

# Information Management: Security of Building Plans

A joint advisory of the American Institute of Architects, the National Society of Professional Engineers, and the U.S. General Services Administration

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## SUMMARY

Requests for building plans should be handled with care. Suspicious requests should be forwarded to the FBI using the sample Building Plan Request Reporting Form included below.

## REQUESTS FOR BUILDING PLANS

From time to time, design and engineering firms receive requests for building plans that appear unusual because of the structures identified in the requests, the types of information solicited, or the persons or organizations making the request. While most requests are likely to be routine and legitimate, design firms are advised to exercise reasonable caution and good judgment in reviewing each request before they provide documents or plans to persons or organizations unknown to them.

## TO REPORT SUSPICIOUS REQUESTS

The Federal Bureau of Investigation (FBI) advises design firms to report any suspicious requests immediately to the appropriate local FBI field office and to the National Infrastructure Protection Center at FBI headquarters. Please use the attached Building Plan Request Reporting Form for this purpose.

Contact information for FBI field offices can be found in local telephone directories and at [www.fbi.gov/contact/fo/fo.htm](http://www.fbi.gov/contact/fo/fo.htm).

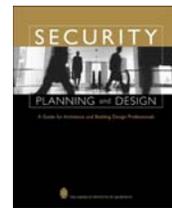
The National Infrastructure Protection Center can be reached by sending a fax to 202-323-2079 or sending e-mail to [nipc.watch@fbi.gov](mailto:nipc.watch@fbi.gov).

If the report involves a U.S. General Services Administration building or project, a copy of the report should also be sent to

Criminal Investigation Division  
Federal Protective Service  
U.S. General Services Administration  
18th and F Streets, NW  
Washington, DC 20405  
202-501-0793

## For More Information

See *Security Planning and Design: A Guide for Architects and Building Design Professionals*, by the American Institute of Architects. *Security Planning and Design* can be ordered from the AIA



Bookstore by calling 800-242-3837 (option 4) or by sending e-mail to [bookstore@aia.org](mailto:bookstore@aia.org).

## MORE BEST PRACTICES

The following AIA Best Practices may provide additional information related to this topic:

- 09.03.01      Becoming a Certified Protection Professional
- 17.07.06      Specifying Building Products for Building Security
- 17.07.11      Building Security Design Considerations: The Effects of Bomb Blasts

## Feedback

The AIA welcomes member feedback on Best Practice articles. To provide feedback on this article, please contact [bestpractices@aia.org](mailto:bestpractices@aia.org).

# Building Plan Request Reporting Form

The U.S. General Services Administration, The American Institute of Architects, and the National Society of Professional Engineers provide this form to assist architects, engineers, and related building design professionals who deem a request for building plans to be unusual and who wish to report such a request to authorities for investigation. Design professionals may report recent or past requests for building plans that appear unusual, either because of the structures identified in the requests or because of the type of information solicited. While most requests are likely to be routine and legitimate, it is appropriate to exercise reasonable caution and good judgment in reviewing each request before you provide documents or plans to unknown persons or organizations.

## Information on Request

Today's date

Date of request for plans

Name of individual/organization requesting plans

Address

Caller's phone (office)

Caller's phone (home)

Caller's e-mail

Caller's fax

Name of building or facility for which plans were requested

Address of building

This building/facility is a:

- Government building (federal, state, or local)
- Military installation
- Commercial/residential building
- Entertainment/athletic facility
- Airport
- Other \_\_\_\_\_

Please comment on why the request seems unusual.

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Has the individual or organization made previous requests for information?    Yes    No    If yes, please explain.

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## Firm/Individual Reporting Request

Name of individual reporting request

Name of firm

Address

Phone (office)

Phone (home)

E-mail

Fax

Type of firm:

- Architecture
- Engineering
- Interior Design
- Other \_\_\_\_\_

## Submitting Report

Please immediately send a completed report by fax or e-mail to the appropriate local FBI field office. Consult <http://www.fbi.gov/contact/fo/fo.htm> or a local phone directory for specific contact information.

Also, please send the report by fax (202-323-2079) or e-mail ([nipc.watch@fbi.gov](mailto:nipc.watch@fbi.gov)) to the National Infrastructure Protection Center at FBI headquarters.

If the report involves a GSA building or project, please send a copy of the report to

Criminal Investigation Division  
Federal Protective Service  
U.S. General Services Administration  
18th and F Streets, NW  
Washington, DC 20405  
202-501-0793 (phone)  
202-219-9832 (fax)