

C. NONSTRUCTURAL INVENTORY FORM

The intent is that Appendices C, D and E be used together as tools for the facility survey. The first step is to review the map in Figure 3.2.1–1 and discussion in Section 1.3 to see if nonstructural hazard mitigation is a concern for the facility in question. If so, then Appendices C and D can be used in tandem to perform the survey. Risk ratings from Appendix E could be added to the inventory form during the field survey or added later in order to help prioritize the items in the list.

The questions in Appendix D are stated in such a way that the answer "No" or "Unknown" indicates that the component may be noncompliant and likely to pose a nonstructural earthquake hazard. All of the noncompliant components should be entered as individual line items on the facility inventory form in this Appendix. As shown below, the form provides columns for the following information:

- Priority: This can be added at the end after the priorities have been established.
- Nonstructural Item: Name or description of nonstructural component.
- Location: Information such as building, floor, or room number.
- Quantity: Number of items, lineal feet, or square feet.
- Risk Rating for Life Safety (LS), Property Loss (PL) and Functional Loss (FL) from Appendix E.
- Notes: Space for comments regarding the current condition, presence or absence of anchorage details, proximity to other hazardous items, issues with secondary damage such as leaks or hazardous materials release, and whether the component in question is important for functionality of the facility. This might also include a photo number if photos of each item are taken to assist with the survey.

The inventory form provided here has been adapted from the spreadsheet provided by the U.S. Bureau of Reclamation on their website under the heading "Online Orders/Free Tools," <http://www.usbr.gov/ssle/seismicsafety/onlineorders.html>. The website contains two types of downloadable survey forms: one in spreadsheet format (Microsoft Excel) and one in database format (Microsoft Access). Both of these forms have built-in sorting algorithms so that components with high risk in any category can be shifted to the top of the list. These sorting criteria may be adjusted to suit individual needs. Survey forms can be customized to include cost data, which may be useful for prioritization and planning. Proprietary forms are also available for purchase from specialty vendors.

PRIORITIZED INVENTORY										Rank by LS	Rank by PL	Rank by LF	Rank by Highest Rank
ID	Description	Location	Quantity	Units	LS	PL	LF	Detail Type	Notes				
					"H", "M", or "L"			NE, PR, ER					
1	Bookcase in the south east corner	Room 13	2	each	H	M	M	NE	The two wooden bookcases are unanchored and could tip over during an earthquake blocking egress. Relocate the bookcases away from the doorway or anchor them to the supporting floor or adjacent wall.				
6	Computer monitor	04-N3	1	each	H	H	L	NE	Equipment stored less than four feet above the floor, like this computer monitor, is not a significant life safety hazard. However consideration should be made to securing these types of equipment to the desk top or adjacent wall.				
82	Bookcase	02-12	3	each	H	M	M	NE	Tall shelving or bookcases that have width to height ratios greater than four should be attached to the supporting floor or adjacent wall.				
182	Unreinforced Masonry parapet	South Elevation	50	LF	H	H	L	ER					
13	File cabinets	04-W4	3	each	M	M	M	NE	These flat files are three individual units stacked on top of each other. Without lateral restraints, they can easily slide off each other.				
16	Hot water heater	04-W7	1	each	M	H	L	PR	Gas hot water heaters should be anchored to the floor or adjacent wall to prevent tipping and damage to water and gas lines.				
65	Vending machine	02-15	1	each	M	M	L	NE					
83	Suspended ceiling	02-12	150	SF	M	M	M	PR	The suspended ceiling tiles are supported vertically to the roof structure. There are no lateral tie wires to compensate for lateral loads due to seismicity.				
85	Natural gas supply line	02 North Elevation	200	each	M	M	M	ER	Each gas line that enters the building should have an automatic shutoff valve to prevent escaping gas from feeding a potential fire.				
138	Credenza	04-N4	1	each	M	M	L	NE	The credenza should be anchored to the desk top or adjacent wall to prevent a potential falling hazard.				
63	Computer cabinet	02-14a	1	each	L	H	M	NE	Computer hub should be anchored to the floor or adjacent wall to limit potential damage.				
86	Communication hub	04-W8	1	each	L	L	L	NE	The communication equipment should be stored inside of protective cabinets to prevent potential damage from falling debris.				
178	Desktop computer with monitor	04-E110	2	each	L	M	L	NE	Computers could be placed on the floor to limit potential damage to stored data or the computer's electrical components. The monitor should also be anchored to the desk.				

Figure C-1 Sample inventory checklist for a facility located in an area with Moderate seismic risk. The sorting algorithm of the spreadsheet makes this a useful tool for prioritization. The electronic file is free to download from the U.S. Department of the Interior Bureau of Reclamation's website, <http://www.usbr.gov/ssle/seismicsafety/onlineorders.html>.