including the highest level of GSA leased space (check one):	☐ yes ☐ no	*(continue to Item 3a)* ***GSA FPLS review req'd****
3a. The building has a fire alarm system (check one):	☐ yes ☐ no	*(skip to Item 4a)* *(continue to Item 3b)*
3b. The offered space is on the 1st or 2nd Floor (check one):	☐ yes ☐ no	*(continue to Item 4a)* ***GSA FPLS review req'd****
4a. The means of egress system utilizes a fire escape (check one):	☐ yes ☐ no	***GSA FPLS review req'd**** *(continue to Item 4b)*
4b. The means of egress system utilizes an interlocking scissor stair (check one):	☐ yes ☐ no	*(continue to Item 4c)* *(skip to Item 5a)*
4c. An exit stair is provided (in addition to the interlocking scissor stair) on each floor where the offered space located (check one):	☐ yes ☐ no	*(continue to Item 5a)* ***GSA FPLS review req'd****
5a. The building Certificate of Occupancy was obtained under any edition of the International Building Code (IBC) (check one):	☐ yes ☐ no	***GSA FPLS review not req'd*** ***GSA FPLS review req'd****

Per the Lease Market Survey, offeror must submit written commitment to correct deficiencies to be eligible for award.

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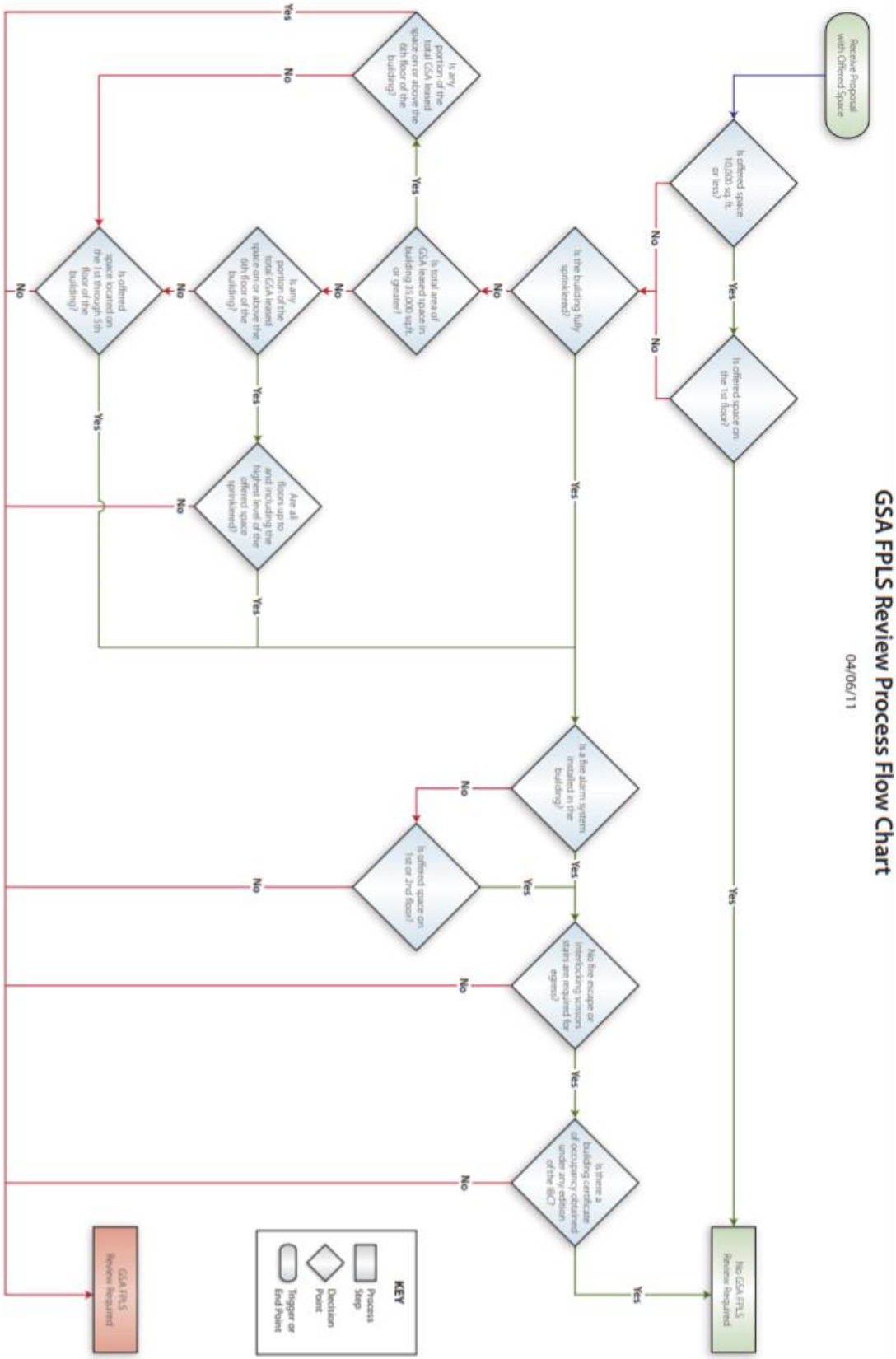
GSA FPLS Review Process Flow Chart
04/06/11
Receive Proposal with Offered Space
Is offered space 10,000 sq. ft. or less?
Is offered space on the 1st floor?
No GSA FPLS Review Required
Is the building fully sprinklered?
Is total area of GSA leased space in building 25,000 sq.ft. or greater?
Is any portion of the total GSA leased space on or above the 6th floor of the building?
Is offered space located on the 1st through 5th floor of the building?
Is any portion of the total GSA leased space on or above the 6th floor of the building?
Are all floors up to and including the highest level of the offered space sprinklered?
Is a fire alarm system installed in the building?
Is offered space on 1st or 2nd floor?
No fire escape or interlocking scissors stairs are required for egress?
Is there a building certificate of occupancy obtained under any edition of the IBC?
GSA FPLS Review Required
KEY
Process Step
Decision Point
Trigger or End Point
Yes
No

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APPENDIX I "FIRE PROTECTION PROGRAM – PROPER PROJECT REVIEW PROCEDURES, WAIVERS AND ALTERNATIVES"

GSA

GSA Public Buildings Service

August 27, 2013

MEMORANDUM FOR REGIONAL COMISSIONERS, PBS

FROM: DARREN J. BLUE
ASSISTANT COMMISSIONER – PM

SUBJECT: Fire Protection Program – Proper Project Review Procedures, Waivers and Alternatives

Background: Recently, the Office of Audits, Office of Inspector General performed an audit of a region's building renovation project. One of the findings in the report determined that the former Regional Commissioner (RC) issued a waiver of an identified fire protection design deficiency without requiring corrective action or implementation of an alternative protection strategy to reduce the identified fire risk prior to occupancy. In addition, the former RC made this decision without any input from the regional fire protection (FP) program office.

Design Review Procedures: One of the primary objectives of PBS is to assure an acceptable level of safety in all facilities prior to occupancy. As a result, full compliance with the *Facilities Standards for the Public Buildings Service* (PBS P100) and all adopted national codes and standards is necessary. To support this objective, fire protection reviews of all project drawings and specifications are required to be conducted by the regional FP program office. Regional project managers must also receive approval of the final design by the regional FP program office. In addition, where any adopted national code or standard refers to the *building official, fire code official, or authority having jurisdiction* for any fire protection or life safety interpretation or enforcement requirement, the regional FP program office has been designated to serve in this role for PBS.

Waivers and Alternatives: The FP program office does not issue waivers for addressing identified fire protection deficiencies. The FP program office will consider proposed alternatives for all code related deficiencies; however, all proposed alternatives must provide an equivalent level of safety. Any proposed alternatives must address the specific code requirement or fire protection deficiency and include written justification, hazard analysis, cost comparisons, criteria used, and other pertinent data. The recommended alternative must also be accomplished within the project budget and schedule. Lack of funds or not being able to meet schedule deadlines is not considered sufficient justification for deviation from the cited requirement. Approved alternatives shall only apply to the specific project involved and do not constitute blanket approval for similar cases. The approved alternative will be recognized as being an equivalent design solution to address the identified deficiency. Any proposed alternative related to a fire protection or life safety issue must be reviewed and approved by the regional FP program office.

Please forward this memorandum to all program offices that initiate projects. Should you have any questions regarding this memorandum, please contact Dave Frable (dave.frable@gsa.gov or 630-845-1623), Senior Fire Protection Engineer, Facilities Management and Services Programs.

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APPENDIX J UNWANTED FIRE ALARM ACTIVATION SPREADSHEET (SAMPLE)

Region	Date	Time	Building Name	Building #	Building Type	Initiating Device Activated	Cause of Fire Alarm System Activation	Building Evacuation	Brief Description of Reason for Unwanted Fire Alarm System Activation	Q1	Q2	Q3	Q4
					Federally-Owned Leased	Smoke Detector Waterflow Switch (Sprinkler) Manual Fire Alarm Box Other Unknown (No Info)	Contractor/ Construction Alarm Related Activity - Construction – Contractor - ITM Services - Other Occupant/Employee - Accidental – Intentional - Malicious System Maintenance Issue Water Surge Electrical Surge Equipment or System Malfunction - Weather Related - Other - Unknown	Yes No Unknown					

APPENDIX K GSA FORM 1755 PERMIT FOR WELDING, CUTTING OR BRAZING

GSA 1755.pdf **[PDF - 487 KB]**