**Business Occupancy Survey Simplification Tool**

***Instructions: Use this tool to conduct a self-assessment to determine if your*** ***business occupancies are ready for survey. For more information on how to use this tool, please review the Health Facilities Management article, “***[***Preparing business occupancies for accreditation surveys***](https://www.hfmmagazine.com/articles/4528-preparing-business-occupancies-for-accreditation-surveys)***.”***

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|  |
| **Building Information** |
|  |  |
| Name and title of auditor |  |
|  |  |  |
| Name of facility |  | Date: |
|  |  |
| Address of facility |  |
|  |  |
|  |  |  |  |
| Year of original construction |  | Date of renovations  |  |
|  |  | or additions |  |
|  |  |  |  |
| Applicable codes and standards (include edition) |  |
|  |  |  |  |
| Construction type |  | Occupancy type(s) (new or existing) |  |
|  |  |  |  |
| Number of stories at or above street level |  | Number of stories below street level |  |
|  |  |  |  |
| Height above the lowest level of fire department vehicleaccess. |  | Total square footage |  |
|  |  |
| Emergency plan (Y/N) |  |
|  |  |  |  |
| Occupant load above or below level of exit discharge |  | Total occupant load |  |
|  |
|  |  |  |  |
| Fire alarm system type |  | Fully sprinklered (Y/N) |  |
|  |  |  |  |
| Life safety drawings available (Y/N) |   |  |  |
|  |  |  |  |
|  |

***Instructions: Check “Yes,” “No” or “NA” for each requirement as it pertains to your facility. Add any notes under the “Comment” section that your team might need to understand the building requirements.***

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| **Building Requirements** |
| Requirement | Y | N | NA | Comment |
| Separations |  |  |  |  |
|  | Combined Parking structures separated by 2-hour fire barrier |  |  |  |  |
|  | Mixed occupancies separated by: |  |  |  |  |
|  |  | Ambulatory health care – 1-hour rated separation |  |  |  |  |
|  |  | Health care – 2-hour rated separation |  |  |  |  |
|  |  |  |  |  |  |
| Means of Egress |
|  | Doors – locking arrangements in the means of egress are compliant locking configurations |  |  |  |  |
|  | Requirement | Y | N | NA | Comment |
|  |  |  |  |  |  |
|  | Capacity – corridors serving 50 or more are a minimum of 44”. |  |  |  |  |
|  |  |  |  |  |  |
|  | Are there two separate exits accessible from every part of every story? \* |  |  |  |  |
|  |  |  |  |  |  |
|  | If three or fewer stories and less than 30 occupants per story a single exit is allowed |  |  |  |  |
|  |  |  |  |  |  |
|  | Dead-end corridors |  |  |  |  |
|  |  | Fully sprinklered no greater than 50’ |  |  |  |  |
|  |  | Not fully sprinklered no greater than 20’ |  |  |  |  |
|  |  |  |  |  |  |
|  | Common path of travel |  |  |  |  |
|  |  | Fully sprinkler no greater than 100’ |  |  |  |  |
|  |  | Not fully sprinklered no greater than 75’ |  |  |  |  |
|  |  |  |  |  |  |
|  | Travel distance |  |  |  |  |
|  |  | Fully sprinklered no greater than 300’ |  |  |  |  |
|  |  | Not fully sprinklered no greater than 200’ |  |  |  |  |
|  |  |  |  |  |  |
|  | Emergency lighting if any of the following apply: |  |  |  |  |
|  |  | Three stories or greater |  |  |  |  |
|  |  | Or 50 or more occupants above or below level of exit discharge |  |  |  |  |
|  |  | Or 300 or more total occupants |  |  |  |  |
|  |  |  |  |  |  |  |
| Protection |  |  |  |  |
|  |  |  |  |  |  |
|  | Vertical Openings\* |  |
|  |  | New serving four or more stories protected with 2-hour fire barrier |  |  |  |  |
|  |  | New serving 3 or fewer stories protected with 1-hour fire barrier |  |  |  |  |
|  |  | Existing protected with ½-hour fire rated partition |  |  |  |  |
|  |  | Stories below the street floor used for storage or other occupancies have no unprotected openings to business occupancy stories |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Hazards |  |
|  |  | General hazard areas, such as general storage, boiler or furnace rooms, and maintenance shops, are protected per Section 8.7 |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | High hazard areas are:1. Separated by 1-hour fire barrier
2. Or protected by automatic extinguishing system
 |  |  |  |  |
|  |  | Requirement | Y | N | NA | Comment |
|  |  |  |  |  |  |  |
|  |  | Cooking equipment in accordance with NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations* |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Interior wall and ceiling finishes for exits and exit access are Class A or B finishes |  |  |  |  |
|  |  | Interior wall and ceiling finishes in other areas are Class A, B or C |  |  |  |  |
|  |  | New: Floor finishes are Class I or Class II and have a minimum critical radiant flux of 0.1 W/cm2 |  |  |  |  |
|  |  | Carpet and carpetlike floor finishes shall comply with ASTM D 2859, *Standard Test Method for Ignition Characteristics of Finished Textile Floor Covering Materials* |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Fire alarm system shall be provided if:Facility is three or more stories, or ifoccupancy load above or below level of exit discharge is 50 or more for new/ 100 or more for existing, or if total occupancy is 300 or more for new/ 1,000 for existing  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | Fire extinguishers are provided per NFPA 10, *Standard for Portable Fire Extinguishers* |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  | New: Corridors shall be separated from use areas by 1-hour fire barrier unless:1. Exits are available from an open floor area, or
2. Space is occupied by a single tenant, or
3. Supervised automatic sprinkler system is installed throughout the building
 |  |  |  |  |
|  |
| Building Services |  |  |  |  |
|  | Gas – per NFPA 54, *National Fuel Gas Code*, orNFPA 58, *Liquefied Petroleum Gas Code* |  |  |  |  |
|  |  |  |  |  |  |
|  | Electrical systems per NFPA 70, *National Electrical Code* |  |  |  |  |
|  |  |  |  |  |  |
|  | Emergency generators and standby power systems per NFPA 110, *Standard for Emergency and Standby Power Systems* |  |  |  |  |
|  |  |  |  |  |  |
|  | Stored electrical energy systems per NFPA 111, *Standard on Stored Electrical Energy Emergency and Standby Power Systems* |  |  |  |  |
|  |  |  |  |  |  |

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|  | Requirement | Y | N | NA | Comment |
|  | HVAC per NFPA 90A, *Standard for the Installation of Air-Conditioning and Ventilating Systems*, or NFPA 90B, *Standard for the Installation of Warm Air Heating and Air-Conditioning Systems* and ASHRAE/ASHE 170, *Ventilation of Health Care Facilities* |  |  |  |  |
|  |  |  |  |  |  |
|  | Elevators, Escalators, and Conveyors per ASME A17.1/CSA B44, *Safety Code for Elevators**and Escalators* for new and ASME A17.3 *Safety Code for Existing Elevators and Escalators* for existing. |  |  |  |  |
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| \*For separate exiting exceptions see Sections 38/39.2.4 of the 2012 Edition of NFPA 101 For Vertical Opening exceptions see Sections 38/39.3.1 of the 2012 Edition of NFPA 101 For components or systems that require ITM (fire alarm, exit lights, emergency lights, fire extinguishers, etc.) ITM documentation is required. |