



CITY OF
SANTA ROSA

Fire Department

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**FIRE DEPARTMENT
INFORMATION BULLETIN**

SUBJECT: B OCCUPANCY INSPECTION GUIDE

Bulletin Number: 028
Date of Issue: March 15, 1996

Code Reference:
1994 Uniform Fire Code (UFC) Articles 10, 12, and 85
1994 Uniform Building Code (UBC) Chapters 3, 9 and 10
Santa Rosa City Code Chapters 18-16,18-44

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

DESCRIPTION OF OCCUPANCY:

Drinking and dining establishments having an occupant load of less than 50, wholesale and retail stores, office buildings, printing plants, police and fire stations, factories and workshops using materials not highly flammable or combustible, storage and sales rooms for combustible goods, paint stores without bulk handling.

Buildings or portions of buildings having rooms used for education purposes, beyond the 12th grade, with less than 50 occupants in any room.

DEFINITIONS:

HIGH PILED COMBUSTIBLE STORAGE:

High-piled combustible storage is combustible materials in closely packed piles or combustible materials on pallets or in racks more than 12 feet in height. For certain special-hazard commodities such as rubber tires, plastics, some flammable liquids, idle pallets, etc., the critical pile height may be as low as 6 feet - UFC Article 81.

CONTROL AREA(S):

A control area is a building or portion of a building within which the exempt amounts of hazardous materials are allowed to be stored, used or handled. The control area is

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formed by construction of a one-hour occupancy separation or the exterior wall, roof or foundation of the building. The number of allowed control areas is limited to two (2) within retail buildings and four (4) within buildings used for other than retail sales.

INSPECTION CHECKLIST

- ___ ___ Premises Identification: Address numbers shall be visible and legible from the access roadway. New construction and remodels subsequent to March 13, 1986, shall be provided with illuminated address signs. City Ordinance 18-16.034. UFC 901.4.4. Information Bulletin 91-015.
- ___ ___ Fire lanes are clear and identified. UFC 901.4. Information Bulletin 91-003.
- ___ ___ Fire sprinkler system exterior control valves are open, secured and identified. UFC 1003.1.2.
- ___ ___ On-site fire hydrants and fire sprinkler "Fire Department connection (FDC)" are operational and accessible. 36" clearance is required. UFC 1001.7, 1003.1.2.
- ___ ___ Fire Department Key box is accessible and has keys for the required access. UFC 18-44.902.4.
- ___ ___ Hazardous Materials Management Plan (HMMP), UFC 8001.3.2, and Hazardous Materials Inventory Statement (HMIS), 18-44.8001.3.3, and Material data sheets (MSDS), UFC 8001.6, are identified and available in a central location for review by emergency responders. Information is current and accurate. UFC 18-44.8001.3.1.
- ___ ___ Fire Department permits are posted, UFC 105.5, and the permits are available for permitted operations as required. UFC 105.8.
- ___ ___ Hazardous materials signage is provided if applicable. NFPA 704 Placard at all entrances to the facility. UFC 8001.7.

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FIRE ALARM/SUPPRESSION SYSTEMS:

- ___ ___ Fire suppression system (sprinkler, standpipe, hood system etc...) is operational, coverage is adequate and system has been inspected and serviced as required. T-19 Sec 2.3.24. Information Bulletin 91-026.
- ___ ___ Fire sprinkler system is monitored by an approved Central station monitoring company where the system serves in excess of 100 sprinklers. UFC 1003.3.
- ___ ___ Fire alarm system is operational, has been inspected and serviced as required. UFC 1001.5.1.

EXITS:

- ___ ___ Exit doors and exit ways (corridors, aisles etc...) are clear and unobstructed. UFC 1203.
- ___ ___ All exit doors shall be operable from the inside without the use of a key or any special knowledge or effort. When panic hardware is installed, no other locking device shall be installed. UFC 1207.3.

EXCEPTION: If there is a readily visible sign stating "THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS", a single key locking or thumb turning device may be used on the main entrance/exit door of a B occupancy.

- ___ ___ All exit doors shall swing in the direction of exit travel when the occupant load exceeds 50 persons or serves a hazardous area. UFC 1207.2.
- ___ ___ A minimum of two (2) exits required when the occupant load exceeds Table 10-A column 2 limits. UFC Table-10-A Appendix VI-D.
- ___ ___ Exits shall not pass through kitchens, storerooms, rest-rooms, closets or spaces used for similar purposes - UBC 1003.5.
- ___ ___ Enclosed stairways in buildings four (4) or more stories in height shall be numbered at each landing UFC 1210.4.
- ___ ___ Corridors shall be not less than 44 inches in width when serving an occupant load of more than 49, 36 inches when less than 49 occupants. UFC 1209, UBC 1005.2.
- ___ ___ Corridors shall be of one-hour construction when serving more than 30 persons.

EXCEPTIONS: See UBC Section 1005.7.

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_____ **Doors leading into a rated corridor shall be self-closing, self-latching, with no hold-open devices. Both doors and frames shall be 20-minute rated and labeled. UFC 1209. UBC 1005.8.1.**

_____ **Aisles leading to required exits shall be provided from all portions of a building. Aisle widths shall be provided in accordance with the following: UFC 1204.1 and UFC 2501.9.**

- 1. In areas serving employees only, the minimum aisle width may be 24 inches but not less than the width required by the number of employees served.**
- 2. In public areas the minimum clear aisle width shall be 36 inches where tables, counters, furnishings, merchandise or other similar obstructions are placed on one side of the aisle only and 44 inches when such obstructions are placed on both sides of the aisle.**

_____ **Exterior exits shall lead to a safe, level, and unobstructed access to a public way. UFC 1213..**

EXIT SIGNS AND EXIT PATH ILLUMINATION:

_____ **Exit signs shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when two (2) exits are required by UBC Table 9-A (attached). UFC 1212.**

EXCEPTION: Main exterior exit doors which obviously and clearly are identifiable as exits need not be signed when approved by the building official.

_____ **Lettering, arrows, and other symbols on exit signs shall be in high contrast with their background. Words on the sign shall be in block letters 6 inches in height with a stroke of not less than 3/4 inch. UFC 1212.3.**

_____ **Signs shall be illuminated internally or externally from the building electrical service and shall have a emergency backup system utilizing batteries or a generator or shall be of an approved self-luminous type. UFC 1212.4.**

_____ **Exit path illumination shall be provided when the occupant load exceeds 100 persons. The illumination shall be provided by the building electrical service and shall have an emergency backup system utilizing batteries or a generator. UFC 1211.**

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ELECTRICAL:

- ___ ___ **Minimum of 30 inches of clearance shall be provided in front of electrical control panels - UFC 8509.2.**
- ___ ___ **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 coverings, nor be subject to environmental damage or physical impact - UFC 8506.3.**
- ___ ___ **Unused openings in boxes, raceways, cabinets, equipment cases or housings shall be closed to afford protection substantially equivalent to the enclosure of the equipment - UFC 8504, NEC 110-12.**
- ___ ___ **Electrical panel switches shall be legibly marked to indicate purpose - UFC 8509.3, NEC 110-22.**
- ___ ___ **Circuit breakers and other electrical equipment to be in good working order with no apparent melting or discoloration - UFC 8504.**
- ___ ___ **Doors leading into a power main electrical panel room shall be provided with a sign which states "ELECTRICAL ROOM". UFC 8509.3.**
- ___ ___ **Multi-plug adapters shall be listed and shall be designed as specified within the NEC. UFC 8507.**

FIRE EXTINGUISHERS:

- ___ ___ **Offices. 2A10BC extinguishers shall be provided for every 6,000 square feet of floor area. Travel distance from any point to the nearest extinguisher shall not exceed 75 feet. UFC 1002.1**
- ___ ___ **Mercantile shops, light manufacturing. Provide one 2A10BC extinguisher for each 3,000 square feet of floor area. Travel distance from any point shall not exceed 75 feet. UFC 1002.1.**
- ___ ___ **All extinguishers must be serviced, tagged and dated annually or immediately after use by a State Fire Marshal licensed company. T19-597.1.**
- ___ ___ **The State Fire Marshal tag should appear with the following service information: Month, day, year last serviced, type service, licensed company's name. T19-597.3.**

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HEATING/COOLING:

___ ___ Combustible storage is not permitted in boiler rooms, mechanical rooms, heater closets, or central heating room. UFC 1103.3.2.4.

___ ___ Rooms containing a boiler, central heating plant or hot-water supply boiler shall be separated from the rest of the building by not less than a one-hour fire resistive occupancy separation. UBC 302.5.

EXCEPTION: Boilers, central heating plants or hot-water supply boilers where the largest piece of fuel equipment does not exceed 400,000 BTU per hour input.

___ ___ Gas appliances to be kept free of dust. UFC 1109.3.1.

___ ___ Filters on heating equipment must be kept clean and maintained in a safe operating condition. UFC 1107.1.

___ ___ Gas appliances shall be vented to approved flues. UFC 1107.1.

HOUSEKEEPING:

___ ___ Accumulations of combustible waste material of any kind shall not be permitted to remain upon any roof or in any yard, vacant lot or open space. UFC 1103.2.

___ ___ Combustible rubbish, or waste material, kept within a building shall be securely stored in metal or metal-lined receptacles equipped with tight-fitting covers. Debris shall be removed from the building a minimum of once a day with the exception of commercial metal dumpsters within approved rated rooms or vaults. UFC 1103.2.

___ ___ Commercial dumpsters and containers of 1.5 cubic yards or greater shall not be stored or placed within 5 feet of combustible walls, openings or combustible roof eave or property lines. UFC 1103.2.2.

EXCEPTION: Areas containing dumpsters or containers protected by an approved automatic sprinkler system. UBC 18-16.070. SECT. 904.2.11.1.

___ ___ Storage shall be orderly, shall be more than 2 feet from the ceiling, and shall be so located as not to endanger exit from the building. UFC 1103.3.2.2.

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— — **Combustible materials shall not be stored in attic areas or similar spaces.
UFC 1103.3.2.5.**

EXCEPTION: When walls, floor and ceiling forming the storage area are protected on the attic room side as required for one-hour fire resistive construction or protected by fire sprinklers.

— — **The potential heat of combustible furnishings and decorative materials within atriums shall not exceed 9000 BTU per pound when located within an area of the atrium that is more than 20 feet below ceiling-mounted sprinklers. UFC 1103.3.4.1.**

— — **Decorative materials in atriums shall be noncombustible or shall be flame-retardant. UFC 1103.3.4.2.**

FLAMMABLE/COMBUSTIBLE LIQUIDS

See Information Bulletin 91-006.

HAZARDOUS MATERIALS

See Information Bulletin 91-001.

PERMITS:

PERMITS WHICH MAY BE REQUIRED: See Information Bulletin 91-018.

— **Aerosol Product Storage. Permit 1**
— **Dust Producing Operations. Permit 19**
— **Dry Cleaning Plants. Permit 18**
— **Hazardous Materials Storage, Use, Handling of. Permit 39**
— **High-piled combustible storage. Permit 44**
— **High-Rise Occupancy. Permit 45**
— **Spraying or Dipping Operations. Permit 70**