
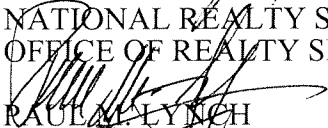




September 30, 2003

PE-2003-06

MEMORANDUM TO ASSISTANT REGIONAL ADMINISTRATORS, PBS
1P, 2P, 3P, 4P, 5P, 6P, 7P, 8P, 9P, 10P, WP
REGIONAL REALTY SERVICES OFFICERS

FROM: 
WILLIAM B. JENKINS
NATIONAL REALTY SERVICES OFFICER
OFFICE OF REALTY SERVICES - PE

PAULA LYNCH
ASSISTANT COMMISSIONER FOR
BUSINESS OPERATIONS - PX

SUBJECT: Fire Protection, Life Safety, and Environmental Procedures in Lease Acquisition

1. Purpose. This Realty Services Letter (RSL) issues updated fire protection, life safety and environmental procedures for lease acquisitions. These changes should not result in additional workload for Realty Specialists and are intended to assist Realty Specialists with their understanding and implementation of Fire Protection and Life Safety Requirements. Training will follow to further assist in clarification and implementation.
2. Background.
 - a. In the fall of 1996 a task group of Realty Specialists and Fire Protection and environmental engineers met in Washington, DC, to address the fire safety and environmental requirements for leases. The group produced simplified fire protection, life safety, and environmental procedures that rely on local codes and national standards rather than detailed specifications. The procedures were issued as RSL PER-96-04, *Safety and Environmental Procedures in Lease Acquisition*, dated October 30, 1996.
 - b. A similar task group met again in 1998 to review and update procedures, and examine how they are being implemented; however, those actions were never finalized. This RSL captures and updates the efforts of that task group, and provides additional tools to assist Realty Specialists in acquiring space with the proper levels of safety.
 - c. Primary changes in procedures are –
 - (1) Requires Offerors to complete a Prelease Exhibit for Fire Protection and Life Safety and GSA's Fire Protection Engineers to review the Exhibits.
 - (2) Reminds Realty Specialists to check the Inventory Reporting Information System (IRIS) database to assure that all conditions that do not meet the standards of this Realty Services Letter are resolved prior to executing leases at the same location.
3. Effective Date/Expiration Date. These instructions and form changes are effective for all new SFOs prepared on or after the date of issuance, and will expire 12 months from the date of issuance, unless extended. Specialists may amend SFOs for ongoing acquisitions as appropriate.

4. Cancellation. Realty Services Letter PER-96-04, *Safety and Environmental Procedures in Lease Acquisition*, dated October 30, 1996, is canceled.
5. Applicability. All real property leasing activities.
6. Instructions/Procedures. The following is a summary of attachments:
 - a. Attachment 1 - Fire Protection, Life Safety, and Environmental Business Practices for Lease Acquisitions.
 - b. Attachment 2 - GSA Form 3626, *U.S. Government Lease for Real Property (Short Form)*.
 - c. Attachment 3 - *Prelease Exhibit for Fire Protection & Life Safety-Evaluation for a Building Five or Less Floors Above the Lowest Level of Fire Department Vehicle Access.*
 - d. Attachment 4 - *Prelease Exhibit for Fire Protection & Life Safety Evaluation for a Building Six or More Floors Above the Lowest Level of Fire Department Vehicle Access.*
 - e. Attachment 5 – *SFO Clauses.*

**Fire Protection, Life Safety, and Environmental
Business Practices for Lease Acquisitions**

1. General Requirements.

- a. Realty Specialists shall consult as necessary with the appropriate regional safety specialists, Fire Protection Engineers, and environmental engineers throughout the lease acquisition process.
- b. Realty Specialists must assure in all leases exceeding 6 months, including lease extensions, expansions, and renewal options that –
 - (1) Minimum requirements are included in all leases.
 - (2) A complete review of open conditions in the Inventory Reporting Information System (IRIS) database is made and all conditions that do not meet the standards of this Realty Services Letter are resolved prior to executing leases at the same location.
 - (3) Offerors are aware of their responsibility to provide and maintain space that is free of hazardous materials according to applicable Federal, State, and local environmental regulations.
 - (4) A copy of the occupancy permit is provided, or, if the local jurisdiction does not issue occupancy permits, that the offeror has obtained the services of a registered fire protection engineer to verify the offered space meets paragraph 1.b.(10).
 - (5) Offerors complete either the *Prelease Exhibit for Fire Protection & Life Safety Evaluation for a Building Five or Less Floors Above the Lowest Level of Fire Department Vehicle Access* or the *Prelease Exhibit for Fire Protection & Life Safety Evaluation for a Building Six or More Floors Above the Lowest Level of Fire Department Vehicle Access*. Obtain review of submitted exhibits by a GSA Fire Protection Engineer.
 - (6) Offerors provide scaled drawing(s) of the entire floor or floors in which space is being offered in the building and of the floor level of exit discharge and that drawing(s) include the locations of all exit stairs, elevators, and the space(s) being offered to the Government.
 - (7) Offered space provides access to a minimum of two remote exits on each floor of Government occupancy.
 - (8) Scissor stairs are counted as one exit stairway.
 - (9) Open-air exterior fire escapes are not counted as an approved exit.
 - (10) Offered space meets or will be upgraded to meet prior to occupancy, the applicable egress requirements in National Fire Protection Association (NFPA) Standard No. 101, *Life Safety Code*, or equivalent.

- (1) All below grade floors on which the Government will occupy space, including garage areas, and all hazardous areas of *entire* buildings (including non-Government areas) in which the Government is offered space are protected or will be protected by automatic sprinkler systems installed in accordance with NFPA Standard No. 13 or an equivalent level of safety.
- c. Where applicable, Realty Specialists must assure that offered space meets or will be upgraded to meet the additional safety requirements described below –
- (1) Space three or more floors above the lowest level of fire department vehicle access. Buildings have building wide fire alarm systems in compliance with either the requirements of NFPA Standard No. 72 or the requirements of the local building and fire codes and local ordinances (current as of date of the solicitation) adopted by the jurisdiction in which the offered space is located. Written confirmation is required from offerors.
 - (2) Federal Fire Safety Act requirements. As specified by the Fire Administration Authorization Act of 1992, when the Federal Government leases 35,000 square feet or more of space, in one or more blocks, with some portion of the space on the 6th floor or more above the lowest level of fire department access, the entire building must be protected by an automatic sprinkler system or an equivalent level of safety. The subject Act does not require the installation of an automatic sprinkler system or equivalent level of safety solely as a result of the leasing of additional space *below* the 6th floor. See paragraph 5, *Equivalent Level of Safety Evaluation Procedures*, if an Offeror proposes to satisfy this requirement by providing an equivalent level of safety. This requirement does not apply to lease extensions and to the exercise of renewal options when the initial lease was entered into before October 26, 1992.
 - (3) Optional provision for “mission critical” space. When the headquarters of an agency advises that a function or specific location is “mission critical,” more restrictive automatic sprinkler requirements may be appropriate. For example, if “mission critical” space is to be located six or more floors above the lowest level of fire department vehicle access, the agency may elect to have the building protected by an automatic sprinkler system, installed in accordance with NFPA Standard No. 13, up to the highest floor of Government occupancy.

2. Definitions.

- a. *Hazardous areas* means those areas in a building referred to as hazardous areas in National Fire Protection Association Standard No. 101, the Life Safety Code, or any successor standard thereto. Examples include areas used for the storage of combustibles or flammables; toxic, noxious, or corrosive materials, or heat producing appliances, etc.
- b. *Equivalent level of safety* means an alternative design or system (which may include automatic sprinkler systems), based upon fire protection engineering analysis, which achieves a level of safety equal to or greater than that provided by automatic sprinkler systems. (See 41 CFR 102-80 for guidance on conducting an equivalent level of safety analysis.)

- c. *Automatic sprinkler system* for fire protection purposes means an electronically supervised, integrated system of underground and overhead piping, designed in accordance with NFPA Standard No. 13. The system is usually activated by heat from a fire and discharges water over the fire area. The system includes a suitable water supply.
3. Buildings to be Constructed. Realty Specialists must enforce additional standards for buildings to be constructed in response to an SFO.
 - a. Buildings must be in compliance with the most recent edition of the building code, fire code, and ordinances adopted by the jurisdiction in which the building is located. In addition, the offered space must meet the applicable egress requirements in NFPA Standard No. 101, *Life Safety Code*, or equivalent.
 - b. If the lease provides the Government with an option to purchase, the GSA adopted nationally recognized codes and requirements apply (see Facilities Standards for the Public Buildings Service, PBS-P100), as well as State and local government codes.
4. Temporary Leases. Realty Specialists shall ensure that space leased not longer than 6 months is in compliance with all building codes, fire codes, and ordinances adopted by the jurisdiction in which the building is located.
5. Equivalent Level of Safety Evaluation Procedures. When an Offeror proposes an equivalent level of safety, the Realty Specialist shall require the Offeror to submit, for Government review and approval, a fire protection engineering analysis, performed by a qualified fire protection engineer, demonstrating that an equivalent level of safety for the offered building exists. (See 41 CFR 102-80 for guidance on equivalent level of safety analysis.)
6. SFO Requirements.
 - a. Simplified Lease minimum requirements have been updated on GSA Form 3626, *U.S. Government Lease for Real Property (Short Form)* (Attachment 2).
 - b. SFO minimum mandatory requirements for safety and environmental paragraphs are –
 - (1) *Occupancy Permit (SEP 2000)*,
 - (2) *Fire and Life Safety (SEP 2003)*, (revised paragraph attached),
 - (3) *OSHA Requirements (SEP 2000)*,
 - (4) *Asbestos (SEP 2000)*,
 - (5) *Radon in Air (SEP 2000)*, (choose one)
 - (6) *Hazardous Materials (OCT 1996)*,
 - (7) *Ventilation (SEP 2000)*,
 - (8) *Indoor Air Quality (SEP 2000)*, and

(9) *Maintenance and Testing of Systems (OCT 1996)*.

- c. Several SFO safety and environmental paragraphs are mandatory under certain conditions. Those paragraphs are –
 - (1) *Sprinkler System (SEP 2003)* (revised paragraph attached),
 - (2) *Fire Alarm Systems (SEP 2003)* (revised paragraph attached),
 - (3) *Radon in Water (SEP 2000)* - Use when water will be supplied from a non-public source.
 - (4) *Recycling (SEP 2000)* when State or local law, code or ordinance require recycling programs for the space to be provided or where local markets for recovered materials exist.
 - (5) *Elevators (SEP 2000)* - Use when space will be offered in multi-story buildings.
- d. Regional offices should update their regional SFOs, pending revision of the National Office SFO by incorporating the revised SFO paragraphs as attached.
- e. Leasing forms and the SFO with all mandatory and optional paragraphs are available on the Internet at: <http://www.gsa.gov/pbs/pe/standcla/standcla.htm>.

**U.S. GOVERNMENT LEASE FOR REAL PROPERTY
(Short Form)**

1. LEASE NUMBER

PART I - SOLICITATION/DESCRIPTION OF REQUIREMENTS (To be completed by Government)

A. REQUIREMENTS

The Government of the United States of America is seeking to lease approximately _____ rentable square feet of _____ space located in _____ for occupancy not later than _____ (date) for a term of _____. Rentable space must yield a minimum of _____ square feet of ANSI/BOMA Office Area (previously Usable) for use by Tenant for personnel, furnishing, and equipment.
INITIAL OFFERS ARE DUE ON OR BEFORE CLOSE OF BUSINESS _____.

B. STANDARD CONDITIONS AND REQUIREMENTS

The following standard conditions and requirements shall apply to any premises offered for lease to the UNITED STATES OF AMERICA (hereinafter called the GOVERNMENT):

Space offered must be in a quality building of sound and substantial construction, either a new, modern building or one that has undergone restoration or rehabilitation for the intended use.

The Lessor shall provide a valid Occupancy Permit for the intended use of the Government and shall meet, maintain, and operate the building in conformance with all applicable current (as of the date of this solicitation) codes and ordinances. If space is offered in a building to be constructed for lease to the Government, the building must be in compliance with the most recent edition of the building code, fire code, and ordinances adopted by the jurisdiction in which the building is located.

Offered space must meet or be upgraded to meet the applicable egress requirements in National Fire Protection Association (NFPA) Standard No. 101, Life Safety Code or equivalent prior to occupancy. Below-grade space to be occupied by the Government and all areas in a building referred to as "hazardous areas" in NFPA Standard No. 101, must be protected by an automatic sprinkler system or an equivalent level of safety. Access to a minimum of two remote exits shall be provided on each floor of Government occupancy. Scissor stairs will be counted as one stairway; open-air exterior fire escapes will not be counted as an approved exit. If offered space is located 3 or more floors above the lowest level of fire department vehicle access, additional fire alarm system and automatic sprinkler system requirements may apply.

The Building and the leased space shall be accessible to workers with disabilities in accordance with the Americans With Disabilities Act Accessibility Guidelines (36 CFR Part 1191, App. A) and the Uniform Federal Accessibility Standards (Federal Register vol. 49, No. 153, August 7, 1984, reissued as FED. STD. 795, dated April 1, 1988, and amended by Federal Property Management Regulations CFR 41, Subpart 101-19.6, Appendix A, 54 FR 12628, March 28, 1989). Where standards conflict, the more stringent shall apply.

Leased space shall be free of all asbestos containing materials, except undamaged asbestos flooring in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos management program conforming to Environmental Protection Agency guidance shall be implemented. The space shall be free of other hazardous materials according to applicable Federal, State, and local environmental regulations.

Services, utilities, and maintenance will be provided daily, extending from _____ a.m. to _____ p.m. except Saturday, Sunday, and Federal holidays. The Government shall have access to the leased space at all times, including the use of electrical services, toilets, lights, elevators, and Government office machines without additional payment.

The Lessor shall complete any necessary alterations within _____ days after receipt of approved layout drawings.

2. SERVICES AND UTILITIES (To be provided by Lessor as part of rent)

** HEAT	** TRASH REMOVAL	** ELEVATOR SERVICE	** INITIAL & REPLACEMENT LAMPS, TUBES & BALLASTS	** OTHER (Specify below)
** ELECTRICITY	** CHILLED DRINKING WATER	** WINDOW WASHING Frequency _____	** PAINTING FREQUENCY Space _____	
** POWER (Special Equip.)	** AIR CONDITIONING	** CARPET CLEANING Frequency _____	** Public Areas _____	
** WATER (Hot & Cold)	** TOILET SUPPLIES			
** SNOW REMOVAL	** JANITORIAL SERV. & SUPP.			

3. OTHER REQUIREMENTS

Offerors should also include the following with their offers:

The estimated cost to prepare the space for occupancy by the Government and the Offeror's proposed amortization rate for tenant alterations.

NOTE: All offers are subject to the terms and conditions outlined above, and elsewhere in this solicitation, including the Government's General Clauses and Representations and Certifications.

4. BASIS OF AWARD

- ** THE ACCEPTABLE OFFER WITH THE LOWEST PRICE PER SQUARE FOOT, ACCORDING TO THE ANSI/BOMA Z65.1-1996 DEFINITION FOR BOMA USABLE OFFICE AREA, WHICH MEANS "THE AREA WHERE A TENANT NORMALLY HOUSES PERSONNEL AND/OR FURNITURE, FOR WHICH A MEASUREMENT IS TO BE COMPUTED."
- ** OFFER MOST ADVANTAGEOUS TO THE GOVERNMENT, WITH THE FOLLOWING EVALUATION FACTORS BEING ** SIGNIFICANTLY MORE IMPORTANT THAN PRICE
** APPROXIMATELY EQUAL TO PRICE ** SIGNIFICANTLY LESS IMPORTANT THAN PRICE (Listed in descending order, unless stated otherwise):

PART II - OFFER (To be completed by Offeror/Owner)

A. LOCATION AND DESCRIPTION OF PREMISES OFFERED FOR LEASE BY GOVERNMENT

5. NAME AND ADDRESS OF BUILDING <i>(Include ZIP Code)</i>	6. LOCATION(S) IN BUILDING	
	a. FLOOR(S)	b. ROOM NUMBER(S)
	c. RENTABLE SQ. FT.	d. TYPE " GENERAL OFFICE " OTHER <i>(Specify)</i> " WAREHOUSE

B. TERM

To have and to hold, for the term commencing on _____ and continuing through _____ inclusive. The Government may terminate this lease at any time on or after _____, by giving at least _____ days notice in writing to the Lessor. No rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing.

C. RENTAL

Rent shall be payable in arrears and will be due on the first workday of each month. When the date for commencement of the lease falls after the 15th day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be prorated.

7. AMOUNT OF ANNUAL RENT	9. MAKE CHECKS PAYABLE TO <i>(Name and address)</i>
8. RATE PER MONTH	

10. NAME AND ADDRESS OF OWNER *(Include ZIP code. If requested by the Government and the owner is a partnership or joint venture, list all General Partners, using a separate sheet, if necessary.)*

10b. TELEPHONE NUMBER OF OWNER	11. TYPE OF INTEREST IN PROPERTY OF PERSON SIGNING " OWNER " AUTHORIZED AGENT " OTHER <i>(Specify)</i>	
12. NAME OF OWNER OR AUTHORIZED AGENT		13. TITLE OF PERSON SIGNING
14. SIGNATURE OF OWNER OR AUTHORIZED AGENT	15. DATE	16. OFFER REMAINS OPEN UNTIL 4:30 P.M. <i>(Date)</i>

PART III - AWARD (To be completed by Government)

Your offer is hereby accepted. This award consummates the lease which consists of the following documents: (a) this GSA Form 3626, (b) Representations and Certifications, (c) the Government's General Clauses, and (d) the following changes or additions made or agreed to by you:

THIS DOCUMENT IS NOT BINDING ON THE GOVERNMENT OF THE UNITED STATES OF AMERICA UNLESS SIGNED BELOW BY AUTHORIZED CONTRACTING OFFICER.

17a. NAME OF CONTRACTING OFFICER <i>(Type or Print)</i>	17b. SIGNATURE OF CONTRACTING OFFICER	17c. DATE
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RELEASE EXHIBIT

**FIRE PROTECTION & LIFE SAFETY
EVALUATION FOR AN OFFICE BUILDING 5 OR LESS FLOORS
ABOVE THE LOWEST LEVEL OF FIRE DEPARTMENT VEHICLE ACCESS**

The Offeror or the Offeror's representative shall complete this exhibit based on a walk through of the building or their knowledge of the building's fire protection and life safety systems. This exhibit consists of a series of short answer and yes/no/not applicable questions related to the buildings fire protection and life safety systems.

Fundamental code requirements:

- The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the National Fire Protection Association (NFPA), Standard No. 101, *Life Safety Code*. All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

Definition:

- Hazardous Areas: Any space or compartment within a building in which storage or other activity exists that is not part of normal office space arrangements and that possesses the potential for producing a fully involved fire. Such areas used for: the storage or use of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc. (as defined in the latest edition of NFPA Standard No. 101, *Life Safety Code*).

VERTICAL OPENINGS (Check One)			
Between two or more floors			
Exit Stairways:	<input type="checkbox"/> open	<input type="checkbox"/> enclosed with doors, provide description	
Shafts:	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description	
Atrium:	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description	
Other:	<input type="checkbox"/> open	<input type="checkbox"/> enclosed, provide description	
None:	<input type="checkbox"/>		
ELECTRICAL SYSTEM			
Please Check Yes or No to the following question:	YES	NO	NA
The building electrical system appears to comply with the National Electrical Code in that there are no obvious deficiencies (e.g., temporary wiring, use of extension cords, deteriorated equipment, missing equipment, etc.). If potential problems are noted, describe on an attached sheet.			
BUILDING EGRESS AND EXITING			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
General Egress Requirements			
Access is provided to a minimum of two exits on each floor (scissor stairs count as only one exit).			
Corridors have a 1-hour fire resistive rating.			
Exit access is at least 44 inches wide.			
All exit stairways terminate directly at a public way or at an exterior exit discharge.			
All exit doors swing in the direction of exit travel.			
Requirements for Buildings Protected Throughout by Automatic Sprinklers			
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exist access doors shall not be less than one-third the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 300 feet.			
The maximum length of a dead end corridor is 50 feet.			
The common path of travel is not more than 100 feet in length.			
Requirements for Buildings NOT Protected Throughout by Automatic Sprinklers.			
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exist access doors shall not be less than one-half the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 200 feet.			
The maximum length of a dead end corridor is 50 feet.			
The common path of travel is not more than 75 feet in length.			
STANDPIPES AND PORTABLE FIRE EXTINGUISHERS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Standpipes are provided in building.			
Portable fire extinguishers are provided in building.			

BUILDING EXIT HARDWARE AND EGRESS DOORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
All exit stairway doors are in proper working order.			
All exit stairway doors are self-closing or automatic closing; and self-latching.			
Exit doors require one action to open (e.g., no locks, locked during unoccupied periods only). NOTE: Special locking arrangements may be permitted if allowed by local jurisdiction.			
AUTOMATIC SPRINKLER PROTECTION			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Full Automatic sprinkler protection is provided throughout the building.			
Partial automatic sprinkler protection is provided in the building.			
Full automatic sprinkler protection is provided in all below grade space.			
Automatic sprinkler protection is provided only in corridors.			
Automatic sprinkler protection is provided in all hazardous areas. Hazardous Areas as defined by NFPA 101.			
Automatic sprinkler protection is provided in other spaces (describe locations on additional sheet)			
Central Sprinkler Company's Omega line of sprinklers are installed in the building (describe location(s), model(s), no. of sprinklers, date installed, etc. on additional sheet).			
Automatic sprinklers having an "O-Ring" are installed in the building (describe location(s), model(s), no. of sprinklers, date installed, etc. on additional sheet).			
The automatic sprinkler system is electronically supervised in accordance with NFPA Standard No. 13.			
The automatic sprinkler system is maintained in accordance with the applicable codes or NFPA Standard No. 25.			
SMOKE DETECTORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Smoke detectors are provided throughout the building			
Smoke detectors are provided partially in the building.			
Smoke detectors are provided only in corridors.			
Smoke detectors are provided only in elevator lobbies.			
Smoke detectors are provided in all hazardous areas.			
Smoke detectors are provided in other spaces (describe locations on additional sheet)			
Duct smoke detectors are provided in the building			
HEAT DETECTORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Heat detectors are provided throughout the building.			
Heat detectors are provided locally in the building			
Heat detectors are provided in corridors only.			
Heat detectors are provided in all Hazardous Areas. Hazardous Areas as defined by NFPA Standard No. 101.			
Heat detectors are provided in other spaces (describe locations on additional sheet)			

FIRE ALARM SYSTEM			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
A fire alarm system is installed in building.			
The fire alarm system evacuation alarms sound automatically in the building.			
The fire alarm system has automatic fire department or UL central station service notification.			
Emergency power is provided to the fire alarm system.			
The fire alarm system has voice communication.			
The fire alarm system is maintained in accordance with the applicable codes or NFPA Standard No. 72..			
HAZARDOUS AREAS Hazardous Areas as defined by NFPA 101			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Hazardous Areas are located in the building.			
List locations of all Hazardous Areas (describe locations on additional sheet)			
EXIT SIGNS, EMERGENCY LIGHTING, & EMERGENCY POWER			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Illuminated exit signs are provided along exit paths.			
Emergency lighting is provided along exit paths.			
Emergency power is provided for building's life safety systems (e.g., exit signs, emergency lighting, fire alarm, etc.).			
An emergency generator is installed in the building to provide emergency power to the building's life safety systems.			
An UPS system is installed in the building to provide emergency power to the building's life safety systems.			
INTERIOR FINISH			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Offered space has corkboard on walls.			
Offered space has carpet on walls.			
Offered space has wood paneling.			
ELEVATORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Elevators have a current certificate of elevator inspection from the local jurisdiction.			
Elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service.			
Elevators are automatically recalled by smoke detectors located in elevator lobbies and machine rooms.			
Elevator recalls to an alternate level when activated by primary level smoke detector.			
Firemen's manual capture feature is provided.			

RELEASE EXHIBITS FOR
FIRE PROTECTION & LIFE SAFETY
EVALUATION FOR AN OFFICE BUILDING 6 OR MORE FLOORS
ABOVE THE LOWEST LEVEL OF FIRE DEPARTMENT VEHICLE ACCESS

The Offeror and the Registered Fire Protection Engineer shall complete Parts A and B of this exhibit. Part A consists of a series of short answer and yes/no/not applicable questions related to the buildings fire protection and life safety systems. Part B is a detailed narrative report based on a walk through of the building that includes the review of life safety system preventative maintenance records. The registered fire protection engineer prepares the detailed narrative report. The detailed narrative report and assessment of the building's features and life safety systems shall address at a minimum the items noted in Part B, *Office Building Profile*; as they apply to the offered building. In addition, the detailed narrative report shall include all deficiencies that do not meet the specified criteria with the associated code reference as well as recommended corrective action(s).

Fundamental code requirements are as follows:

- The offered building shall be evaluated for compliance with the most recent edition of the building and fire code adopted by the jurisdiction in which the building is located; with the exception that the technical egress requirements of the building shall be evaluated based on the egress requirements of the National Fire Protection Association Standard No. 101, *Life Safety Code*. All areas that do not meet the above stated criteria shall be identified as to the extent that they do comply.

Definition:

- Hazardous Areas: Any space or compartment within a building in which storage or other activity exists that is not part of normal office space arrangements and that possesses the potential for producing a fully involved fire. Such areas used for: the storage or use of combustibles or flammables; toxic, noxious, or corrosive materials; or heat producing appliances, etc. (as defined in the latest edition of NFPA Standard No. 101, *Life Safety Code*).

VERTICAL OPENINGS (Check One)			
Between two or more floors			
Exit Stairways:	_____ open	_____ enclosed with doors, provide description	
Shafts:	_____ open	_____ enclosed, provide description	
Atrium:	_____ open	_____ enclosed, provide description	
Other:	_____ open	_____ enclosed, provide description	
None:	_____		
ELECTRICAL SYSTEM			
Please Check Yes or No to the following question:		YES	NO
The building electrical system appears to comply with the National Electrical Code in that there are no obvious deficiencies (e.g., temporary wiring, use of extension cords, deteriorated equipment, missing equipment, etc.). If potential problems are noted, describe on an attached sheet.			
BUILDING EGRESS AND EXITING			
Please Check Yes, No, or NA to the following questions:		YES	NO
General Egress Requirements			
Access is provided to a minimum of two exits on each floor (scissor stairs count as only one exit).			
Corridors have a 1-hour fire resistive rating.			
Exit access is at least 44 inches wide.			
All exit stairways terminate directly at a public way or at an exterior exit discharge.			
All exit doors swing in the direction of exit travel.			
Requirements for Buildings Protected Throughout by Automatic Sprinklers			
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exist access doors shall not be less than one-third the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 300 feet.			
The maximum length of a dead end corridor is 50 feet.			
The common path of travel is not more than 100 feet in length.			
Requirements for Buildings NOT Protected Throughout by Automatic Sprinklers.			
The minimum separation distance between two exits or exit access doors measured in a straight line between the exits or exist access doors shall not be less than one-half the length of the maximum overall diagonal dimension of the building or area served.			
The travel distance to the exits is not more than 200 feet.			
The maximum length of a dead end corridor is 50 feet.			
The common path of travel is not more than 75 feet in length.			
STANDPIPES AND PORTABLE FIRE EXTINGUISHERS			
Please Check Yes, No, or NA to the following questions:		YES	NO
Standpipes are provided in building.			
Portable fire extinguishers are provided in building.			

BUILDING EXIT HARDWARE AND EGRESS DOORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
All exit stairway doors are in proper working order.			
All exit stairway doors are self-closing or automatic closing and self-latching.			
Exit doors require one action to open (e.g., no locks, locked during unoccupied periods only). NOTE: Special locking arrangements may be permitted if allowed by local jurisdiction.			
AUTOMATIC SPRINKLER PROTECTION			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Full Automatic sprinkler protection is provided throughout the building.			
Partial automatic sprinkler protection is provided in the building.			
Full automatic sprinkler protection is provided in all below grade space.			
Automatic sprinkler protection is provided only in corridors.			
Automatic sprinkler protection is provided in all hazardous areas. Hazardous Areas as defined by NFPA 101.			
Automatic sprinkler protection is provided in other spaces (describe locations on additional sheet)			
Central Sprinkler Company's Omega line of sprinklers are installed in the building (describe location(s), model(s), no. of sprinklers, date installed, etc. on additional sheet).			
Automatic sprinklers having an "O-Ring" are installed in the building (describe location(s), model(s), no. of sprinklers, date installed, etc. on additional sheet).			
The automatic sprinkler system is electronically supervised in accordance with NFPA Standard No. 13.			
The automatic sprinkler system is maintained in accordance with the applicable codes or NFPA Standard No. 25.			
SMOKE DETECTORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Smoke detectors are provided throughout the building			
Smoke detectors are provided partially in the building.			
Smoke detectors are provided only in corridors.			
Smoke detectors are provided only in elevator lobbies.			
Smoke detectors are provided in all hazardous areas.			
Smoke detectors are provided in other spaces (describe locations on additional sheet)			
Duct smoke detectors are provided in the building			
HEAT DETECTORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Heat detectors are provided throughout the building.			
Heat detectors are provided locally in the building			
Heat detectors are provided in corridors only.			
Heat detectors are provided in all Hazardous Areas. Hazardous Areas as defined by NFPA Standard No. 101.			
Heat detectors are provided in other spaces (describe locations on additional sheet)			

FIRE ALARM SYSTEM			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
A fire alarm system is installed in building.			
The fire alarm system evacuation alarms sound automatically in the building.			
The fire alarm system has automatic fire department or UL central station service notification.			
Emergency power is provided to the fire alarm system.			
The fire alarm system has voice communication.			
The fire alarm system is maintained in accordance with the applicable codes or NFPA Standard No. 72.			
HAZARDOUS AREAS			
Hazardous Areas as defined by NFPA 101			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Hazardous Areas are located in the building.			
List locations of all Hazardous Areas (describe locations on additional sheet)			
EXIT SIGNS, EMERGENCY LIGHTING, & EMERGENCY POWER			
Please Check Yes, No or NA to the following questions:	YES	NO	NA
Illuminated exit signs are provided along exit paths.			
Emergency lighting is provided along exit paths.			
Emergency power is provided for building's life safety systems (e.g., exit signs, emergency lighting, fire alarm, etc.).			
An emergency generator is installed in the building to provide emergency power to the building's life safety systems.			
An UPS system is installed in the building to provide emergency power to the building's life safety systems.			
INTERIOR FINISH			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Offered space has corkboard on walls.			
Offered space has carpet on walls.			
Offered space has wood paneling.			
ELEVATORS			
Please Check Yes, No, or NA to the following questions:	YES	NO	NA
Elevators have a current certificate of elevator inspection from the local jurisdiction.			
Elevators are equipped with telephones or other two-way emergency signaling systems connected to an emergency communication location manned during normal working hours when the elevators are in service.			
Elevators are automatically recalled by smoke detectors located in elevator lobbies and machine rooms.			
Elevator recalls to an alternate level when activated by primary level smoke detector.			
Firemen's manual capture feature is provided.			