

## SECTION III - HIGH-RISE COMMERCIAL BUILDINGS

## PART A - PRESURVEY INFORMATION AND MATERIAL TO BE OBTAINED

1. LOCATION/ADDRESS OF BUILDING <i>(Include Street, City, State, and 9-digit ZIP Code)</i>			
2. SURVEY DATE <i>(YYMMDD)</i>			
3. INDIVIDUAL(S) INTERVIEWED <i>(Add additional names in Section IV.)</i>			
a. NAME <i>(Last, First, Middle Initial)</i>		b. RANK/GRADE/TITLE	
c. ORGANIZATION	d. TELEPHONE NUMBER <i>(Include Area Code)</i>	e. SURVEY DATE <i>(YYMMDD)</i>	
4. DESCRIPTION OF ENTIRE PREMISES BEING SURVEYED <i>(Construction, materials, tenants, services, functions performed by tenants, etc.)</i>			
5. ATTACH PLOT PLAN OF THE BUILDING(S):			
<ul style="list-style-type: none"> <li>• Show first floor, basement, and any other floors that differ in comparison to the design of the other floors.</li> <li>• It may suffice to have a plan of only one floor above the first if all others are similar and contain no unique areas or features relating to security.</li> <li>• Show any floors reserved for service equipment.</li> <li>• Show all doors at street level used by pedestrians, delivery, fire exit doors, etc.</li> </ul>			
6. IS THE PREMISES A SINGLE BUILDING, OR IS THERE MORE THAN ONE BUILDING INVOLVED?			
a. IF MORE THAN ONE, HOW DO THESE BUILDINGS RELATE TO EACH OTHER? <i>(Underground connection, walkway, breezeway, parking area, open space, etc.)</i>			
b. HOW FAR APART ARE THEY?			
YES	NO	7. ARE THERE ANY OUTSIDE GROUNDS INVOLVED?	
YES	NO	8. ARE THERE ANY CONNECTING PARKING AREAS EITHER INSIDE OR OUTSIDE THE BUILDING COMPLEX?	
YES	NO	9. WHAT TYPES OF TENANTS DOES THE BUILDING HOUSE?	
YES	NO	a. RETAIL STORES?	
YES	NO	b. BUSINESS OFFICES?	
YES	NO	c. PROFESSIONAL OFFICES?	
YES	NO	d. BANKS?	
YES	NO	10. IS THERE ONE MAJOR TENANT IN THE BUILDING? IF YES:	
YES	NO	a. HOW MANY FLOORS DOES THIS TENANT OCCUPY?	b. WHICH FLOORS?

**PART B - SECURITY AT STREET LEVEL AND BELOW**

11. HOW MANY DOORS ARE THERE AT STREET LEVEL USED BY PEDESTRIANS?

12. DESCRIBE LOCATION AND DESIGNATION OF PEDESTRIAN DOORS *(These should also be marked on attached plot plan.)*

13. ARE THERE ANY OTHER DOORS AT STREET LEVEL USED FOR DELIVERY, FIRE EXITS, ETC.?

14. DESCRIBE LOCATION AND DESIGNATION OF OTHER DOORS *(These should also be marked on attached plot plan.)*

15. HOW ARE DOORS SECURED TO PREVENT UNAUTHORIZED USE?

16. HOW ARE DOORS CONTROLLED WHEN OPEN?

17. WINDOWS

a. HOW MANY WINDOWS ARE THERE AT GROUND LEVEL OR BELOW?

b. HOW ARE THESE WINDOWS PROTECTED AGAINST UNAUTHORIZED ENTRY/EXIT?

YES	NO	c. COULD ANY WINDOW BE OPENED OR REMOVED FROM THE OUTSIDE? <i>(X one. If yes, explain.)</i>

		18. DOES THE BUILDING HAVE A SIDEWALK ELEVATOR? <i>(If Yes:)</i>
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a. WHAT SECURITY IS PROVIDED WHEN THE ELEVATOR IS IN USE?

b. HOW IS ELEVATOR SECURED WHEN NOT IN USE?

YES	NO	19. ARE THERE ANY STORM SEWERS OR UTILITY TUNNELS ENTERING OR RUNNING UNDER THE BUILDING? <i>(If Yes:)</i>

		a. ARE THESE OF SUFFICIENT SIZE <i>(96 square inches)</i> OR SO LOCATED AS TO PERMIT ILLEGAL ENTRY?
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b. IF YES, HOW CAN THEY BE PROTECTED TO DENY SUCH ENTRY?

## PART C - LOBBY

## 20. OPEN PERIODS

a. DURING WHAT HOURS IS THE LOBBY OPEN TO THE GENERAL PUBLIC?

(1) SUNDAY	(2) MONDAY	(3) TUESDAY	(4) WEDNESDAY	(5) THURSDAY	(6) FRIDAY	(7) SATURDAY

YES	NO	(X and complete as applicable)
		b. IS ANY CONTROL EXERCISED OVER PERSONNEL MOVEMENT DURING THIS TIME?
		c. IS IT POSSIBLE TO HAVE ANY PERSONNEL CONTROL IN THE LOBBY DURING OPEN PERIODS?

d. DESCRIBE CONTROLS CURRENTLY IN FORCE

e. HOW MANY BANKS OF ELEVATORS ARE THERE IN THE LOBBY?

YES	NO	(X and complete as applicable)
		f. ARE THERE ANY CONTROLS EXERCISED AT THE ELEVATORS?
		g. DO ALL OR PART OF THE ELEVATORS DESCEND TO LOWER FLOORS?
		h. IF YES, WHICH LEVELS DO THEY SERVE?
		i. ARE SPECIAL ELEVATORS USED FOR FREIGHT? IF YES:
		(1) DO FREIGHT ELEVATORS OPEN INTO THE LOBBY?
		(2) IS THERE DIRECT ACCESS TO FREIGHT ELEVATORS FROM OUTSIDE THE BUILDING OR FROM LOADING DOCKS?
		(3) IF YES, IS ANY TYPE OF PROTECTION PROVIDED AGAINST SURREPTITIOUS USE OF SUCH ELEVATORS FROM THESE AREAS?
		j. ARE ELEVATORS:
		(1) MANUALLY OPERATED?
		(2) AUTOMATICALLY OPERATED?
		k. DO ELEVATORS THAT SERVICE THE PARKING AREAS STOP AT THE LOBBY EXIT?
		l. ARE ELEVATORS OR ESCALATORS SUPERVISED? IF YES, TO WHAT EXTENT?
		m. ARE THERE ANY OPEN STAIRWAYS TO LOWER OR UPPER LEVELS OF THE BUILDING?
		n. DO DOORS FROM FIRE STAIRWAYS LEADING TO UPPER FLOORS ENTER THE LOBBY OR FLOORS BELOW?

o. IF YES, WHAT PROTECTION IS PROVIDED FROM UNAUTHORIZED AND/OR FORCED ENTRY FROM OUTSIDE THROUGH THESE DOORS?

## 21. CLOSED PERIODS

a. DURING WHAT HOURS IS THE BUILDING OPEN TO TENANTS BUT CLOSED TO THE GENERAL PUBLIC?

(1) SUNDAY	(2) MONDAY	(3) TUESDAY	(4) WEDNESDAY	(5) THURSDAY	(6) FRIDAY	(7) SATURDAY

b. HOW ARE DOORS AND OTHER OPENINGS CONTROLLED DURING THESE SEMI-CLOSED PERIODS?

YES	NO	c. IS THERE ANY CONTROL OVER TENANTS ENTERING OR LEAVING WHEN THE BUILDING IS CLOSED TO THE GENERAL PUBLIC?
		d. IF YES, HOW ARE THESE PERSONS IDENTIFIED AND CHECKED IN AND OUT?

21. CLOSED PERIODS <i>(Continued)</i>		
YES	NO	e. ARE EQUIPMENT REPAIRMEN PERMITTED IN THE BUILDING DURING THESE SEMI-CLOSED PERIODS?
f. IF YES, HOW ARE THESE PERSONS CONTROLLED?		
YES	NO	<i>(X and complete as applicable)</i>
		g. ARE THERE ANY RULES PERTAINING TO THE REMOVAL OF EQUIPMENT, PACKAGES, ETC., DURING THESE PERIODS?
		h. IS THERE ANY TIME THAT THE BUILDING IS CLOSED TO BOTH PUBLIC AND TENANTS?
		i. IF YES, HOW IS THIS ACCOMPLISHED?
		j. IS THERE A PROCEDURE ESTABLISHED TO ADMIT TENANTS, WORKMEN, ETC., ON AN EMERGENCY BASIS WHEN THE BUILDING IS COMPLETELY CLOSED?
<b>PART D - CUSTODIAL PERSONNEL</b>		
22. IS THE CUSTODIAL WORK IN THE BUILDING DONE BY BUILDING EMPLOYEES OR BY CONTRACT PERSONNEL?		
23. DURING WHAT HOURS DO CUSTODIAL PERSONNEL WORK?		
24. HOW IS CUSTODIAL SERVICE SUPERVISED?		
YES	NO	<i>(X and complete as applicable)</i>
		25. DO CUSTODIAL PERSONNEL HAVE KEYS TO THE VARIOUS AREAS?
		26. DO ANY TENANTS HAVE THEIR OWN CUSTODIAL OR MAID SERVICE? IF YES:
		a. DURING WHAT HOURS DO CUSTODIAL PERSONNEL OR MAIDS WORK?
		b. HOW IS THIS SERVICE SUPERVISED?
		c. TO WHICH AREAS DO CUSTODIAL PERSONNEL OR MAIDS HAVE KEYS?
27. HOW ARE CUSTODIAL PASS KEYS CONTROLLED?		
YES	NO	<i>(X and complete as applicable)</i>
		28. IS TRASH REMOVED BY CUSTODIAL PERSONNEL OR MAIDS? IF YES, WHAT SECURITY PROCEDURES ARE FOLLOWED?
		29. IS THERE ANY CONTROL EXERCISED OVER THE ENTERING AND LEAVING OF CUSTODIAL PERSONNEL OR MAIDS? IF YES, HOW IS THIS ACCOMPLISHED?
		30. ARE PACKAGES CARRIED BY CUSTODIAL PERSONNEL INSPECTED WHEN ENTERING OR LEAVING THE BUILDING? IF NO, EXPLAIN.