

Date

John Doe
OSHDP/HCAI
Facilities Development Division
400 R Street, Suite 200
Sacramento, CA 95811

Reference: Request for NPC-X Compliance
XYZ Hospital - Medical Center
Address
Facility ID 11111

Dear Mr. Doe:

The XYZ Hospital has undertaken X number of projects to comply with the nonstructural seismic compliance requirements of Article 11, Chapter 6, Part I, Title 24. The work associated with these projects is complete and the projects have been closed with compliance. This letter, the application for "Request for NPC Upgrade" (HCAI form OSH-FD-121) and accompanying material represent a formal request for NPC X status for the XYZ Hospital.

The following items are presented as justification for granting NPC X status to the Subject Hospital:

USER NOTE: In addition to the items listed below, requests for NPC-3 upgrade require a matrix depicting 1) all the buildings and their current SPC rating and 2) whether the targeted NPC is NPC-3 or NPC-4 or NPC-4D. Furthermore, a set of floor plans indicating the limits of critical care areas is required to be submitted as part of the submittal if not already provided as part of the design documents.

- Component inventory – A list presented in tabular format identifying on a room by room basis each item subject to the requirements of NPC X. For each item, the HCAI number under which it was installed or justified (including testing) is shown.
- A set of NPC X project record drawings. The drawings reflect the "as-built" conditions, i.e. they have been updated to include all modifications by Change Order.
- Copy of original cover sheets for construction documents depicting the OSHDP/HCAI approval stamp. Electronic copies are provided.

USER NOTE: Required only if drawings noted above do not have an OSHDP/HCAI approval stamp.

The Subject Hospital and its entire design team have worked to achieve the following two goals: (1) satisfying the requirements of the regulations; and (2) documenting our work in a manner that would facilitate the reconciliation process.

Please contact me should you have any questions, need additional information, or if there is anything that any of us can do to facilitate your review.

Sincerely,

Sample Reconciliation Report

XYZ Hospital
Address

Component Inventory

Submitted to demonstrate compliance with
SB1953 NPC X requirements

Date

The following itemized list contains in a tabular format all components in the Subject Hospital that are subject to the requirements of NPC X. The inventory was developed on a room-by-room basis through observation by the CA licensed Design professional X. Each item on the list has been either installed, retrofit or otherwise justified under an OSHPD permit.

**XYZ Hospital
Address**

Component Inventory

Date

Category Legend

CAB - Cabinets and Shelving
CLG - Ceiling
EEQ - Electrical Equipment
FP - Fire Protection Piping
GAS - Medical Gas Piping
LTS - Lighting
M - Mechanical Piping
MED - Medical Equipment
MEQ - Mechanical Equipment
P - Plumbing Piping
PEQ - Plumbing Equipment

- Footnote 1 - Installed under OSHPD project in year 19??. Original installation verified by Inspector of Record at time of construction. Present condition of anchorage/bracing confirmed by NPC X Structural Engineer of Record. OSHPD number and documentation _____.
- Footnote 2 - For quantities, weights, and/or dimensions, refer to OSHPD approved drawings.
- Footnote 3 - For detail references, refer to OSHPD approved drawings _____.

BUILDING 7 FLOOR COMPONENT INVENTORY
HOSPITAL, in XYZ CITY, CALIFORNIA

BUILDING 7 Component Inventory

FLOOR	AREA NAME	ROOM #	CATEGORY	SYMBOL	COMPONENT/ EQUIPMENT	QUANTITY	UNITS	WEIGHT (LB)	DIMENSIONS			MOUNTING TYPE	OSHPD PROJECT #	DETAIL REFERENCE	DRAWING NUMBER	COMMENTS
									WIDTH (IN UON)	DEPTH (IN UON)	HEIGHT (IN UON)					
Ceiling and Below																
2	Procedure Room	7.1	MED	ME1	Wall Mounted Monitor	1	EA	35	12	8	10	WALL	IS071411	15	IS2.0.2	
2	Procedure Room	7.1	MED	ME2	X-Ray Viewing Box	1	EA	75	24	3	18	WALL	IS071411	17	IS3.7.1	
2	Procedure Room	7.1	MED	ME3	Scope Cabinet	1	EA	40	24	12	84	FLOOR	IS071411	12	IS2.0.2	
2	Procedure Room	7.1	MED	ME4	Med Gas Outlet	1	EA	35	36	2	24	WALL	IS071411	18	IS3.10.1	
2	Procedure Room	7.1	MED	ME5	Wheeled Medical Cart with Dual Monitors and keyboard arm - medium	1	EA	300	48	18	60	FLOOR	IS071411	17	IS2.0.2	
2	Procedure Room	7.2	MED	ME6	Wheeled Cart Medium	1	EA	300	48	18	60	FLOOR	IS071411	17	IS2.0.2	
2	Procedure Room	7.1	CAB	ACB1	Metal Cabinet	1	EA	20	48	24	84	WALL	IS071411	12	IS2.0.2	
2	Procedure Room	7.1	CAB	ACB2	Double Wood Cabinet	1	EA	50	72	24	90	WALL	IS071411	2	IS2.0.2	
2	Procedure Room	7.1	DESK	ACB3	Desk	1	EA	20	60	24	34	FLOOR	IS071411	8	IS2.0.2	
2	Procedure Room	7.1	CAB	ACB4	Bookshelf	1	EA	20	66	12	48	FLOOR	IS071411	12	IS2.0.2	
2	Procedure Room	7.1	SINK	ACB5	Sink	1	EA	20	48	24	38	FLOOR	SS031155	7	A-4	
2	Procedure Room	7.1	CLG	-	Ceiling	400	SF	-	-	-	-	SUSPENDE	SS031155	5	A-4	
2	Procedure Room	7.2	CLG	-	Ceiling	250	SF	-	-	-	-	SUSPENDE	SS031155	5	A-4	
2	Procedure Room	7.1	LTS	-	Lights	9	EA	-	-	-	-	SUSPENDE	SS031155	3	E-3	
2	Procedure Room	7.2	LTS	-	Lights	8	EA	-	-	-	-	SUSPENDE	SS031155	3	E-3	
Roof																
R	Roof	-	MEQ	M60	Roof air handling unit	1	EA	500	24	14	24	FLOOR	IS071411	12	IS3.13.3	
R	Roof	-	MEQ	M61	Electrical box	1	EA	50	18	4	24	FLOOR	IS071411	11	IS3.13.7	
R	Roof	-	MEQ	M62	Roof air handling unit	1	EA	500	40	30	24	FLOOR	IS071411	12	IS3.13.3	
R	Roof	-	MEQ	M63	Roof air handling unit	1	EA	500	50	24	38	FLOOR	IS071411	5	IS3.13.4	
R	Roof	-	MEQ	M64	Exhaust fan	1	EA	100	14	14	24	FLOOR	IS071411	2	IS3.13.1	
Above Ceiling																
2	Procedure Room	7.1	P	-	(2) 2-1/2" MECH WET PIPING	20	LF	-	-	-	-	SUSPENDE	IS071411	-	IS1.21	
2	Procedure Room	7.1	GAS	-	1-1/4" MED AIR	25	LF	-	-	-	-	SUSPENDE	IS071411	-	IS1.21	
2	Procedure Room	7.2	GAS	-	1-1/4" MED AIR	15	LF	-	-	-	-	SUSPENDE	IS071411	-	IS1.21	