



# City of Sunnyvale

## Business Occupancy Resumption Program PROGRAM FORMAT

### A. Emergency Inspectors

1. Licensed engineers/architects retained for Structural Inspection:

Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Primary: \_\_\_\_\_ Alternate: \_\_\_\_\_

2. Staff building engineers:

Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

3. Elevator firm, if elevator inspection required:

Firm address:

Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Primary: \_\_\_\_\_ Alternate: \_\_\_\_\_

4. Life-safety system inspectors, if required:

Name \_\_\_\_\_ E-mail address \_\_\_\_\_

Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Mechanical: \_\_\_\_\_ Electrical: \_\_\_\_\_

### B. Building Information

1. Photograph

2. Address: \_\_\_\_\_

3. Description of building: \_\_\_\_\_

a. Date of original construction: \_\_\_\_\_

b. No. of stories beginning at ground floor: \_\_\_\_\_

c. No. of levels below ground: \_\_\_\_\_

d. Building height and square footage: \_\_\_\_\_ ft.

Total square feet \_\_\_\_\_

e. Dimension of ground floor footprint:

x \_\_\_\_\_

f. Other recommended items: \_\_\_\_\_

Sketch or plan of each floor, roof, and basement level, and each exterior elevation.

Identify all entrances, location of supplies, primary structural elements, and additional key inspection information.

4. Estimated current building valuation: \$ \_\_\_\_\_

5. Number of entrances for which placards are requested: \_\_\_\_\_

6. Estimated number of occupants: \_\_\_\_\_

7. Listing of building use(s): \_\_\_\_\_

8. Description of structural system & materials: \_\_\_\_\_

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9. Description of life-safety system including location of emergency power generator: \_\_\_\_\_
10. Description of building fire detection and suppression systems: \_\_\_\_\_
11. Description & locations of potential falling hazards: \_\_\_\_\_
12. Information about hazardous material, including known friable asbestos-containing materials: \_\_\_\_\_
- a. Location: \_\_\_\_\_  
Type: \_\_\_\_\_  
Handling instructions: \_\_\_\_\_
- b. Location: \_\_\_\_\_  
Type: \_\_\_\_\_  
Handling instructions: \_\_\_\_\_

### C. Emergency response requirements and information:

1. Trigger for activation of emergency response: \_\_\_\_\_
2. Access procedures and/or keys for entrance to the site and all building areas: \_\_\_\_\_
3. Location of equipment and supplies: \_\_\_\_\_
- a. Drawings (structural, architectural, life-safety); Emergency Inspection Plan; evacuation plan; green, yellow & red official City safety assessment placards (one of each color for each building entrance); inspection report forms for owner; ATC-20 Detailed Evaluation forms: \_\_\_\_\_
- b. Hard hats, gloves, safety glasses, respirators, flashlights, tape measures, micrometer, hammer, screwdriver, and walkie-talkies or other emergency communication equipment (if needed): \_\_\_\_\_
- c. Ladders or other equipment needed for inspection access: \_\_\_\_\_
- d. Caution tape, barricades: \_\_\_\_\_
- e. Other necessary equipment or supplies: \_\_\_\_\_

**D. Emergency Inspection Plan** – Please attach inspection guidelines for the building which are consistent with ATC-20 Procedures for Postearthquake Safety Evaluation of Buildings including Detailed Evaluation Procedure (Appendix F). The emergency inspection plan **must** include:

1. A detailed evaluation procedure.
2. Detailed instructions regarding where to look, what to look for, and how to obtain access to inspect specific structural and non-structural elements.
3. Detailed instructions regarding how to inspect specific structural and non-structural elements and how to interpret observed damage.
4. Detailed instructions regarding additional inspection procedures to be performed following aftershocks.

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5. [Optional] Placement of accelerometers. (This option may be considered in certain cases as a means of reducing the percentage of joints required to be inspected after an earthquake.)