

FIRE SAFETY PLAN



BUILDING NAME: [Vehicle Services](#)

BUILDING NUMBER: [054](#)

DATE: [19-Oct-15](#) FPO #1

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INTRODUCTION

The Ontario Fire Code (O. Reg. 388/97) Section 2.8, requires the establishment and implementation of a Fire Safety Plan for every building containing a Group A or B occupancy, and for every building required by the Ontario Building Code (O. Reg. 403/97) to have a fire alarm system.

The implementation of a Fire Safety Plan helps to assure effective utilization of life safety features in a building, to protect people from fire. The required Fire Safety Plan should be designed to suit the resources of each individual building or complex of buildings.

Persons found in contravention may be subject to charges under the Fire Marshall's Act. and/or action as described in the Student's Rights and Responsibilities Contract.

INFORMATION FOR BUILDING OWNERS, PROPERTY MANAGERS AND OTHER PERSONS CONTROLLING PROPERTIES

The Fire Code (Ontario Regulation 388/97) is a provincial regulation made under the Fire Protection and Prevention Act 1997. This code requires the owner to be responsible for carrying out the provisions of this code, and defines "owner" as "any person, firm or corporation controlling the property under consideration". Consequently, the owner of University of Guelph buildings is the University of Guelph.

FIRE SAFETY PLAN

Copies of this official document are to be readily available at the locations indicated below:

1. University of Guelph, Fire Prevention Office.
2. Building Management: Dean, Director, Chair, Department Head, Unit Head,
3. University of Guelph, Campus Community Police Main Office.
4. Guelph Fire Department

FORWARD

CENTRAL MONITORING FIRE ALARM SYSTEMS:

The fire alarm system for this building is monitored by the University of Guelph Campus Community Police Dispatch Centre located in the Trent Building. The central monitoring control system is supervised by the Police Dispatch staff on a continuous basis.

Signals are transmitted via a supervised communication circuit to a computer terminal located at the Campus Community Police Dispatch Centre.

The recording device (computer) is designed and arranged to automatically provide a permanent record of the incoming signal, including the date and time of receipt.

The Campus Community Police Dispatch Centre is equipped with a direct fire telephone line to the City of Guelph Fire Department, and radio contact with the University of Guelph Fire and Campus Community Police Division.

EMERGENCY POWER SUPPLY:

This building is connected to the Campus Essential Power Distribution System, which is backed up by a 1100 kW diesel generator located in the Generator Building. The diesel generator will automatically start and transfer on line within twenty (20) seconds upon interruption of the normal Hydro supply.

WATER SUPPLY:

The campus grid system consists of 4 - 6 & 8 inch mains, supplied by the City of Guelph via one 12 inch water main. There are two standby 8 inch supply lines connected to the city water supply.

ACCESS KEYS:

The University of Guelph Campus Community Police and/or Fire Division will respond to the building and supply appropriate keys for the building and fire alarm panel(s), along with communication back to the Control Centre by portable radio. The City of Guelph Fire Department has a set of keys which will allow them access to all University of Guelph buildings.

AUDIT OF BUILDING DATA

BUILDING NAME: Vehicle Services

BUILDING NUMBER: 054

MUNICIPAL ADDRESS: 101 Powerhouse Lane

OWNER/OCCUPANT: University of Guelph

TYPE OF OCCUPANCY: Offices on upper level. Service areas on lower levels

TYPE OF CONSTRUCTION: Fire Resistive- Masonry

YEAR OF CONSTRUCTION: 1957 (2nd floor renovated in 2011/2012)

HEIGHT OF BUILDING: 30 feet (2 storeys)

AREA OF BUILDING: 29,792 sq feet

APPROXIMATE NUMBER OF OCCUPANTS: At full capacity between 50 and 60 for all parts

ANNUNCIATOR PANEL: Located just inside the 1st door south of the large garage doors on Power House Lane—There is NO annunciator at the entrance to the building from the West side.

FIRE ALARM CONTROL PANEL: The main panel is located in mechanical room 102, by the wash bay.

PULL STATIONS: Located throughout the building at exits

AUDIBLE DEVICES: The building is protected by electronic fire alarm bells

THERMAL HEAT DETECTORS: Located throughout the building

SMOKE DETECTION: In the stairwells and in air handling units of the lower North West service room.

AUTOMATIC SPRINKLER SYSTEMS: None

STANDPIPE AND HOSE CABINETS: Fire hose and standpipe systems are provided throughout the lower level only.

FIRE PUMP: Is located along the south wall of the north east garage.

AUDIT OF BUILDING DATA contd.

HYDRANT LOCATION: 1) 30 feet to the east of the building on Powerhouse Lane
2) 20 feet from the west side of the building in parking lot P5

PUMPER CONNECTION(S): One 2 ½" pumper connection located on the east wall of the building off Powerhouse Lane

ELEVATORS: N/A

TRANSFORMER VAULT: Located in room 102 in the North West corner of the building. There are two entrances, one from the south in room 100 and one from the east in room 103.

NATURAL GAS MAIN SHUT-OFF LOCATION: N/A

MAG LOCKS: The lock shop has confirmed that the mag locks have been permanently disabled.

Flammable Liquid Storage Facility: There are a total of three underground fuel storage tanks located in the centre courtyard. These tanks consist of: 2X 15,000 litre bulk gasoline and 1X 5,000 bulk diesel fuel. These tanks service three fuel pumps in the same area.

FIRE FIGHTING EQUIPMENT

FIRE HOSE AND STANDPIPE SYSTEM: Fire hose and standpipe systems are provided throughout the lower level only. Each hose cabinet contains one 75 foot 1 ½ inch fire hose with nozzle.

AUTOMATIC SPRINKLER SYSTEM: N/A

FIRE PUMP AND CONTROL VALVES: The fire pump is located along the south wall of the north east garage

PORTABLE FIRE EXTINGUISHERS: Are strategically located throughout the building

AUTOMATIC FIRE SUPPRESSION SYSTEMS: N/A

AUDIT OF HUMAN RESOURCES

Building Manager/Dean/Director/Chair:

Hussein A. Abdullah, Extension 52430
Office: 2408 Thornbrough

“ON CALL” MANAGER(S):

The University Police maintains a list of 24 hour “on call” personnel for each campus building.

CO-CHIEF FIRE WARDEN:

Paul Cook 1st floor vehicle service ext 52256
Erin Mancini 2nd floor Co-Op & career services ext52432

MAINTENANCE DEPARTMENT WORK REQUESTS:

Extension **53854** 08:00 to 16:30 hrs. Monday - Friday.

EMERGENCY SUPERVISORY PERSONNEL:

University of Guelph **824-4120**

24-hours - Emergency Ext: 52000

Police ext. **52245**

Fire ext. **52071**

AUDIT OF BUILDING RESOURCES

BUILDING CONSISTS OF: U shaped 2 storey building containing both offices a service / repair garage. The “U” shape is open to motor vehicle traffic at the south end. The first floor is “U” shaped with the open section facing south. The centre courtyard offers access to the vehicle service bay doors and fuel pumps. There are 2X 15,000 litre gasoline underground storage tanks and 1X 5,000 litre diesel underground fuel storage tank located in the courtyard section. These tanks service three fuel pumps in same area. The west and north sections of the first floor are used for vehicle repair, including propane powered units and storage of related miscellaneous equipment plus tire storage. The east section of the first floor contains instructional space and storage for the College of Engineering Science. The storage area consists of combustible equipment and automotive displays. There is a small mezzanine type 2nd level in this wing at room #114 which is used for storage of mostly archives. The second floor at the north end of the building is office space used by Co-operative education and Career Services.

PRIMARY ACCESS: Is gained through a door on the east side of the building by the garage doors where the annunciator panel is located

SECONDARY ACCESS: Is gained on the west side of the building off of parking lot P5 but there is NO annunciator panel at this location.

STAIRWELLS: The one stairwell is located at the north end of the building. This stairwell goes from the first to the second floor.

DIAGRAMS AND FLOOR PLANS: See appendix B for building drawing details.

DESIGNATED ALTERNATIVE SHELTER: The nature of this buildings use is such that the occupants of this building would not require alternative shelter

MEETING AREA FOR CHIEF FIRE WARDEN & FIRE WARDENS: Occupants from the first floor will meet on Powerhouse Lane to the west of the building. The occupants from the second floor (co-op and career services) meet in Rozanski building East wall concourse.

ALTERNATIVE MEASURES FOR OCCUPANT SAFETY

Ontario Regulation 388/97,(Ontario Fire Code) Section 6.3.1.4. states that Fire Alarm systems must be maintained in operating condition.

NO ONE MAY SHUT DOWN OR ARRANGE TO SHUT DOWN A FIRE ALARM SYSTEM ON CAMPUS WITHOUT PRIOR CONSULTATION WITH UNIVERSITY OF GUELPH FIRE DIVISION

SITE NAME: [Vehicle Services](#)

ADDRESS: [101 Powerhouse Lane](#)

CITY: Guelph, ON

A) FIRE ALARM PRE-PLANNED SHUTDOWN:

In the event of the need to shut down the fire protection equipment/system or part thereof, Campus Community Police Dispatch must be informed at EXT. 52245. Campus Community Police Dispatch will notify the Guelph Fire Department. The occupants of the building will be notified by posting notices on each floor and in the common areas in the building, 48 hours prior to a scheduled shutdown of any fire protection equipment/systems. Signage explaining the shutdown will be provided and installed by University Fire Prevention, Campus Community Police, Physical Resources or contractors, depending on the situation.

B) FIRE ALARM FAILURE:

In the event of a failure of the fire protection equipment/system or part thereof, the Guelph Fire Department will be notified immediately by University Police Dispatch. The occupants of the building will be notified by the immediate posting of notices on each floor and in the common areas of the building. Signage explaining the failure will be provided and installed by University Fire Prevention, Campus Community Police or Physical Resources or contractors, depending on the situation. If a fire watch is needed the Campus Community Police and Fire Prevention officers will initiate the watch as needed.

In addition, in both the foregoing situations:

1. In advance of any shutdown of the fire protection equipment/system or part thereof Physical Resources will notify the Campus Community Police Dispatch and the effected departments.
2. The Guelph Fire Department will be notified by Campus Community Police Dispatch or Fire Prevention of the shutdown/failure date and the estimated length of time of the shutdown. Upon completion of the repairs, the Fire Department will be notified when the system is in working order. Periodic updates may be requested.

METHOD & FREQUENCY OF CONDUCTING FIRE DRILLS

The University Fire Division will ensure fire drills are conducted as required. The [Vehicle Services](#) requires an annual fire drill. The purpose of the fire drill is to ensure that staff is familiar with emergency evacuation procedures, resulting in orderly evacuation with efficient use of exit facilities.

Building management will not be advised of fire drill date or times, unless the University Fire Division deems it necessary.

All designated supervisory personnel will be provided access to a copy of the Fire Safety Plan prior to being assigned any fire related duties/responsibilities, by the Chief Fire Warden. Each Dean, Director, Chair or Unit Head will have a copy of this Fire Safety Plan.

Campus Community Police Dispatcher will notify the City Fire Department that we are conducting the drills, and the City will be invited to participate.

The fire drill should include, but not necessarily be restricted to:

- a) a check of the annunciator panel identifying the alarm source/location.
- b) check to ensure elevator(s) operate as designed during a fire alarm.
- c) review of the fire alarm systems, silence and re-set procedures.
- d) ensuring proper evacuation of persons during the alarm
- d) practice of emergency evacuation plan with Fire Wardens.

Following each drill, all persons with delegated responsibility shall attend a debriefing session to report on the actions and the reactions of the participants. The University Fire Division shall keep a record of the date the drill was conducted as well as any problems or complaints that arose during the drill.

EMERGENCY SUPERVISORY PERSONNEL

DISPATCH:

All Dispatch Personnel, upon receipt of a computer, radio or telephone message indicating that the building fire alarm has been activated or that smoke or fire has been discovered, shall immediately:

1. Telephone the Guelph Fire Department using the direct fire line. Identify yourself, advise the Fire Department of the location of the alarm.
2. Contact the University of Guelph Fire Prevention officer and/or Police Officer and advise them of the alarm and that the Guelph Fire Department has been notified and are on the way.
3. Contact other persons/agencies or Departments as requested/required.

POLICE AND FIRE OFFICERS:

Upon receiving the fire alarm notification from dispatch, respond to the building and prepare for the arrival of the Guelph Fire Department.

1. Obtain from the annunciator panel, the location of the alarm.
2. Obtain information from Building Manager, Safety Officer or Chief Fire Warden, on the cause of the alarm and if any occupants are known to be unaccounted for.
3. Assist the Guelph Fire Department with necessary information and provide a copy of the Fire Safety Plan on their arrival.
4. The fire alarm panel shall not be silenced or reset until approved by the Guelph Fire Department.
5. Confirm reset with Control and/or initiate corrective measures.

SUPERVISORY PERSONNEL

DEAN, DIRECTOR, CHAIR, or UNIT HEAD:

- Is responsible in general for the safety of all persons in this building.
- Be in charge of implementing the approved Building Fire Safety Plan and the specific responsibilities of the personnel.

MANAGER or CHIEF FIRE WARDEN:

In an Emergency:

- Notify Police Dispatch of the emergency condition by calling extension **52000** to ensure Police Dispatch has received the alarm.
- Ensure alarm is sounding and supervise the evacuation of the occupants.
- Meet fire wardens at predetermined location.
- Upon arrival of City/Campus Emergency Services, inform the Responders of conditions in the building and assist where directed.
- Take steps to ensure evacuees do not return to the building until "all clear" has been given by Emergency Responders.
- Direct evacuees to temporary shelter.
- Liaison with City/Campus Emergency Services and assist when needed.

As required:

- Maintenance of building facilities - provide for safety of occupants.
- Implement procedures to be followed during emergencies.
 - Follow up on request to Physical Resources for the repair of building safety features.
- Arrange training for staff in the implementation & maintenance of the Fire Safety Plan and fire equipment.
- Ensuring there are alternate Chief Fire Warden & Fire Wardens available if needed.
- Control of fire hazards in the building.
- Maintain records of fire safety checks and inspections.

UNIVERSITY FIRE DIVISION:

- Ensure that checks, inspections and tests, as required by the Fire Code, are completed on schedule and that records are retained.
- Provide training seminars which are open to the University Community. Building specific seminars are also available to be set up through your department. University of Guelph Fire Prevention Officers are available for assistance in any area of Fire Safety. Please contact our office to set up training for your building, or to learn about upcoming training events X52071.

PHYSICAL RESOURCES:

- Assist the Building Manager in his/her responsibilities.
- Ensure that checks, inspections and tests, as required by the Fire Code, are completed on schedule and that records are retained including any repairs and said records forwarded to the Building Manager and Fire Division.

THOSE IN NEED OF ASSISTANCE DURING AN EVACUATION

LOCATION

NAME

DISABILITY

CHECKS, TESTS AND INSPECTIONS LISTING

Items bolded will be the responsibility of building fire safety personnel/occupants.
If any deficiencies are found please report them to the Fire Division at 52071.

CHECK - Means visual observation to ensure the device or system is in place and is not obviously damaged or obstructed.

INSPECT - Means physical examination to determine that the device or system will apparently perform in accordance with its intended function.

TEST - Means operation of device or system to ensure that it will perform in accordance with its intended operation or function.

The University of Guelph will be responsible for the implementation of the following schedule of checks, tests & inspections, whether by on-site personnel or contractors.

<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
<u>DAILY</u>		
2.7.3.1.		
2.7.3.2.	Check	To ensure that all exit lights are not damaged, are illuminated and clearly legible.
6.3.2.3	Check	Fire alarm system for indication of trouble in the system.
6.6.3.2	Check	Fire pump room temperature during freezing weather.
2.2.3.5.(1)	Check	That all fire separation doors are kept closed.
<u>WEEKLY</u>		
6.5.3.1		
6.6.1.2	Check	That unsupervised fire protection water supply system control valves are always fully open.
6.5.3.3	Check	That air pressure on dry pipe sprinkler system is being maintained.
6.6.3.1	Check	Water level in fire pump reservoirs.
6.6.3.3. (1) (2)	Inspect	Operate fire pump. The fire pump discharge pressure, suction pressure, lubricating oil level, operative condition of relief valves, priming water and general operating conditions shall be inspected during the weekly operation of the fire pump.

<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
2.6.1.3.(1)	Check	Hoods, filters and ducts subject to combustible deposits and clean as necessary.

MONTHLY

6.2.7.2.	Inspect	All portable fire extinguishers.
6.3.2.3.	Check	All fire alarm components, including standby power batteries.
6.3.2.1.	Test	Fire alarm system.
6.3.2.4.	Test	Voice communication to and from floor areas to the central alarm control facility.
6.4.2.1.	Inspect	Hose cabinets to ensure hose position and that equipment is in place. Report deficiencies to Fire Department.
2.2.3.4.	Check	All doors in fire separations.
6.5.5.2.	Test	Sprinkler alarms using alarm test connection (mechanical signal only).
6.7.1.1.	Test	All components of the emergency power systems, operate the emergency power generator set under at least 30% of rated load for 60 minutes.
6.7.1.1.	Check	Clean crankcase breathers, governors and linkages on emergency generators.

EVERY TWO MONTHS

6.5.5.7.	Test	Electrical sprinkler transmitters and water flow devices.
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EVERY THREE MONTHS

7.2.2.1.(2)	Test	Elevator key-operated switches located outside an elevator shaft shall be tested to ensure that actuation of the switch will render the emergency stop switch in each car inoperative and bring all cars to the first floor by cancelling all other calls after the car has stopped at the next floor at which it can make a normal stop.
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<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
7.2.2.1.(3)	Test	Key operated switches in each elevator car shall be tested to ensure that the actuation of the switch will: (A) Enable the elevator to operate independently of other elevators. (B) Allow operation of the elevator without interference from floor call buttons. (C) Render door protective devices inoperative. (D) Control the opening of power-operated doors only by continuous pressure on the door opening buttons or switches to ensure that if the "open" button or switch is released while the door is opening, the door will automatically close.

ANNUALLY

6.2.7.1.	Service	All portable fire extinguishers.
6.3.2.2.	Test	Fire alarm system in accordance with CAN/ULC-S536-“Inspection and Testing of Fire Alarm Systems”.
6.3.2.4.	Test	Fire alarm system voice communication in accordance with CAN/ULC S536 “Inspection and Testing of Fire Alarm Systems”.
6.4.2.4.	Inspect	Hose valves to ensure tightness and to ensure no water leakage.
6.4.2.5.(1)	Inspect	Remove and re-rack hoses and replace worn gaskets.
6.4.1.3. (1) & (2)	Inspect	Remove plugs or caps on fire department standpipe and hose system connections and inspect the threads for wear, rust or obstruction. Plugs or caps will be secured wrench tight.
6.5.3.2.	Check	Exposed sprinkler system pipe hangers.
6.5.3.5.	Check	All sprinkler heads.
6.5.4.4. (1) & (2)	Inspect	Remove plugs or caps on fire department sprinkler connections and inspect the threads for wear, rust or obstruction. Plugs or caps will be secured wrench tight.

<u>REF. NO.</u>	<u>REQ'd</u>	<u>ITEM</u>
6.5.5.3.	Test	Water flow on wet sprinkler system using most remote test connection.
6.5.5.4. (1)(2)(3)(4)(5)	Test	Trip-test dry pipe trip system.
6.5.5.5.	Test	Flow of water supply using main drain valve.
6.6.3.5.	Test	Fire pump at full rated capacity.
6.7.1.1.	Test	All components of the emergency Power generating system in accordance with CSA-C282 "Emergency Electrical Power Supply for Buildings".
2.2.3.7.	Inspect	All fire dampers and flue pipes and clean as necessary.
2.6.1.5.	Inspect	Chimneys, flues and flue pipes and clean as necessary.
2.6.1.8.	Inspect	Disconnect switch for mechanical air conditioning and ventilation.
7.2.3.1.(4)	Inspect	Controls for air handling system used for venting in the event of a fire conform to Ontario Building Code 3.2.6.2.(2)(3)(4).

EVERY FIVE YEARS

6.2.7.1.	Test	Carbon dioxide and water type extinguishers hydrostatically (NFPA 10).
6.4.3.6.	Test	Standpipe system piping which normally remains dry hydrostatically.

EVERY SIX YEARS

6.2.7.1.	Check	Empty stored pressure type extinguishers and subject to maintenance. (NFPA 10).
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EVERY TWELVE YEARS

6.2.7.1.	Test	Hydrostatically test dry chemical and vaporizing liquid type extinguishers. (NFPA 10).
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REF. NO. REQ'd
EVERY FIFTEEN YEARS

ITEM

6.5.4.2. Inspect Dry pipe sprinkler system and flush if necessary.

AS REQUIRED

6.2.7.6. Recharge Extinguishers after use or as indicated by an inspection or when performing maintenance.

6.4.3.2. Test Hydrostatically test standpipe systems that have been modified, extended or are being restored to use after a period of disuse exceeding one year.

6.5.3.4. Check Dry sprinkler pipe valve rooms or enclosures during freezing weather.

6.5.4.1. Inspect Auxiliary sprinkler drains to prevent freezing.

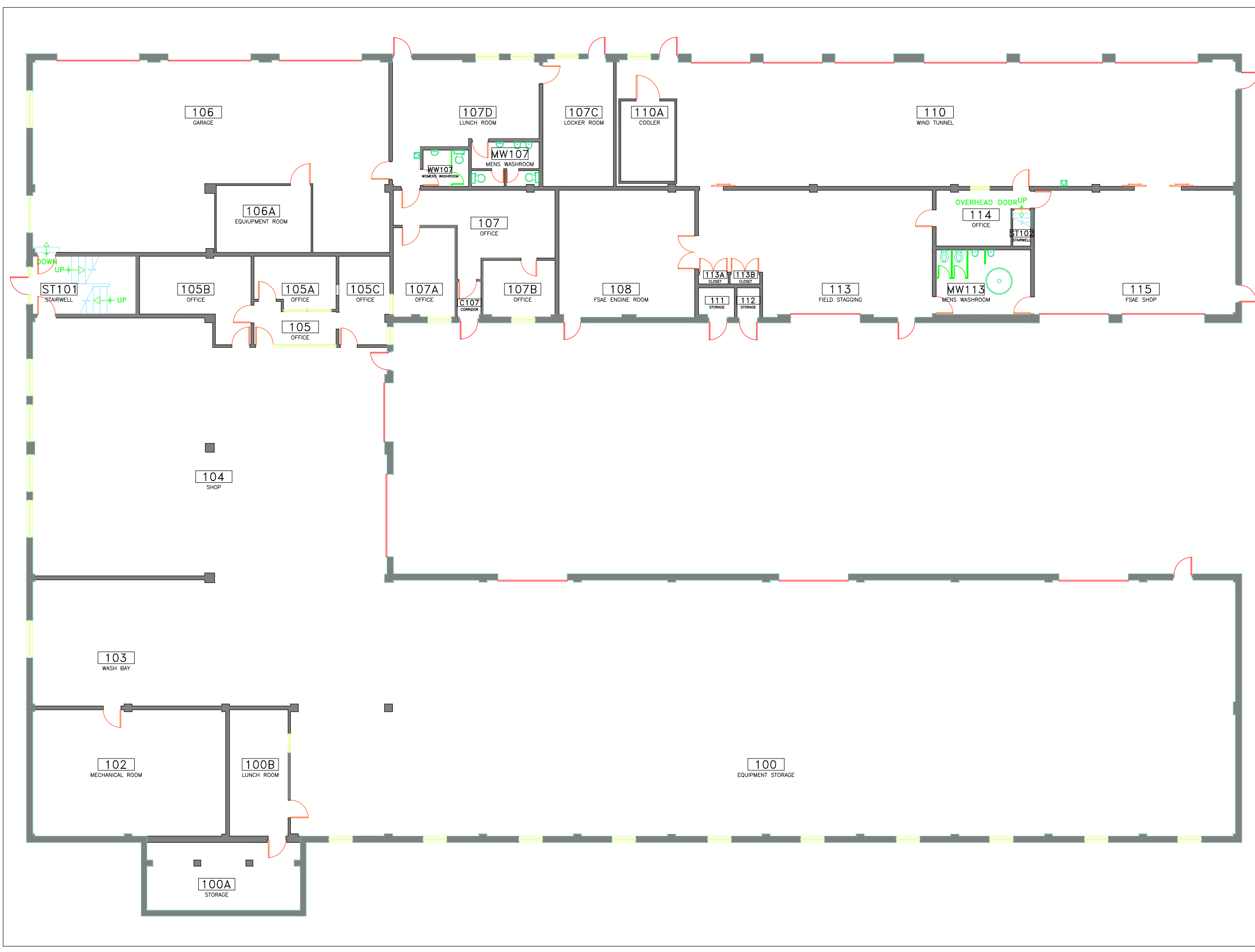
2.5.1.2.(2) Check To ensure that the fire department sprinkler and standpipe connections are clearly identified and maintained free of obstructions for use at all times.

2.5.1.2.(1)

2.5.1.3. Check To ensure that fire access routes and access panels or windows provided to facilitate access for fire fighting operations are not obstructed at all times by vehicles, gates, fences, building materials, vegetation, signs or any other form of obstruction.

2.7.1.7.(1) Check Maintain corridors free of obstructions.

2.4.1.7. Check Clean lint traps in laundry equipment .



DO NOT SCALE DRAWINGS:

Contractors must check and verify all site conditions. Notify the Owner's Representative in writing before proceeding with the work if discrepancies are evident between the drawings and the site condition. No extras to the contract will be allowed if discrepancies were evident prior to start of work.

ASBESTOS:

Perform all work avoiding contact or disturbance of any asbestos materials. If asbestos or suspected asbestos containing materials are discovered during the work, all work must stop. At that point, the Contractor is to bring in an Asbestos Removal Contractor along with the Owner's Representative to review the extent of the work & provide a quotation to the University of Guelph's Construction Dept. for subsequent removal. Work shall resume after the Owner's Representative has approved such action.

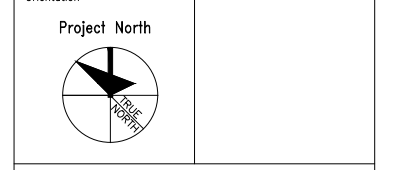
Reference Documents

-
-
-

A A = Detail number
B B = Sheet number where detailed

5			
4			
3			
2			
1			

NO.	ISSUED	BY	DATE



UNIVERSITY of GUELPH

Planning, Engineering & Construction
Physical Resources
Guelph, Ontario. N1G 2W1

Project
BASE PLAN

Drawing Title
FIRST LEVEL

Project No.

Location
University of Guelph
Vehicle Services – Bldg#054

Scale N.T.S.	Date May 2009
Drawn by BAM Canada	Drawing No. B-1
Client's Approval	of 1
Approved by Sean Gardiner	
Cad File No.	

MASTER LIST OF FIRE EXTINGUISHERS

SERIAL #	BUILDING NAME	LOCATION	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Ann
189186	Vehicle Services	2nd Floor West Wing Doors													
43043	Vehicle Services	1st Floor Small Engine Bench													
129382	Vehicle Services	1st Floor H/C East Wing													
987084	Vehicle Services	1st Floor N/W Mechanical Room													
38352	Vehicle Services	1st Floor Power House Entrance													
947268	Vehicle Services	1st Floor Garage Entrance													
987078	Vehicle Services	1st Floor Grounds Garage Work Bench													
127168	Vehicle Services	1st Floor Grounds Garage Door By Power House													
987075	Vehicle Services	Outside Emergency Station By Gas Pumps													
987090	Vehicle Services	1st Floor Power House Lane Door													
987080	Vehicle Services	1st Floor S/E Door													
16603	Vehicle Services	1st Floor S/W Door													
43028	Vehicle Services	2nd Floor CCS Room 216													
42999	Vehicle Services	2nd Floor By Room 212													
45998	Vehicle Services	2nd Floor By Room 215													
43014	Vehicle Services	2nd Floor By Room 213													
46025	Vehicle Services	2nd Floor Main Lobby By Room 201													
33759	Vehicle Services	1st Floor Main Garage Overhead Door													

CODES

G = Good
D = Discharged
A = Ass. Req.