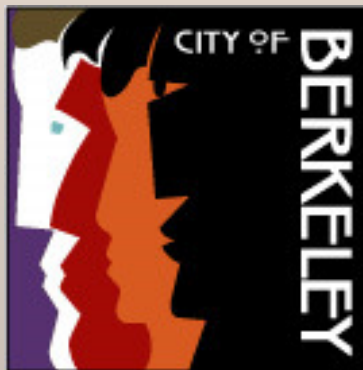


CITY OF BERKELEY

BUILDING OCCUPANCY RESUMPTION PROGRAM (BORP) MANUAL



BORP

For BORP administrative information please contact Jenny McNulty @ 510-981-7451
For BORP technical questions contact Jesse Bright, P.E. @ 510-981-7523

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**Planning and Development
DEPARTMENT**

Building Occupancy Resumption Program Manual

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Planning & Development
Building & Safety Division

CITY OF BERKELEY
Planning and Development Department
Building and Safety Division
1947 Center Street, 3rd Floor
Berkeley, CA 94704

Building Occupancy Resumption Program

After a major disaster involving damage to Berkeley buildings, it is important that buildings can be inspected and reoccupied and that business can resume operations as soon as it is safely possible. The Building and Safety Division and volunteer inspectors will be utilizing standard emergency inspection and posting procedures with priorities geared toward public safety rather than expeditious business resumption. Some building owners may wish to develop programs of private inspection for their buildings to permit rapid, individualized emergency response in the aftermath of a major disaster.

A program of private emergency building inspection, including precertification of building owners' engineers or architects, is outlined below. In order to assist the Building and Safety Division emergency management and assure public safety, it is necessary that private emergency inspection teams follow the same general format and procedures as those used by the City's post-disaster safety assessment teams.

I. PURPOSE

The purpose of a pre-certified emergency inspection program is to allow a quick and thorough evaluation of possible damage to a structure by qualified persons familiar with the structural design and life-safety systems of the building. This private emergency inspection could facilitate rapid decisions regarding the closure or reoccupancy of building areas. Pre-certified emergency inspection could reduce inspection delays, as City inspection personnel typically are dispatched first to areas of greatest damage or public hazard, which may not include the building in question.

II. PREPARATION

Building owners or their authorized representatives may request participation in this program at any time except during the aftermath of a disaster resulting in a declared state of emergency. A building designated as having met the requirements outlined below in preparing for emergency response shall be placed on a list of buildings, which are accepted for private emergency inspection. The Building and Safety Division will charge its hourly review fee to cover the staff time used to review and process BORP submissions. The 2017 staff review fee is \$200/hour. It is anticipated it will take 2-6 hours to review BORP submissions, depending on the size and complexity of the building.

Building owners who wish to participate in the program should take the following steps; more detail is available in referenced sections.

- Select emergency inspection team. (See Section III, Item A)
- Obtain building plans. (See Section IV, Item B)
- Write inspection plan. (See Section IV, Item D)
- Develop building information and inspector response requirements; provide location of

- equipment and drawings. (See Section IV, Item B)
- Prepare precertification documentation. (See Section V)
- Submit written building emergency inspection program, including inspection plan. (See Section IV, Item D)
- Obtain and store emergency safety and inspection equipment/supplies (See Section III, Item B)
- Update inspection plan, supplies, personnel changes, and training as necessary
- Submit BORP Renewal Application (Appendix A) every other year before the anniversary of the initial approval date.

III. EMERGENCY INSPECTOR REQUIREMENTS

A minimum of one primary and one alternate inspector shall be retained by the building owner for each applicable inspection discipline. The structural inspection team shall consist of the primary structural engineer and one or more alternate structural engineers who are trained in ATC-20 Detailed Evaluation Procedures and are familiar with the building. Architects, mechanical engineers and other experienced inspectors can add expertise to an inspection team to address nonstructural hazards such as blockage of exits, facade and ceiling assembly hazards and life safety system performance. Architects/engineers experienced with historical structures should be considered for the emergency inspection of historic buildings.

Approved emergency inspectors for this program will be deputized by the City of Berkeley Building Official to give them authorization to perform inspections and post buildings which are on the pre-certified list with official City placards. The extent of responsibility and liability is governed by the agreement between the owner and inspectors.

A. Minimum Qualifications and Requirements

1. Structural Inspectors
 - a. Current California license as a professional civil or structural engineer or architect
 - b. Relevant experience in the structural design and/or inspection of similar buildings
 - c. Proficiency in ATC-20 Detailed Evaluation Procedures
2. Elevator Inspectors
 - a. Employment by a firm engaged in elevator maintenance and installation as their primary business.
 - b. Familiarity with the building elevator installation
3. Life-safety System Inspectors are required for high-rise buildings (having occupied levels located more than 75 feet above the lowest floor level having building access)
 - a. Familiarity with building life-safety system

B. Required Documents, Equipment and Supplies

1. Copy of building Emergency Inspection Program including evacuation plan and other pertinent information
2. Structural, architectural, and/or life-safety system drawings; or As-built drawings or a clear description of the structural system and any known weaknesses and unique features
3. Personal safety equipment including hardhat, protective clothing, respirator, etc.
4. Inspection equipment including flashlights, measuring devices, ladders, and other applicable items
5. ATC-20 Detailed Evaluation forms (latest edition) for reporting inspection findings to the Building and Safety Division
6. Caution tape and barricades
7. Walkie-talkies or other emergency communication equipment for large buildings, if

- applicable
8. Sufficient green, yellow, and red official City issued safety assessment placards to enable posting at each entrance to the building.

IV. EMERGENCY INSPECTION PROGRAM

The program shall include the following information. Please provide a completed BORP Application (Appendix E) for items A-C below.

- A. List of primary and alternate emergency inspectors for this building with addresses and phone numbers, and email addresses for engineers and architects:
 1. Licensed engineers/architects retained for structural inspection
 2. Staff building engineers
 3. Elevator firm, if elevator inspection required
 4. Life-safety system inspectors, if required
- B. Building information
 1. Photograph of building
 2. Address
 3. Description of building including age, number of stories, size, materials
 4. Estimated current building valuation
 5. Number of building entrances to be posted with City placards
 6. Listing of building use(s) - offices, apartments, etc.
 7. Description of structural system
 8. Description of life-safety system including location of emergency power generator
 9. Description of building fire detection and suppression systems
 10. Description and locations of potential falling hazards
 11. Location, type, and handling instructions for any hazardous material
- C. Emergency response requirements and information including:
 1. Access procedures and/or keys for entrance to the site and all building areas
 2. Location of equipment and supplies
 3. Location of Emergency Inspection Plan and on-site drawings
- D. Emergency inspection plan including:
 1. Inspection guidelines consistent with ATC-20 *Procedures for Postearthquake Safety Evaluation of Buildings* including Detailed Evaluation Procedure.
 2. Detailed instructions regarding where to look, what to look for, and how to obtain access to inspection areas.
 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.
- E. List of required documents, equipment and supplies and their location.
- F. For facilities participating in BORP that are listed on the Hazardous Materials Area Plan as a high hazard for chemical storage or use, the emergency inspection program shall include a post-disaster start-up engineering survey written by qualified staff engineers who are familiar with the hazardous materials operations in the facility. The program shall also include written operating procedures that provide clear instructions for emergency startup operations for each chemical process or area. Prior to startup, a staff engineer will perform a systematic walkthrough of the building to evaluate any spills, equipment failure or potential failure of equipment that handles hazardous materials and will submit a signed startup survey record to the City of Berkeley Toxics Management Division following their

inspection. The staff engineer or the environmental contact will communicate to the inspection team that this survey has occurred, so they may coordinate their efforts.

V. PRECERTIFICATION DOCUMENTATION

Precertification must occur before the disaster. No documentation will be accepted for a period of at least three months after a declared state of emergency. Submit two (2) copies each of the following to the Building and Safety Division:

- A. Completed BORP Submittal Checklist (Appendix A)
- B. Request for Precertification (Appendix B) signed by building owner or authorized representative
- C. Evidence of emergency inspector qualifications for each individual:
 - 1. Valid California license number for each professional civil or structural engineer or architect
 - 2. Signed Emergency Inspector Authorization (Appendix C) for licensed professionals showing relevant experience in the structural design and/or inspection of buildings of similar size, construction, and complexity
 - 3. Signed Emergency Inspector Authorization (Appendix C) for elevator and/or life safety system inspectors, if applicable
- D. Copy of a complete BORP Application (Appendix E)

VI. PRECERTIFICATION ACCEPTANCE

The Building and Safety Division will add the building to the list of buildings approved for the Building Occupancy Resumption Program and provide the following upon acceptance of precertification documentation:

- A. Building and Safety Division signed BORP Submittal Checklist (Appendix A)
- B. Building and Safety Division signed Request for Precertification (Appendix B)
- C. Building and Safety Division signed copy of each Emergency Inspector Authorization (Appendix C)
- D. Both copies of the accepted BORP Application (Appendix E)
- E. Official City posting placards requested for main building entrances
- F. Certificate of approval to display in building

VII. IMPLEMENTATION

In the event of a disaster resulting in damage to buildings located within the City of Berkeley and a declared state of emergency, the emergency inspector for the precertified building shall upon notification:

- A. Initiate the emergency inspection, ideally within 8 hours of daylight or as agreed between inspecting engineers and owner.
- B. Contact the Building and Safety Division immediately if building or area (including sidewalk, street, or parking area) presents a public safety hazard or if emergency demolition or shoring permit is needed.
- C. Arrange for barricading of all unsafe areas. Contact the Department of Public Works immediately if areas barricaded include a City street or otherwise adversely affect City services.

- D. Complete detailed evaluation as soon as reasonably possible.
- E. Post building (green, yellow, or red) at the main entry of the building or at all entrances of multi-entrance buildings. The elevator and life safety inspection may occur separately from the structural inspection.
- F. Take preventive measures regarding gas leaks or other life-safety hazards.
- G. At owner's and inspector's discretion, non-structural hazards may be mitigated without a building permit.
- H. The team should notify the Building and Safety Division within 72 hours that they have initiated the inspection and provide an update on progress if it is a larger facility. The ATC-20 Detailed Evaluation Safety Assessment Form (attached) should be submitted to the Building and Safety Division signed and dated by prequalified engineer(s).

VIII. VERIFICATION

The Building and Safety Division may perform inspection of a building accepted for the Building Occupancy Resumption Program under any of the following conditions:

- A. The emergency inspector has reported the building unsafe and has posted it with a red placard.
- B. There is reason to believe that unsafe conditions exist.
- C. Building owners, tenants, other City agencies, or members of the general public have expressed specific concerns.

IX. TERMINATION

A building may be removed from the Building Occupancy Resumption Program for one or more of the following reasons:

- A. BORP Renewal Application (Appendix D) has not been submitted.
- B. Agreement between building owner and inspection team has been terminated.
- C. Changes in building or inspection team do not meet minimum requirements.

APPENDIX A

BORP Submittal Checklist

Building Address:

Appendix A - This Checklist, **marked by submitter** to show all items submitted

Appendix B - Request for Precertification - signed by building owner or authorized agent

Appendix C - Emergency Inspector Authorization - signed, for each inspector

Appendix E - Program Format - completed with applicable information including:

List of primary & alternate emergency inspectors for this building w/addresses & phone numbers:

- 1. Licensed engineers/architects for structural inspection
- 2. Staff building engineers, if applicable
- 3. Elevator firm, if elevator inspection required
- 4. Life-safety system inspectors, if required

Building information

- 1. Photograph
- 2. Address
- 3. Description of building including age, number of stories, size, materials
- 4. Estimated current building valuation
- 5. Number of entrances for which placards are requested:
- 6. Listing of building uses - offices, apartments, etc.
- 7. Description of structural system
- 8. Description of life-safety system including location of emergency power generator
- 9. Description of building fire detection and suppression systems
- 10. Description and locations of potential falling hazards
- 11. Location, type, and handling instructions for any hazardous material

Emergency response requirements and information including:

- 1. Access procedures for entrance to the site and all building areas
- 2. Location of equipment and supplies
- 3. Location of Emergency Inspection Plan and on-site drawings

Emergency inspection plan including:

- 1. Inspection guidelines consistent with latest edition of ATC-20 *Procedures for Postearthquake Safety Evaluation of Buildings* including Detailed Evaluation Procedure.
- 2. Detailed instructions regarding where to look, what to look for, and how to obtain access for inspection.
- 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.

- ___ 5. [Optional] Accelerometer placement - may reduce requirement for inspection of welded joints.

List of required documents, equipment and supplies and their location, including:

- ___ 1. Copy of building Emergency Inspection Program incl. evacuation plan & other pertinent info.
- ___ 2. Structural, architectural, and/or life-safety system drawings; or as-built drawings or a clear description of the structural system and any unique features
- ___ 3. Personal safety equipment including hardhat, protective clothing, respirator, and other applicable items
- ___ 4. Inspection equipment including flashlights, measuring devices, ladders, & other needed items
- ___ 5. ATC-20 Detailed Evaluation for reporting inspections to the Building and Safety Division
- ___ 6. Caution tape and barricades
- ___ 7. Walkie-talkies or other emergency communication equipment for large buildings, if applicable
- ___ 8. Sufficient green, yellow, & red official City placards for each building entrance - *supplied upon approval*

Accepted by: _____ Date: _____

*RETURN ONE COPY OF THIS FORM TO APPLICANT
AFTER REVIEW & ACCEPTANCE*

APPENDIX B

Request for Precertification

[Required for BORP Renewal Application only if Owner has changed during last two years.]

Precertification of the building at (address) _____, Berkeley, California, is requested for acceptance in the Building and Safety Division Building Occupancy Resumption Program.

I certify that:

1. The owner of the building at the above address is:

Owner's Name: _____ Phone: _____

2. I am the owner, or authorized to act as the owner's agent, in requesting participation in the program.
3. The enclosed precertification documentation and written emergency inspection program complies with the minimum requirements of the Building Occupancy Resumption Program.
4. Emergency inspectors have been given a copy of the Emergency Inspection Program for the building at the address listed above.
5. Emergency inspectors have been given means of access to all areas of the building at all times of day and night or have been given instructions regarding obtaining accompanied access.
6. Emergency inspectors have access to the most recent accurate copies of all relevant structural, architectural, and life-safety drawings at all times.
7. All emergency inspectors will receive immediate notification of any changes in factors affecting the emergency inspection program (e.g. changes to structural or life-safety systems, access to buildings, etc).

Applicant:

Signature: _____ Date: _____

Name (Printed): _____

The precertification documentation for this building has been accepted by the Building and Safety Division. The building will be placed on the list of buildings for the Building Occupancy Resumption Program.

Accepted by: _____ Date: _____

RETURN ONE COPY OF THIS FORM TO APPLICANT AFTER REVIEW & ACCEPTANCE

APPENDIX C

Emergency Inspector Authorization

[Required for BORP Renewal Application only if Inspector has changed during last two years.]

I request precertification as an emergency inspector for the building located at (address) _____ Berkeley, California for the following type of emergency inspection:

A. Structural Inspector (enclosed is a copy of my current license)

I am a California licensed engineer architect License. Number: _____

I certify that:

1. I have relevant experience in the design and/or inspection of similar buildings:

Building Address	Building Type (structural system)	No. Stories

2. I am proficient in ATC-20 Detailed Evaluation Procedures and will complete any additional and/or refresher training to maintain readiness.

3. I am familiar with the emergency inspection plan and relevant drawings for this building.

4. I accept authorization as an emergency inspector by the City of Berkeley Building and Safety Division and will display this form upon request.

B. Elevator Inspection Firm I certify that:

1. Employees of my firm are authorized as qualified elevator technicians by the building owner.

2. My firm is familiar with the building elevator equipment, installation, and operation.

3. I will report findings to the structural inspector for inclusion in emergency inspection reports, or submit findings directly to the Building and Safety Division with copy to the structural inspector.

C. Life-safety System Inspector I certify that:

1. I am familiar with the building life-safety system and have access to relevant drawings.

2. I will report findings to the structural inspector for inclusion in emergency inspection reports, or submit findings directly to the Building and Safety Division with copy to the structural inspector.

Applicant:

Signature: _____ Date: _____

Name (Printed): _____

The licensed design professionals shown above are deputized as emergency inspectors for the above listed building by the City of Berkeley Building and Safety Division and are authorized to post this building with official City post-disaster safety evaluation placards.

Accepted by: _____ Date: _____

*RETURN ORIGINAL OF THIS FORM TO APPLICANT AFTER REVIEW & ACCEPTANCE
APPLICANT TO GIVE ORIGINAL TO INSPECTOR FOR IDENTIFICATION PURPOSES*

APPENDIX D BORP RENEWAL APPLICATION

[Required every two years before each anniversary of original approval for BORP Renewal]

Building Address: _____ Berkeley, California.

Estimated current building valuation is \$ _____.

No change has been made in the building or any element of emergency inspection program. All emergency equipment and supplies for the program have been checked and updated as necessary.

The building owner has changed. The new owner is

A Request for Precertification form signed by the new owner is enclosed. Emergency inspectors/contact information has changed. Completed Emergency Inspector Authorization forms for *new* inspectors are enclosed.

Changes have been made to the building that affect the Emergency Inspection Program. Emergency inspectors have been given revised drawings for any relevant changes to the building.

Emergency inspectors have been given a copy of all Emergency Inspection Program revisions.

The designated contact person for biennial update (the structural inspector, or the owner, or the owner's agent):

Applicant:

Signature: _____ Date: _____

Name (Printed): _____

Company Name: _____

Email: _____ Phone: _____

The updated documentation for this building has been accepted by the Building and Safety Division. The building will remain on the list of buildings for the Building Occupancy Resumption Program.

Accepted by: _____ Date: _____

*RETURN ONE COPY OF THIS FORM TO BUILDING
APPLICANT AFTER REVIEW & ACCEPTANCE*

APPENDIX E

BORP APPLICATION

A. Emergency Inspectors

1. Licensed engineers/architects retained for Structural Inspection:

Name/email address	Address	Work Phone	Cell Phone	Home Phone
Primary:				
Alternate:				
Alternate:				

2. Staff building engineers OR Building contact persons:

Name	Address	Work Phone	Cell Phone	Home Phone

3. Elevator firm, if elevator inspection required: Firm address:

Contact Name	Address	Work Phone	Cell Phone	Home Phone
Primary:				
Alternate:				

4. Life-safety system inspectors, if required:

Name	Address	Work Phone	Cell Phone	Home Phone
Mechanical:				
Electrical:				

B. Building Information

1. Please attach a photograph of the building.
2. Address: _____ Berkeley, California.
3. Description of building:
 - a. Date of original construction: _____
 - b. Number of stories beginning at ground floor: _____
 - c. Number of levels below ground: _____
 - d. Building height and area: _____ feet 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. List of building use(s):

8. Description of structural system(s) and material(s):

9. Description of life-safety system including location of emergency power generator:

10. Description of building fire detection and suppression systems:

11. Description and 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. Access procedures and/or keys for entrance to the site and all building areas:

2. Location of equipment and supplies:

a. Drawings (structural, architectural, life-safety); Emergency Inspection Plan; evacuation plan; green, yellow and 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. 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.
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 a disaster.)

ATTACH AS MANY SHEETS AS NEEDED.

* * * * *

To order a copy the "Detailed Evaluation Method", *ATC-20 Postearthquake Safety Evaluation of Buildings*, contact the Applied Technology Council, 201 Redwood Shores Parkway, Suite 240, Redwood City, CA 94065, (650) 595-1542; <http://www.atcouncil.org/>.

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____

Affiliation: _____

Inspection date and time: _____ AM PM

Final Posting from page 2

- Inspected
 Restricted Use
 Unsafe

Building Description

Building name: _____

Address: _____

Building contact/phone: _____

Number of stories above ground: _____ below ground: _____

Approx. "Footprint area" (square feet): _____

Number of residential units: _____

Number of residential units not habitable: _____

Type of Construction

- Wood frame
 Steel frame
 Tilt-up concrete
 Concrete frame
 Concrete shear wall
 Unreinforced masonry
 Reinforced masonry
 Other: _____

Primary Occupancy

- Dwelling
 Other residential
 Public assembly
 Emergency services
 Commercial
 Offices
 Industrial
 Other: _____
 Government
 Historic
 School

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Structural hazards:				
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofs, floors (vertical loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Columns, pilasters, corbels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diaphragms, horizontal bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls, vertical bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Precast connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Nonstructural hazards:				
Parapets, ornamentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cladding, glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings, light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior walls, partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stairs, exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Geotechnical hazards:				
Slope failure, debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ground movement, fissures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

General Comments: _____
