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FIRESAFETY

APPLICATION GUIDE FOR LEASED FACILITIES

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1. GENERAL

- 1.01 This section provides guidance in the application of the 760-600 layer firesafety practices for evaluation of facilities prior to leasing.
- 1.02 This section is being updated to reflect refinements in firesafety covered in the Network Service Protection Task Force Report (NSPTFR). Whenever this section is reissued, the reason(s) for reissue will be given in this paragraph.
- 1.03 The recommendations in this section are based, in general, on the National Fire Protection Association (NFPA) standards, the Model Building and Fire Codes, insurance and property risk management considerations, technical advice of Bellcore and consensus opinion of Company subject matter experts.
- 1.04 Where local, state, federal or Occupational Safety and Health Act (OSHA) regulations require higher degrees of protection, the legislated criteria should be followed to the extent required. Where those provisions are in conflict with this

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section, a variance means should be found by seeking "equivalent protection" through alternative installation methods which will satisfy the intent of this section.

- 1.05 A leased facility can include an entire building or any part of a building. For the purpose of this section, three major lease categories are considered. In actuality, many different types of lease conditions can occur that are too diversified to cover herein. Application of the categories listed in this section to other conditions should be based on engineering judgment of the lease provisions and physical site conditions.
- 1.06 **Type 1 Lease:** The Company leases only part of the facility and has no jurisdiction over the remainder of the facility. The interior finish is established by the lessor. In effect, this is an "As Is" lease.
- 1.07 **Type 2 Lease:** The Company leases the total facility. The partitions and interior finish are established by the lessor. This type of facility is often termed a "Speculative Building".
- 1.08 **Type 3 Lease:** The Company leases the total facility, but as a shell only. The ultimate finish and partition arrangement are established by the Company; and/or the entire facility is built by lessor to Company specifications; and/or the Company builds the facility, sells it, and then leases it back ("Lease-Back").
- 1.09 This section is based on Company Firesafety Policy and applies to both new and existing leased facilities. However, there may be cases in existing buildings where it is impractical to retrofit the building to comply with certain sections. Therefore, sound engineering judgment should be exercised in these cases to ensure the intent of the sections are achieved.
- 1.10 Consideration should be given to performing a pre-lease firesafety survey by a Company Fire Protection Consultant prior to finalizing of the lease.

2. FIRESAFETY PRACTICES

- 2.01 The following paragraphs contain the application criteria for the engineering provisions of the firesafety practices for leased facilities which are to be used for central office equipment, administrative offices, electronic data processing facilities, or garages and work centers. The basic philosophy of these criteria is to provide a sound basis of fire protection for all lease facilities.

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- 2.02 **Central Office Telephone Equipment Facilities:** Leased facilities of any type which are to be used as central office telephone equipment space must conform to all the firesafety practices described in Section 760-600-210, Application Criteria for Telephone Equipment Buildings.
- 2.03 **Administrative Facilities:** Leased facilities which are to be used as administrative space (including Phone Center Stores) must conform to the firesafety practices as described in the local codes having jurisdiction. However, portable extinguishers are required per Section 760-640-200, Distribution of Portable Fire Extinguishers. For Type 3 Leases, the firesafety practices described in Section 760-600-220, Application Criteria for Administrative Buildings, must be followed.
- 2.05 **Electronic Data Processing (EDP) Buildings:** Leased facilities which are used as EDP buildings must conform to the firesafety practices as described in the local codes having jurisdiction. However, portable extinguishers are required as per Section 760-640-200, Distribution of Portable Fire Extinguishers; early warning fire detection of computer areas is required per Section 760-650-100, Fire Detection Systems; and compartmentation is required as per Section 760-630-400, Compartmentation. The requirements in Section 760-610-200, Considerations for Interior Finishes and Furnishings, for equipment areas are applicable. For Type 3 Leases, the firesafety practices described in Section 760-600-230, Application Criteria for Electronic Data Processing Buildings, must be followed.
- 2.06 **Garages and Other Work Centers:** Leased facilities which are used as garages or work centers must conform to the firesafety practices described in the local codes having jurisdiction. However, portable extinguishers are required as per Section 760-640-200, Distribution of Portable Fire Extinguishers. For Type 3 Leases, the firesafety practices described in Section 760-600-240, Application Criteria for Garages and Other Work Centers must be followed.

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