

FIRE AND SAFETY INSPECTION AND ADVISORY SERVICES
RENDERED BY MARSH AND McLENNAN

1. GENERAL

1.01 This section furnishes a general outline of the fire and safety inspection and advisory services provided by Marsh and McLennan, Inc., for the Associated Companies and covers the services described in P.E.C. 647 and P.E.L. 3429 as amended by a Chief Engineer's Letter and Comptroller's Letter dated November 20, 1957.

1.02 These inspection and advisory services will be rendered for self-insured risks as well as for risks on which commercial insurance is carried.

1.03 This section is reissued for the following reasons:

- (a) To change the basis for the advisory and inspection services of Marsh and McLennan from a dollar value basis to one based on occupancy, size and exposure.

The welfare and safety of the people is of prime concern and this is considered first for any location. Occupancy refers to the number of people and size to the amount of equipment involved. Space occupied by equipment, vehicles or supplies, while important, is considered more as to size of the installation and the effect a loss would have on continuity of telephone service.

Fire exposure must be considered for all locations and is of primary concern when the initial building is placed on the new site.

- (b) To recommend various inspection intervals for different groups of buildings.
- (c) To include a suggested form for preparation of inspection lists.

1.04 Arrows are not used to indicate changes in this issue because of the major revision of the text.

2. ADVISORY SERVICES

2.01 Marsh and McLennan will furnish advice with respect to fire protection and safety for new buildings, for extensions to existing buildings and for important alterations. It is desirable that this service be utilized as early as practicable in the schedule of a given project so that there will be ample time for reviewing and considering any recommendation before the drawings and specifications for a building are completed.

2.02 Marsh and McLennan will also provide the following advisory services:

- (a) Furnish advice, upon request, with respect to plans and specifications in other cases where some specific fire protection or safety question has arisen.
- (b) Furnish information and advice on specific questions on all subjects having to do with insurance and fire protection practices.
- (c) Furnish information with respect to Underwriters' rules and recommendations, also as to rates and penalties in specific cases.
- (d) Furnish advice with respect to fire protection questions involved in the selection of buildings and supplies equipment and for the handling and storage of oils, gasoline, fuels and other combustible materials.
- (e) Assist in the development of fire extinguishing equipment, in its application and in plans for the education of field forces in the proper use of fire fighting apparatus.
- (f) Receive and review reports of all fires in telephone properties, and assist in investigating and analyzing specific fires upon request.
- (g) Furnish information regarding important fires in other than telephone properties, where these are of general interest, also in connection with fire protective and preventive matters.

3. INSPECTION INTERVALS AND SERVICES

3.01 Marsh and McLennan will provide detailed inspections of all buildings and central office installations appearing on the prepared list for inspections submitted by the Associated Companies. The inspections, so far as practicable, are to be made with Telephone Company representatives, thus affording opportunity for joint consideration of the problems involved.

3.02 *Inspection Intervals:* It is preferable that the number of locations to be inspected not fluctuate from year to year, but it is not necessary to omit or add a location merely to maintain an average. For this reason the locations inspected at the three to five-year interval are to be divided so that approximately the same number of locations are listed for inspection each year. The following inspection intervals are recommended:

- (a) One-Year Inspection Interval
 - (1) Large buildings normally occupied by Personnel (Administration, Accounting, Clerical or Operating Personnel) where the occupancy is more than 100 people.
 - (2) Large central offices.
 - (3) Important long distance switching centers.
 - (4) Repeater stations located on important long distance routes. These buildings would be considered as a group or district and a representative building would be selected each year for inspection. The typical building would indicate any corrections required at other similar buildings.
 - (5) Large work centers used for repair and for material storage or garages used for parking more than 50 vehicles.
- (b) Three to Five-Year Inspection Interval
 - (1) Dial office buildings combined with small operating room and/or business office.
- (c) Other Intervals

Some properties may be listed for an inspection, either annually or at some other interval when in the opinion of the Telephone

Company they require special consideration. This could be the case with an old manual office, small unattended dial office, or a location where the adjacent areas are undergoing considerable change.

(d) Inspection of New York

All new buildings (large) and major alterations or additions to large buildings would be listed for an inspection by Marsh and McLennan. An inspection during construction of a multistory building may be desirable. The listing of such buildings for inspection would be planned to coincide with the next regular inspection trip by the Marsh and McLennan inspectors providing that the next regular inspection would occur during a period of construction when an inspection would be worth while; however, an inspection may be scheduled outside the regular intervals when deemed necessary by the Telephone Company.

(e) Leased Buildings

It is desirable to list leased quarters for inspections particularly where a sizeable number of people are involved. There is an advantage in having this inspection before a lease is signed to discover if costly alterations might be necessary to insure fire and safety features and exits.

3.03 *Fire Protection:* This service covers an inspection of the property from the standpoint of possible fire hazards existent within and without the building, the number of and conditions surrounding fire exit facilities, the adequacy and condition of fire protection equipment and the conditions of the building as regards protection against fire and other hazards.

3.04 *Accident Hazards:* This service covers an inspection of the property to disclose possible accident hazards existent within or without the building. General safety features will be included in the inspection with the view of maintaining proper standards to avoid possible accident hazards. This service, however, excludes detailed elevator inspections and does not contemplate detailed check of the structural strength of buildings such as determining whether the structural design of the floor is adequate for the loads being carried.

3.05 *Boilers and Boiler Rooms:* This service includes a general inspection of all heating boilers (except those inspected by others), water heaters and related equipment as well as boiler rooms in general.

3.06 *Special Inspections:* Marsh and McLennan will, upon request, make special inspections of properties where some specific fire protection or safety question has arisen.

4. PREPARATION OF INSPECTION LISTS

4.01 The following is recommended in the preparation of inspection lists.

- (1) List locations alphabetically by city and state.

- (2) Indicate all locations appearing on the list for the first time. If construction will not be completed by the beginning of the year, indicate the approximate "in-service date." (If completion date is not met during the year, advise Marsh and McLennan so that inspection may be deferred.)

- (3) List locations which are due for retirement in the current year with the approximate date thereof.

- (4) Use specific street numbers or clear location description if street number is not given.

4.02 Inspection forms are available through Marsh and McLennan, Inc.

