NFPA 903
Fire Reporting Property Survey Guide

1996 Edition

National Fire Protection Association, 1 Batterymarch Park, PO Box 9101, Quincy, MA 02269-9101
An International Codes and Standards Organization

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NFPA 903

Fire Reporting Property Survey Guide

1996 Edition

This edition of NFPA 903, *Fire Reporting Property Survey Guide*, was prepared by the Technical Committee on Fire Reporting and acted on by the National Fire Protection Association, Inc., at its Annual Meeting held May 20–23, 1996, in Boston, MA. It was issued by the Standards Council on July 18, 1996, with an effective date of August 9, 1996, and supersedes all previous editions.

This edition of NFPA 903 was approved as an American National Standard on July 26, 1996.

Origin and Development of NFPA 903

This guide and Form 903SR, Basic Structure Report, and Form 903TR, Basic Occupancy Report, were developed in 1977 in recognition of the need to collect information on a property before the occurrence of a fire at that property. The forms allow the user to develop a property inventory that can be used to perform some risk evaluation and also to provide data useful in post-fire evaluations. By referencing NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, and using the classifications and definitions contained therein, data can be maintained in a uniform manner.

In 1981 and 1986, minor changes were made to the guide to refine the forms and instructions based on user feedback. The text was reconfirmed in 1992.

In preparation for this edition, the committee reviewed the data that it was suggesting be collected. The review included how useful the data was and how accurately it could be collected. A number of data elements were dropped or modified, while others that previously required the data to be classified after being recorded were changed to a direct entry format.

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

NOTE: Membership on a committee shall not in and of itself constitute an endorsement of the Association or any document developed by the committee on which the member serves.

Committee Scope: This Committee shall have primary responsibility for documents on standard methods of compiling fire experience data by the fire service. The main purposes of this Committee are to develop standard occupancy and cause classification for use by cities and states in the reporting of fires, to suggest other useful information that needs to be collected, and to develop standard forms for these purposes.

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NOTICE: Information on referenced publications can be found in Appendix A.

Introduction

Fire service personnel have recognized the need to become more effective in their attempts to educate people about fire-safe habits, to make or suggest changes in fire and building codes, and to show clearly the value of fire service personnel through the collection and use of meaningful data.

To help develop a uniform system of recording basic data on properties and fires involving those properties, the NFPA established a Technical Committee on Fire Reporting in 1962. Using information available in the United States, Canada, Europe, and Australia, the committee devised a standard language of fire reporting, which is published as NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*. That document serves as a system description, glossary, and dictionary for the building of a full and eventually international system of data collection for control of the fire threat.

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

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

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

Compilation of data can be done manually, semiautomatically, or automatically. The data can be responsive to fire department and municipal management needs for tactical, strategic, fire prevention, and public relations use. The data is adaptable to the new systems concept of fire protection, and work is progressing toward the development of a method to evaluate each item collected and produce a relative risk number. The use of these forms and this guide produces a meaningful report on each structure surveyed, and an orderly program for increasing the prefire defenses of that structure can be established based on the findings of the survey.

General Applications

I. Definitions.

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

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

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

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

Structure. An assembly of materials forming a construction for occupancy or use for a specific purpose.

II. Use of the Forms.

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

The Basic Property/Structure Report form is designed for recording information on a structure being surveyed and the influence that details of the structure have on fire safety. Several structures could be found on a property, and a separate Basic Property/Structure Report should be completed for each structure.

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

III. Nonstructure Areas.

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

IV. Form Completion.

Words should be used on report forms and should accurately describe the conditions observed. All categories should be completed on each form. The abbreviation "N/A" should be used for categories that are not applicable, and the word "none" should be used to indicate the absence of some feature. Where information cannot be obtained, the abbreviation "undet" (undetermined) should be used.

This guide contains appropriate references to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for use by personnel responsible for classifying data. All references cite the 1995 edition of NFPA 901. A review of the discussion, terminology, definitions, and classifications in NFPA 901 can improve the quality of the reports.

Where a category has an associated classification system, a space has been provided to record the classification number. Where the format of the data allows for direct entry (e.g., dates, times, and numeric data), persons using the form in connection with electronic data entry can create specific spaces or a special format for recording such data to aid in its transfer to electronic media.

V. Reporting Each Property.

The proper use of these report forms provides an inventory of the property a fire department is expected to protect. Properties on which there is only one structure with a single, specific property use or occupancy are quite easy to assess, and completion of a property inventory report is simple (i.e., one Basic Property/Structure Report form and one Basic Occupancy Report form). Most communities include some complex properties with a number of structures and a variety of specific property uses or occupancies, which results in the need to use several Basic Property/Structure Report forms and several Basic Occupancy Report forms. Responsibility for fire protection is then divided between the owner in some areas and a tenant in other areas.

VI. Initial Survey.

The initial survey should be used to complete the Basic Property/Structure Report, Form 903SR, and the appropriate number of Basic Occupancy Reports, Form 903TR.

VII. Evaluation Frequency.

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

VIII. Additional Materials.

It might be desirable in some cases to include additional comments, sketches, and photographs with the report. The same property number, structure number, and occupancy number, if applicable, should appear on all such documents.

Examples

The first two forms, on pages 6 and 7, demonstrate how a properly completed report should look for a one-story, 50-ft × 75-ft (15-m × 23-m) building occupied as a fast food restaurant.

The next five forms (pages 8–12) show how a properly completed report should look for an industrial property consisting of a two-story office building and a one-story furniture plant and storage building with the plant and storage area separated by a fire division wall with protected openings.

Preparation of the Basic Property/Structure Report

The Basic Property/Structure Report, Form 903SR, is shown on page 13. The section of this guide to be used as a reference in preparing the Basic Property/Structure Report follows the form.

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

The report should be completed in the words of the member making the report. Reference should be made to the explanatory information regarding Lines SA through SU as well as to other explanatory information in the guide. Additional remarks on unique or interesting features of the survey are requested. Any remarks pertaining to a specific item on the form should be preceded by the letter of the line that provides information on that specific item.

Preparation of the Basic Occupancy Report

The Basic Occupancy Report, Form 903TR, is shown on page 21. The section of this guide to be used as a reference in preparing the Basic Occupancy Report follows the form.

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

The report should be completed in the words of the member making the report. Reference should be made to the explanatory information regarding Lines TA through TO as well as to other explanatory information in this guide. Additional remarks on unique or interesting features of the survey are requested. Any remarks pertaining to a specific item on the form should be preceded by the letter of the line that provides information on that specific item.

Basic Property/Structure Report Form 903SR

Essex Fire Department

SA	Address: 4296 East Maple Street			Inspection District: E10	
SB	Property Name: ACE Burgers			Property No.: 2284	
SC	Responsible Party: Richard Jones	Address: 4296 East Maple St.		Telephone: 628-3365	
SD	Emergency Contacts: Name: Richard Jones	Telephone: 644-9870	Name: Michael Brown	Telephone: 645-6390	
SE	Census Tract: 2284.01	General Property Use: Restaurant	1 16	Date of Survey: 9/11/95	
SF	Structure Name: ACE Burgers	Structure No.: 1		Number of Occupancies: 1	
SG	Type of Construction: Type IV	4	Method of Construction: Site Built	1	
SH	Year of Construction: 1973		Structure Type: Building – Single use	1	
SI	Property Management: Private taxpaying	1	Structure Height: 1 Story	12 feet	
SJ	Number of Stories Above Grade: one		Number of Stories Below Grade: None		
SK	Ground Floor Area: 3750 ft^2		Total Floor Area: 3750 ft^2		
SL	Protection of Stairways: N/A	8	Protection of Vertical Shafts: N/A	8	
SM	Protection of Floor Openings: N/A	8	Protection of Wall Openings: N/A	8	
SN	Roof Covering: Composite shingle - Class C	2	Perimeter Access: Over 30 ft all sides	4	
SO	Automatic Detection Coverage: None	8	Automatic Alarm Transmission Capability: None	8	
SP	Type of Sprinkler System: None	8	Coverage of Sprinkler System: N/A	8	
SQ	Standpipe System: None	8	Required Fire Flow: 1000 gpm		
SR	Water Supply Type: Hydrant within 100 ft	8	Available Water Supply: 900 gpm		
SS	Obstacles to Rescue and Fire Control: None			8	
ST	Member Making Report: John Carter		Date: 9/11/95		
SU	Remarks				

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Example 1(a)

Basic Occupancy Report Form 903TR

Essex Fire Department

TA	Address: 4296 East Maple Street		Property No.: 2284
TB	Property/Structure Name: ACE Burgers	Structure No.: 1	Occupancy No.: 1
TC	Tenant Name: ACE Burgers		Date of Survey: 9/11/95
TD	Responsible Party: Richard Jones	Address: 4296 East Maple St.	Telephone: 628-3365
TE	Emergency Contacts: Name: Richard Jones	Telephone: 644-9870	Name: Michael Brown / Telephone: 645-6390
TF	Specific Property Use: Fast Food Restaurant | 1,614		Building Code Occupancy Type: A3
TG	Number of Stories Occupied by Tenant: 1		Total Floor Area of Tenant Space: 3750 ft^2
TH	Maximum Occupant Load: 60		Number of Exits: 3
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No		
TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☑ No		
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No		
TL	Other Possible Fire Conditions ☐ Check if applicable and describe:		
TM	Type of Special Hazard System: Dry chemical in hood + duct | 1		Coverage of Special Hazard System: Std installation- Local system | 2
TN	Member Making Report: John Carter		Date: 9/11/95
TO	Remarks: Fire extinguishers and hood and duct system on a maintenance contract with Supra Fire Protection Systems 329-4040.		
	☐ Remarks continued on reverse side		

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Example 1(b)

Basic Property/Structure Report Pineville Fire Department Form 903SR

SA	Address: 2 Industrial Way			Inspection District: E-16	
SB	Property Name: Finbuilt Furniture Co.			Property No.: 486	
SC	Responsible Party: ABC Realty Corp.	Address: 1486 Greentree Lane		Telephone: 936-4860	
SD	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters	Telephone: 935-1148	
SE	Census Tract: 2384.00	General Property Use: Furniture mfg.	7 5	Date of Survey: 9/14/95	
SF	Structure Name: Office Building	Structure No.: 1		Number of Occupancies: 1	
SG	Type of Construction: Fire Resistive	1	Method of Construction: Site Built	1	
SH	Year of Construction: 1974		Structure Type: Building – Single use	1	
SI	Property Management: Private taxpaying	1	Structure Height: 28 ft		
SJ	Number of Stories Above Grade: 2		Number of Stories Below Grade: None		
SK	Ground Floor Area: 75 ft x 75 ft = 5625 ft^2		Total Floor Area: 11,250 ft^2		
SL	Protection of Stairways: Properly enclosed	1	Protection of Vertical Shafts: N/A	8	
SM	Protection of Floor Openings: Properly enclosed	1	Protection of Wall Openings: N/A	8	
SN	Roof Covering: Tar + Gravel - class A	1	Perimeter Access: Over 30 ft all sides	4	
SO	Automatic Detection Coverage: None	8	Automatic Alarm Transmission Capability: Master box to Fire Dept.	5	
SP	Type of Sprinkler System: Wet pipe system	1	Coverage of Sprinkler System: Complete standard system	1	
SQ	Standpipe System: None	8	Required Fire Flow: 1000 gpm		
SR	Water Supply Type: Hydrant within 50 ft	1	Available Water Supply: 3400 gpm		
SS	Obstacles to Rescue and Fire Control: Sealed windows throughout			2	
ST	Member Making Report: Robert Michaels		Date: 9/14/95		
SU	Remarks				

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Example 2(a)

Basic Occupancy Report — Pineville Fire Department — Form 903TR

TA	Address: 2 Industrial Way	Property No.: 486
TB	Property/Structure Name: Finbuilt Furniture | Structure No.: 1	Occupancy No.: 1
TC	Tenant Name: Finbuilt Furniture	Date of Survey: 9/14/95
TD	Responsible Party: Albert Thomas Address: 2 Industrial Way	Telephone: 322-7840
TE	Emergency Contacts: Name: Roger Flaherty Telephone: 333-4225 Name: Raymond Masters Telephone: 935-1148	
TF	Specific Property Use: Office | 519 | 1	Building Code Occupancy Type: B
TG	Number of Stories Occupied by Tenant: Two	Total Floor Area of Tenant Space: 11,250 ft^2
TH	Maximum Occupant Load: 90	Number of Exits: 2
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No	
TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☑ No	
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No	
TL	Other Possible Fire Conditions ☐ Check if applicable and describe:	
TM	Type of Special Hazard System: Halon system in computer room | 4	Coverage of Special Hazard System: Total flooding- Std installation | 1
TN	Member Making Report: Robert Michaels	Date: 9/14/95
TO	Remarks	

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Example 2(b)

Basic Property/Structure Report Pineville Fire Department Form 903SR

SA	Address: 2 Industrial Way			Inspection District: E-16	
SB	Property Name: Finbuilt Furniture Co.			Property No.: 486	
SC	Responsible Party: ABC Realty Corp.	Address: 1486 Greentree Lane		Telephone: 936-4860	
SD	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters	Telephone: 935-1148	
SE	Census Tract: 2384.00	General Property Use: Furniture mfg.	7 5	Date of Survey: 9/14/95	
SF	Structure Name: Factory Building	Structure No.: 2		Number of Occupancies: 2	
SG	Type of Construction: Type IV	4	Method of Construction: Site Built	1	
SH	Year of Construction: 1974		Structure Type: Building – Multi use	1	
SI	Property Management: Private taxpaying	1	Structure Height: 30 ft		
SJ	Number of Stories Above Grade: one		Number of Stories Below Grade: None		
SK	Ground Floor Area: 160,000 ft^2		Total Floor Area: 160,000 ft^2		
SL	Protection of Stairways: N/A	8	Protection of Vertical Shafts: N/A	8	
SM	Protection of Floor Openings: N/A	8	Protection of Wall Openings: Labeled doors for Class A openings	1	
SN	Roof Covering: Tar + Gravel - Class A	1	Perimeter Access: Over 30 ft all sides	4	
SO	Automatic Detection Coverage: None	8	Automatic Alarm Transmission Capability: Master box to Fire Dept.	5	
SP	Type of Sprinkler System: Dry pipe system	1	Coverage of Sprinkler System: Complete standard system	1	
SQ	Standpipe System: None	8	Required Fire Flow: 4000 gpm		
SR	Water Supply Type: Hydrants at 250 ft intervals	1	Available Water Supply: 3400 gpm		
SS	Obstacles to Rescue and Fire Control: Windowless walls, overhead steel doors at loading dock.			7	
ST	Member Making Report: Robert Michaels		Date: 9/14/95		
SU	Remarks				

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Example 2(c)

Basic Occupancy Report

Pineville Fire Department

Form 903TR

TA	Address: 2 Industrial Way		Property No.: 486
TB	Property/Structure Name: Finbuilt Furniture Co.	Structure No.: 2	Occupancy No.: 1
TC	Tenant Name: Finbuilt Furniture Co.		Date of Survey: 9/14/95
TD	Responsible Party: Albert Thomas	Address: 2 Industrial Way	Telephone: 322-7840
TE	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters Telephone: 935-1148
TF	Specific Property Use: Furniture Mfg. | 7|5|4		Building Code Occupancy Type: F1
TG	Number of Stories Occupied by Tenant: One		Total Floor Area of Tenant Space: 120,000 ft^2
TH	Maximum Occupant Load: 350		Number of Exits: 10
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No		
TJ	Is flammable liquid use at or above reportable limits? ☑ Yes ☐ No Lacquer and thinners used extensively in finish area.		
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No		
TL	Other Possible Fire Conditions ☐ Check if applicable and describe:		
TM	Type of Special Hazard System: None | 8		Coverage of Special Hazard System: N/A | 8
TN	Member Making Report: Robert Michaels		Date: 9/14/95
TO	Remarks		

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Example 2(d)

Basic Occupancy Report — Form 903TR

Pineville Fire Department

TA	Address: 2 Industrial Way		Property No.: 486
TB	Property/Structure Name: Finbuilt Furniture Co.	Structure No.: 2	Occupancy No.: 2
TC	Tenant Name: Finbuilt Furniture Co.		Date of Survey: 9/14/95
TD	Responsible Party: Albert Thomas	Address: 2 Industrial Way	Telephone: 322-7840
TE	Emergency Contacts: Name: Roger Flaherty	Telephone: 333-4225	Name: Raymond Masters / Telephone: 935-1148
TF	Specific Property Use: Furniture Storage | 8|5|2	Building Code Occupancy Type: S1	
TG	Number of Stories Occupied by Tenant: One	Total Floor Area of Tenant Space: 40,000 ft^2	
TH	Maximum Occupant Load: 8	Number of Exits: 8	
TI	Does this occupancy present potential problems for prompt exiting due to a predominance of children, senior citizens, or persons with a physical or mental disability? ☐ Yes ☑ No		
TJ	Is flammable liquid use at or above reportable limits? ☐ Yes ☑ No		
TK	Is hazardous material storage or use at or above reportable limits? ☐ Yes ☑ No		
TL	Other Possible Fire Conditions ☑ Check if applicable and describe: Wrapping paper and wood crating materials in shipping area. LP-powered fork lift truck used in warehouse.		
TM	Type of Special Hazard System: None | 8	Coverage of Special Hazard System: N/A | 8	
TN	Member Making Report: Robert Michaels	Date: 9/14/95	
TO	Remarks		

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Example 2(e)

Basic Property/Structure Report Form 903SR

_____ Fire Department

SA	Address			Inspection District
SB	Property Name			Property No.
SC	Responsible Party		Address	Telephone
SD	Emergency Contacts:	Name Telephone	Name	Telephone
SE	Census Tract	General Property Use		Date of Survey
SF	Structure Name	Structure No.		Number of Occupancies
SG	Type of Construction	Method of Construction		
SH	Year of Construction	Structure Type		
SI	Property Management	Structure Height		
SJ	Number of Stories Above Grade	Number of Stories Below Grade		
SK	Ground Floor Area	Total Floor Area		
SL	Protection of Stairways	Protection of Vertical Shafts		
SM	Protection of Floor Openings	Protection of Wall Openings		
SN	Roof Covering	Perimeter Access		
SO	Automatic Detection Coverage	Automatic Alarm Transmission Capability		
SP	Type of Sprinkler System	Coverage of Sprinkler System		
SQ	Standpipe System	Required Fire Flow		
SR	Water Supply Type	Available Water Supply		
SS	Obstacles to Rescue and Fire Control			
ST	Member Making Report		Date	
SU	Remarks			

☐ Remarks continued on reverse side

This form is for use with NFPA 903, *Fire Reporting Property Survey Guide*. Users also should refer to NFPA 901, *Standard Classifications for Incident Reporting and Fire Protection Data*, for information on fire-reporting systems and data classifications to be entered on this form.

Form 903SR

Line SA Data

SA	Address	Inspection District

Address

Record the correct address of the structure for which the survey is being made. In the event there are multiple addresses for the same property, structure, or occupancy, all of the valid addresses should be reported in the system.

Inspection District

Record the number of the fire department company or district that has primary responsibility for the survey of the property.

Line SB Data

SB	Property Name	Property No.

Property Name

If the property has an identifying name, record the name. It could be the name of a store, the name of a business, or a name by which an apartment complex is known.

Example: ACME Shopping Center

Property Number

Each property should be assigned a unique number that should not be changed even if the occupancy or nature of the property changes over time. The property number should be the same for all structures on a given property.

Property numbers can be assigned on a geographical basis or can be assigned randomly, but care should be taken to ensure that no two properties have the same property number.

Record the property number assigned to the structure.

Line SC Data

SC	Responsible Party	Address	Telephone

Responsible Party

Record the name, address, and telephone number of the owner, manager, or other person responsible for the property.

Line SD Data

SD	Emergency Contacts:	Name	Telephone	Name	Telephone

Emergency Contacts

Record the names and telephone numbers of two persons who can be contacted if there is an emergency at the property.

Line SE Data

SE	Census Tract	General Property Use	Date of Survey

Census Tract

Record the number of the census tract in which the property is located. The census tract number is a 6-digit number assigned by the U.S. Department of Commerce Bureau of the Census that identifies an area of land within the United States for which there is census data available. Maps that outline the boundaries of census tracts are available from the Bureau of the Census.

General Property Use

General property use is defined as the general (overall) use of land or space under the same management or ownership, or within the same legal boundaries, including any structures, vehicles, or other appurtenances thereon.

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

Refer to NFPA 901, Section 4-6, for the data classifications to use for General Property Use.

Date of Survey

Record the month, day, and year the property survey was made.

Line SF Data

SF	Structure Name	Structure No.	Number of Occupancies

Structure Name

If the structure has an identifying name, record the name. It could be the name of a store, the name of a business, or some other name unique to the structure. The structure name is particularly important where there are multiple structures on the same property. While each structure is assigned a unique structure number (*see following category for line SF*), it is helpful to have a name associated with the structure as well, particularly where that name helps to identify the building.

Example: Smith Tire Store Building.

Structure Number

Each structure on the property should be assigned a number unique to that structure. If the property contains several structures, this number is to be used to identify the structure to which the report pertains. This number should not be changed even if the occupancy or nature of the property changes over time.

Record the structure number assigned to the structure.

Number of Occupancies

Indicate the number of occupancies (businesses or tenants) located in the structure. If the structure has areas common to several occupancies, treat the common areas as an additional occupancy. The purpose of this count is to indicate how many Basic Occupancy Reports (Form 903TR) should be filed for the structure.

Line SG Data

SG	Type of Construction		Method of Construction	

Type of Construction

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

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

Refer to NFPA 220, *Standard on Types of Building Construction*, for information on types of construction, and NFPA 901, 5-4.1, for the data classifications to use for Type of Construction and the model code cross-references. The classification categories should be modified as appropriate to bring them in line with any local building code. Use of the published model code cross-references should assist this local adaptation.

Method of Construction

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

Refer to NFPA 901, 5-4.2, for the data classifications to use for Method of Construction.

Line SH Data

SH	Year of Construction	Structure Type	

Year of Construction

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

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

Structure Type

Record the type of structure housing the one or more specific property uses. The most common type of structure is a building. Other types of structures include air-supported structures, tents, open-sided structures, open platforms, and underground structures.

Refer to NFPA 901, 5-4.7, for the data classifications to use for Structure Type.

Line SI Data

SI	Property Management		Structure Height

Property Management

Indicate whether the property is privately managed or managed by a governmental agency. If the property is privately managed, also indicate whether it is taxable or nontaxable property. If it is managed by a government agency, indicate whether the agency is a local, state, or federal agency.

Refer to NFPA 901, Section 4-9, for the data classifications to use for Property Management.

Structure Height

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

Line SJ Data

SJ	Number of Stories Above Grade	Number of Stories Below Grade

Number of Stories Above Grade

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

Number of Stories Below Grade

Record the total number of stories in the structure below grade. Unused crawl spaces should not be considered as additional stories.

Line SK Data

SK	Ground Floor Area	Total Floor Area

Ground Floor Area

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

Total Floor Area

Record the estimated total floor area of the structure.

Line SL Data

SL	Protection of Stairways		Protection of Vertical Shafts	

Protection of Stairways

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

Refer to NFPA 901, 5-6.1, for the data classifications to use for Protection of Stairways.

Protection of Vertical Shafts

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

Refer to NFPA 901, 5-6.1, for the data classifications to use for Protection of Vertical Shafts.

Line SM Data

SM	Protection of Floor Openings		Protection of Wall Openings	

Protection of Floor Openings

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

Refer to NFPA 901, 5-7.1, for the data classifications to use for Protection of Floor Openings.

Protection of Wall Openings

Identify any fire separation walls in the structure and evaluate the adequacy of any protection provided to openings in these walls. Horizontal openings in shaft walls or stairway enclosures should not be considered, as these openings are covered in Line SL.

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

Refer to NFPA 901, 5-7.2, for the data classifications to use for Protection of Openings in Horizontal Barriers.

Line SN Data

SN	Roof Covering		Perimeter Access	

Roof Covering

Record the type and rating of the roof covering provided on the structure. Roof coverings normally are rated A, B, or C or are unrated based on tests outlined in NFPA 256, *Standard Methods of Fire Tests of Roof Coverings*.

Refer to NFPA 901, Section 5-8, for the data classifications to use for Roof Covering.

Perimeter Access

Evaluate the number of sides of the structure that have at least 30 ft (10 m) of clear access for fire-fighting operations. This access facilitates fire department suppression operations and helps limit the potential of exposure fires. It is not necessary for access areas to be capable of supporting the weight of fire apparatus, but they are to be capable of providing clear access for fire department operations.

Refer to NFPA 901, Section 5-10, for the data classifications to use for Perimeter Access.

Line SO Data

SO	Automatic Detection Coverage		Automatic Alarm Transmission Capability	

Automatic Detection Coverage

If there is automatic detection equipment present, evaluate the degree of coverage. Coverage is considered to be complete where the location of the detectors conforms with the requirements of NFPA 72, *National Fire Alarm Code*.

Refer to NFPA 901, 8-4.1, for the data classifications to use for Automatic Detection Coverage.

Automatic Alarm Transmission Capability

Evaluate and record the methods by which an automatic alarm can be transmitted from the property to the responsible fire department. NFPA 72, *National Fire Alarm Code*, provides information on different methods of automatic alarm transmission.

Refer to NFPA 901, Section 8-5, for the data classifications to use for Automatic Alarm Transmission Capability.

Line SP Data

SP	Type of Sprinkler System		Coverage of Sprinkler System	

Type of Sprinkler System

If there is a sprinkler system in the structure, determine its type. Generally, the system is either a wet pipe system or a dry pipe system, but it could be one of a number of other types. The various types of sprinkler systems are defined in NFPA 13, *Standard for the Installation of Sprinkler Systems*; NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes*; and NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height*. If there are multiple types of sprinkler systems in the structure, record the type that protects the major area of the structure and provide details on the other systems in the section for Remarks.

Refer to NFPA 901, 8-6.1.1, for the data classifications to use for Type of Sprinkler System.

Coverage of Sprinkler System

If automatic sprinkler protection is provided within the structure, determine and record whether the coverage is complete or partial. Where partial coverage is provided, the location of the protected space should be recorded. Also determine and record whether the installation is standard or nonstandard. A standard installation is considered to be an installation that conforms with all applicable requirements of NFPA 13, *Standard for the Installation of Sprinkler Systems*; NFPA 13D, *Standard for the Installation of Sprinkler Systems in One- and Two-Family Dwellings and Manufactured Homes*; or NFPA 13R, *Standard for the Installation of Sprinkler Systems in Residential Occupancies up to and Including Four Stories in Height*.

Refer to NFPA 901, 8-6.1.2, for the data classifications to use for Coverage of Automatic Sprinkler System.

Line SQ Data

SQ	Standpipe System		Required Fire Flow

Standpipe System

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

Refer to NFPA 901, 8-6.3.3, for the data classifications to use for Standpipe System.

Required Fire Flow

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

Line SR Data

SR	Water Supply Type		Available Water Supply

Water Supply Type

Record whether or not there is a recognized water system available for use during fire suppression operations at this property. A recognized water system is an engineered water main and hydrant system under pressure. Also record the distance to the nearest hydrant, or, where there is no recognized water system, record the distance to another source of water. If there is no water source within a distance that allows apparatus responding on the first alarm to establish a relay, record this fact. Refer to NFPA 901, 8-7.1, for the data classifications to use for Water Supply Type.

Available Water Supply

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

If there is no recognized water system available, indicate, in gallons per minute (gpm), the flow of water that can be sustained for a period of 1 hour by apparatus responding on the first alarm. This flow can originate from a water source using a drafting operation or through a tanker shuttle. However, it is important to note that apparatus responding on the first alarm should be able to initiate and sustain this flow.

Line SS Data

SS	Obstacles to Rescue and Fire Control	

Obstacles to Rescue and Fire Control

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

Refer to NFPA 901, Section 5-15, for the data classifications to use for Obstacles to Rescue and Fire Control.

Line ST Data

ST	Member Making Report	Date

Member Making Report

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

Line SU Data

SU	Remarks
	☐ Remarks continued on reverse side

Remarks

The Remarks section should be used to explain further any problems mentioned on the form and to explain additional conditions that the inspector feels jeopardize the safety of the property, its occupants, or fire-fighting personnel. For example, lightweight floor and roof construction, including panelized roofs, tubular metal truss, plywood truss, and metal gusset truss, all present the potential for early building collapse.

If the reverse side of the form also is usedv for remarks, the box on the front of the form should be checked to indicate this fact.