Control Area and MAQ Guide

Getting Started

We recommend using the Google Chrome browser when completing your plans. To access the system, visit https://app.riskandsafety.com/maq. Sign in using your campus credentials. Note: Creating and setting up Control Areas for the MAQ report requires the **Control Area Admin** role. If you are unable to enter the system link above, please contact our Service Desk (Service@riskandsafety.com).

The default Fire Code for a building is the 2016 California Fire Code. This is equivalent to the 2015 International Fire Code. The 'L' occupancy in California is equivalent to Chapter 38 in the International Code

Homepage

The homepage serves as your dashboard for live compliance data. We display:
- Over Threshold Buildings- over the limits of the established MAQ.
- Near Threshold Buildings- nearing the limits of the established MAQ.
- Compliant Buildings- in compliance with the established MAQ and no action is needed at this time.
- Incomplete Buildings- Control Areas have not been established, so compliance is currently unknown.

If you are just starting, start off by selecting Incomplete Buildings and choosing a building to begin creating Control Areas.
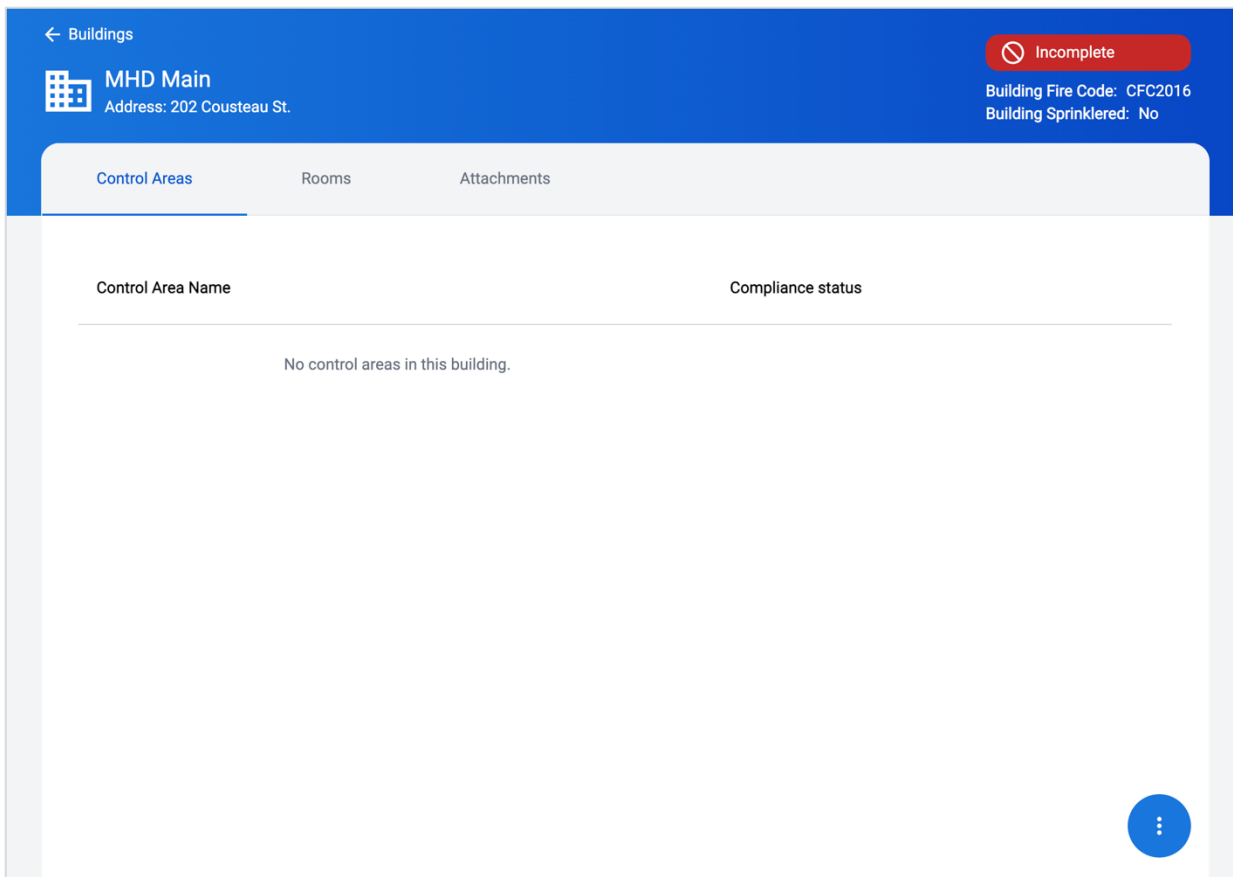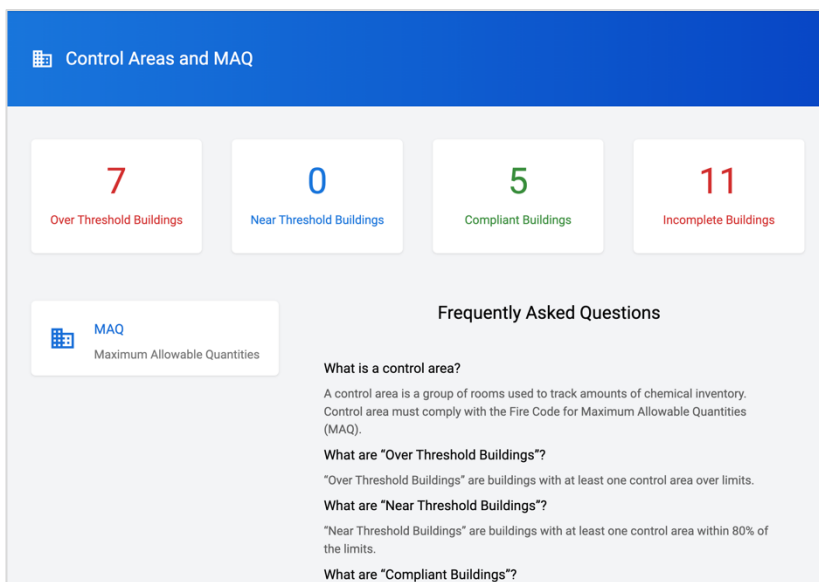
Creating a Control Area

Search for a building by choosing one using the options from the homepage. After choosing a building, select the Control Areas tab. To create a Control Area:

- Locate and select the **vertical ellipsis (⋮)**
- Select **Add Control Area**
- Enter in the Name of the control area and complete the details for the new Control Area
  a. Required details include Occupancy, Floor above ground plane, Fire Suppression coverage toggles, indicating an Outdoor Area, and Exemptions.
- When complete, choose **Save** in the upper right.

Note: A Control Area can only be deleted if it does not contain any rooms within it. Control Areas with rooms assigned to it cannot be deleted.
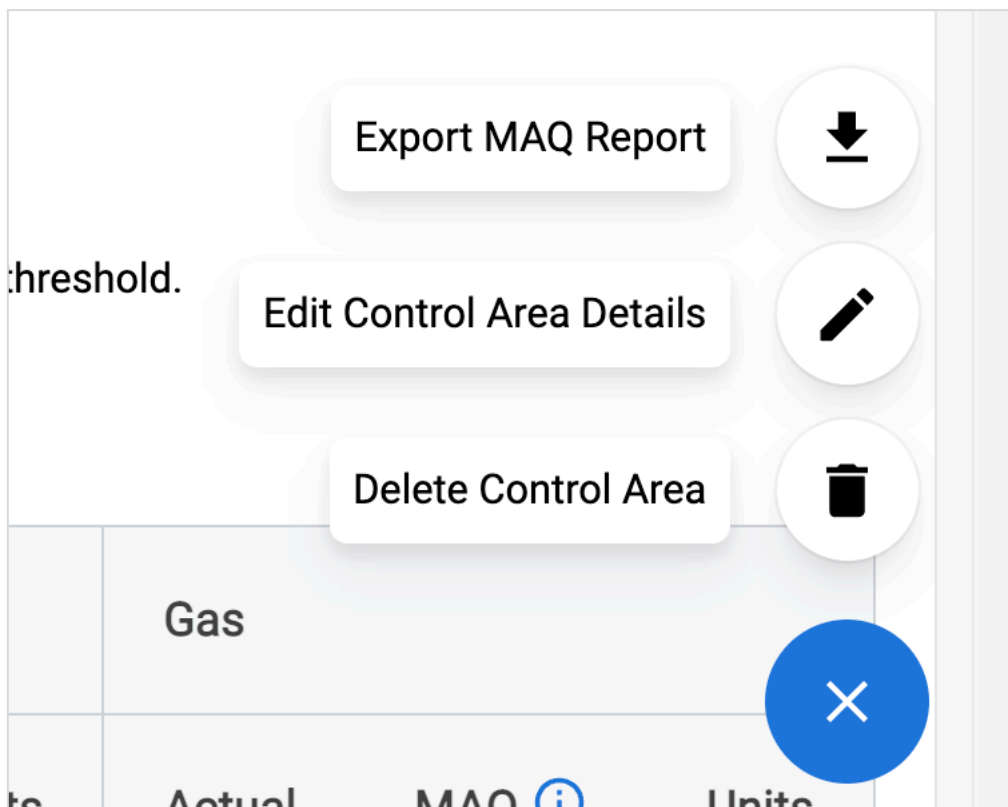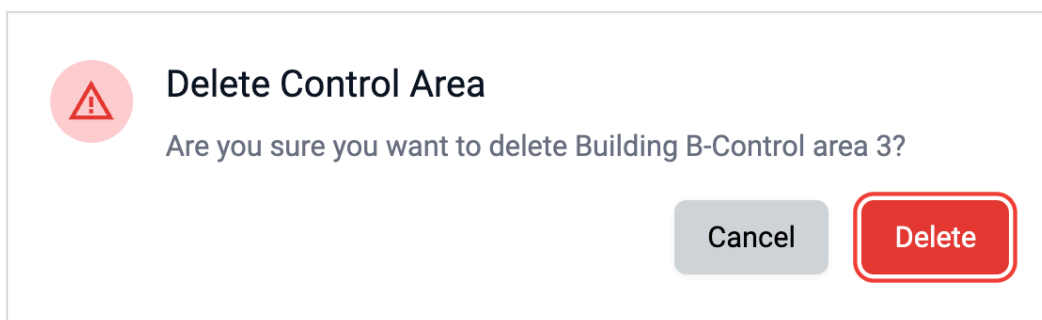
Delete a Control Area

Search for a building by choosing one using the options from the homepage. After choosing a building, select the Control Areas tab.

- Select the Control Area name
- Locate and select the **vertical ellipsis (⋮)**
- Select **Delete Control Area**

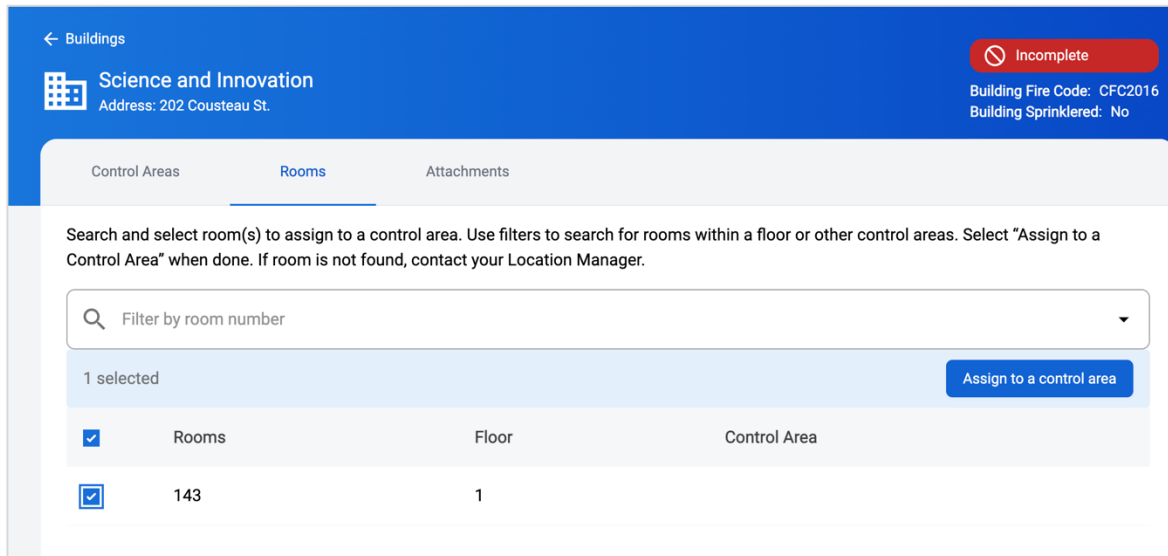- Confirm by choosing the red **Delete button**

Note: Control Areas can only be deleted if there are no rooms within the Control Area and there is more than 1 Control area. Move all rooms to (a) different Control Area(s) using the instructions below, then try deleting again. The system does not allow removing all Control Areas and moving the building status back to Incomplete.

Adding Rooms to a Control Area or Moving Rooms within Control Areas

Now that the Control Area is created, choose which rooms are located within it. This process is the same when moving a room from one Control Area to another.

1. Search for a building by choosing one using the options from the homepage. After choosing a building
2. Select the **Rooms** tab
3. Select the checkbox next to the rooms to add to a Control Area

4. Select **Assign to a control area** in the upper right when complete
5. Select the Control Area name from the dropdown to which the rooms will be assigned to
   a. If this is blank, that means there are no Control Areas Created. Please create a Control Area first.

Choose **Save.** A confirmation is displayed on the page when successfully adding or moving a room into a Control Area.

Note: Rooms cannot be removed (deleted) from a Control Area once they are assigned- they can only be reassigned to a different Control Area. Please keep this in mind when setting up the Control Area

Add Additional Rooms to an Existing Control Area

1. From the MAQ homepage, select **MAQ Maximum Allowable Quantities**
2. Choose a building by searching using the search box or directly from the list of buildings
3. Select the **Rooms** tab
4. Select the checkbox next to the rooms to add to a Control Area
5. Select **Assign to a control area** in the upper right when complete
6. Select the Control Area name from the dropdown to which the rooms will be assigned to
7. Choose **Save.** A confirmation is displayed on the page when successfully adding or moving a room into a Control Area.

Add Approved Storage to Control Area

1. Search for a building by choosing one using the options from the homepage
2. Select the **Control Areas** tab and choose a Control Area
3. Locate and select the **vertical ellipsis (⋮)**
4. Select **Edit Control Area Details**
5. Select the Hazard Class and Physical State from the **Approved Storage** dropdown
6. Select **Save**

Exempt Control Areas

1. Search for a building by choosing one using the options from the homepage
2. Select the **Control Areas** tab and choose a Control Area
3. Locate and select the **vertical ellipsis (⋮)**
4. Select **Edit Control Area Details**
5. Under Exemption, identify whether the Control Area is Exempt or not
    a. If Exempt, provide a reason for exemption from the dropdown
6. Select **Save**

Exempt Containers within a Control Area

1. Search for a building by choosing one using the options from the homepage
2. Select the **Control Areas** tab and choose a Control Area
3. Select the **Hazard Class** name to identify containers to exempt
    - Note: Only Hazard classes with containers that contribute to the MAQ are selectable
4. Select into the row, *not* the Chemical 'Name', for the container to mark as **Exempt**
    - Note: Selecting the 'Name' of the chemical will take you to the Chemical detail page
5. Select **Exemption Reason** from the dropdown

6. Provide a Description for exemption
7. Select **Save**

Edit the Fire Code for a Building

This is used to choose the Fire Code that governs the calculations for limits in the building. The default Fire Code is the 2016 California Fire Code. If you are trying to change the building to a different Fire Code and do not see a fire code you would like to use, **please contact us.**

1. Search for a building by choosing one using the options from the homepage
2. Locate and select the **vertical ellipsis (⋮)**
3. Select **Edit Building Details**
4. Select the **Fire Code** from the dropdown
5. Select **Save**

Attach Files to Building

1. Search for a building by choosing one using the options from the homepage
2. Navigate to the **Attachments** tab
3. Select the blue plus **(+)** in the lower right
4. Drag and drop a file into the browser or select the area to choose a file to upload from your computer
5. Optionally, provide a description for your file
6. Choose **Save**

Identify Fire Suppression on Building

1. Search for a building by choosing one using the options from the homepage
2. Locate and select the **vertical ellipsis (⋮)**
3. Select **Edit Building Details**
4. Use the toggle option to identify **Fire Suppression Coverage (Sprinklered)** for building
5. Choose **Save**

Identify Fire Suppression on Control Area

1. Search for a building by choosing one using the options from the homepage
2. Locate and select the **vertical ellipsis (⋮)**
3. Select **Edit Control Area Details**
4. Use the toggle option to identify Fire Suppression Coverage on the Control Area. There are two types: **Fire Suppression Coverage Separate from** Building and **Fire Suppression Coverage (Sprinklered)**
5. Choose **Save**