



CITY OF
SANTA ROSA

Fire Department

955 Sonoma Avenue
Santa Rosa, CA 95404
Phone: (707) 543-3500
Fax: (707) 543-3520

<http://ci.santa-rosa.ca.us/fd/>

**FIRE DEPARTMENT
INFORMATION BULLETIN**

SUBJECT: GROUP E, DIVISION 1 AND 2 OCCUPANCIES

<p>Bulletin Number: 91-022 Date of Issue: June 6, 1995</p>
<p>Code Reference: 1994 Uniform Fire Code (UFC). 1994 California Building Code (UBC) Chapter 3. Title 19 California Code of Regulations (CCR). Santa Rosa City Code 18-44.</p>

NOTE: This bulletin is a summary of Fire Department interpretations of City, State and Federal Codes. Information contained herein applies to typical instances and may not address all circumstances.

DESCRIPTION OF OCCUPANCY:

Group E, Div. 1 Any building used for educational purposes through the 12th grade by 50 or more persons for more than twelve (12) hours per week or four (4) hours in any one day.

Group E, Div. 2 Any building used for educational purposes through the 12th grade by less than 50 persons for more than twelve (12) hours per week or four (4) hours in any one day.

INSPECTION CHECKLIST:

YES NO

___ ___ Address numbers shall be plainly visible and legible from the street or road fronting the property. UFC 901.4.4, Information Bulletin 91-015.

**INFORMATION BULLETIN
GROUP E, DIVISION 1 AND 2 OCCUPANCIES**

YES NO

___ ___

Fire protection equipment shall be properly identified and maintained. UFC 1001.5.1, Information Bulletin 91-004.

___ ___

Fire alarm system shall be operable at all times. Manual pull stations shall be located as required. Portable buildings shall have pull stations provided and the fire alarm shall be audible throughout the school, including modular units. UFC 1007.2.4.1. UBC 305.9.

___ ___

Monthly drills shall be conducted for elementary and intermediate levels. A log recording the date of such drills shall be kept on the premises. Title 19 CCR. Sec. 3.13.

___ ___

Drills shall be conducted at least twice a year for high schools. A record of these shall be kept on the premises. Title 19 CCR. Sec. 3.13.

___ ___

Emergency evacuation plans shall be conspicuously posted in classroom and assembly areas. Title 19 CCR. Sec. 3.13.

___ ___

Fixed extinguishing systems installed in conjunction with cooking appliances shall be serviced at least twice annually by a licensed concern. All such installations shall be properly maintained as installed. Title 19 CCR Sec. 904.7.

___ ___

Decorative materials shall be non-flammable or shall be treated by a State Fire Marshal licensed applicator. The certificate shall be on-site for review. UFC 2501.5.

___ ___

Two exits shall be provided as determined by UBC Table-10-A. Greater than 50 occupants for classrooms. UBC 1004.2.

___ ___

Rooms used for day-care purposes, kindergarten, first and second grade pupils shall not be located above or below the first story, except basements having required exits at grade level.

***Exception:* Buildings equipped with an automatic sprinkler system throughout and rooms have two exits directly to the exterior for the exclusive use of such occupants. UBC 305.2.3.**

YES NO

**INFORMATION BULLETIN
GROUP E, DIVISION 1 AND 2 OCCUPANCIES**

___ ___ The required width of any exit, exit door, corridor or exit stairway shall not be obstructed or reduced by the installation or placement of any chair, equipment, or concessions. T19 CCR 3.11(a).

___ ___ No storage is permitted in any exit regardless of the width of such exit. T19 CCR 3.11(c).

___ ___ Travel distance from any point in a room to an exit corridor, an enclosed stairway or the exterior of the building shall not exceed 75 feet.

Exception: In sprinklered buildings the travel distance may be increased to 110 feet. In buildings not more than two stories in height and protected throughout with smoke detectors, the distance may be increased to 90 feet. UBC 1017.3.

___ ___ Corridors within E-occupancies shall be of one-hour construction.

Exception: When each room for instruction has at least one exit door to the exterior at ground level and when rooms used for assembly purposes have at least one half of the required exits directly to the exterior ground level, one-hour fire resistive construction is not required. UBC 1017.5.

___ ___ Each floor above the ground floor shall have not less than two exit stairs. Stairs serving an occupant load exceeding 100 occupants shall be a minimum of five feet in width.

___ ___ Doors leading into a one-hour corridor shall be self-closing, self-latching with no hold-open devices. Doors and frames shall be 20-minute rated and labeled on both the door and frame. UBC 1005.8.1.

___ ___ Exits shall not pass through kitchens, storerooms, restrooms, closets. UBC 1003.5.

___ ___ Aisle width, in areas without fixed seatings, shall be 36 inches where tables, merchandise, furnishings and similar obstructions are placed on one side of the aisle and 44 inches when such obstructions are placed on both sides of the aisle.

Exception: Libraries with open book shelves shall have main aisles no less than 44 inches in width, and side, range and end aisles no less than 36 inches in width. UBC 1014.2.

YES NO

**INFORMATION BULLETIN
GROUP E, DIVISION 1 AND 2 OCCUPANCIES**

- — **Minimum distance between rectangular conference or banquet type tables shall be not less than 54 inches. Minimum distance from walls shall be not less than 36 inches. T19 CCR 3.06.**

- — **Aisles shall not be occupied by persons for whom seating is not available. T19 CCR 3.11(d).**

- — **Loose seats must be bonded together in groups of not less than three when more than 299 seats or chairs are provided. T19 CCR 3.06.**

- — **School grounds may be fenced and the gates equipped with locks provided safe dispersal areas are located not less than 50 feet from buildings. Dispersal areas shall be sized to provide an area of not less than 3 square feet per occupant. UBC 1017.12.**

- — **Low level exit signs shall be provided in corridors of building constructed after November 27, 1995. UBC 1013.5.**

- — **Illuminated exit signs, internally or externally illuminated, shall be required at all exit doors from rooms requiring two exits as required by UBC Table 33A, and where otherwise necessary to clearly indicate the direction of egress. One of the lights providing illumination shall be provided by an emergency power supply. UFC 1212.**

- — **Exit path illumination, with backup emergency power supply, shall be provided to maintain one (1) footcandle at floor area when the occupant load exceeds 100. UFC 1211.1.**

- — **Extension cords shall not be used as a substitute for permanent wiring. UFC 8506.1.**

- — **Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors or floor covering, nor be subject to environmental damage or physical impact. UFC 8506.3.**

- — **Frayed or hazardous wiring shall be prohibited. Plugs which are discolored or damaged by heat shall be replaced. UFC 8504.**

**INFORMATION BULLETIN
GROUP E, DIVISION 1 AND 2 OCCUPANCIES**

YES NO

- ___ ___ **Storage shall not be allowed in electrical panel rooms. UFC 8509.1.**
- ___ ___ **Provide one fire extinguisher, type 2A10BC, for each 6000 square feet. Distance from any point to the nearest extinguisher shall not exceed 75 feet. UFC 1002.1.**
- ___ ___ **State Fire Marshal tag shall appear with the following service information: month, day, year last service, type service, licensed company's name. T19 CCR 597.3.**
- ___ ___ **Storage shall not be permitted in boiler rooms, mechanical rooms, heater closets, or central heating room. T19 CCR 3.19(f).**
- ___ ___ **One-hour separation shall be maintained between boiler or central heating plant exceeding 400,000 BTU per hour input and rest of building. UBC 302.5.**
- ___ ___ **All exterior openings in a boiler room or rooms containing central heating equipment if less than 10 feet from other doors or windows in the same building shall be protected by a fire assembly having a 3/4 hour rating - such fire assemblies shall be fixed, automatic or self-closing. UBC 305.8.**
- ___ ___ **Filters for heating equipment shall be kept clean and maintained in safe operating condition. Gas appliances shall be kept free of dust - UFC 1107.1.**
- ___ ___ **All combustible rubbish, oily rags or waste material, when kept within a building or adjacent to a building, shall be securely stored in metal or metal-lined receptacles equipped with tight-fitting covers or shall be in rooms or vaults constructed of non-combustible materials. UFC 1103.2.1.**
- ___ ___ **Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within 5 feet of combustible walls, openings or combustible roof eave lines.**
- Exception:* **Containers protected by an automatic sprinkler system. UFC 1103.2.2.**

**INFORMATION BULLETIN
GROUP E, DIVISION 1 AND 2 OCCUPANCIES**

YES NO

- ___ ___ **Each circuit breaker switch shall be plainly labeled - UFC 8509.3.**
- ___ ___ **A sign shall be provided for the door of high voltage (over 600 volts) room stating "Warning - High Voltage Keep Out." NEC 110-34.**
- ___ ___ **Storage in buildings shall be orderly, at least two feet from the ceiling, and shall be located so as to not endanger exiting from the building. UFC 1103.3.2.**
- ___ ___ **Flammable liquid storage is limited to the amount used for maintenance purposes and the operation of equipment. Quantities not exceeding ten gallons shall be stored in approved safety containers. Quantities exceeding ten gallons shall be placed in an approved storage cabinet. UFC 7902.5.9.**
- ___ ___ **Laboratories in excess of 200 square feet shall have two exits from the room and all exits shall be within 75 feet of an exit. UBC 1017.7.**
- ___ ___ **Hazardous materials shall be properly used, handled and stored per UFC article 80. See Information Bulletin 91-001.**

PERMITS REQUIRED

- A. Hazardous materials - Range 1. To store aboveground less than 500 lbs., 55 gal. or 200 cu. ft. gaseous hazardous materials. Section 18-44.80.113. Duration: Annual.**
- B. Places of assembly. To operate a place of assembly as defined in Article 25. Section 2501.3. Duration: Annual.**