



CITY OF
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**FIRE DEPARTMENT
INFORMATION BULLETIN**

SUBJECT: H-4 REPAIR GARAGE OCCUPANCY INSPECTION GUIDE

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| <p>Bulletin Number: 029 Date of Issue: March 15, 1996</p> |
| <p>Code Reference: 1994 Uniform Fire Code (UFC) Articles 10, 12, 29 and 85 1994 Uniform Building Code (UBC) Chapters 3 and 10 Santa Rosa City Code Chapters 18-16,18-44</p> |

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:

Repair garages not classified as Group B.

Buildings, structures, or portions thereof wherein major repair is performed on motorized vehicles or automobiles (boats, motorcycles, trucks, etc.); includes associated floor space used for offices, or indoor parking.

DEFINITIONS:

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 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 within retail buildings and four 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. Information Bulletin 91-015.**

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- ___ ___ **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.**

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.**

OCCUPANCY SEPARATION:

- ___ ___ **Separations within occupancy - UBC Table 3B.**
- 1. **Areas occupied for sales rooms, showrooms, offices, or similar spaces shall be separated from vehicle repair garages by one (1) hour occupancy separation.**

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Exception: Administrative, clerical offices, and similar rooms which do not exceed 25 percent of floor area of major use.

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.**

___ ___ **All exit doors shall swing in the direction of exit travel. UFC 1207.2.**

___ ___ **A minimum of two (2) exits required when the floor area exceeds 1000 square feet. UBC 1018.**

___ ___ **Roll-up doors shall not be used as a required exit. UBC 1004.8.**

___ ___ **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 shall be installed at required exit doorways and where otherwise necessary to clearly indicate the direction of egress when two (2) exits are required. UFC 1212.**

___ ___ **Signs shall be illuminated internally or externally from the building electrical circuit and shall have an 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**

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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.

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 wall of the equipment - UFC 8504, NEC 110-12.
- ___ ___ Electrical panel switches shall be legibly marked to indicate purpose - UFC 8504, 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.
- ___ ___ Multiplug adapters shall be listed and shall be designed as specified within the NEC. UFC 8507.
- ___ ___ Electrical outlets shall not be installed within 18 inches of the floor. UFC 2904.1.

FIRE EXTINGUISHERS:

- ___ ___ One 4A40BC fire extinguisher shall be provided for each 4000 square feet and within a maximum of thirty feet travel distance. 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

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company's name - T19-597.3.

VENTILATION:

- ___ ___ Mechanical ventilation shall be provided for each square foot of floor area. When approved by the Building Official at a rate of one (1) CFM, well-distributed openings to the outer air of sufficient size to supply the necessary ventilation may be accepted in lieu of the mechanical ventilation. Each engine repair stall shall be provided with an exhaust pipe extension duct, extending to the outside of the building, which, if over 10 feet in length, shall mechanically exhaust 300 CFM. UBC 905(c).

- ___ ___ Connecting offices and waiting rooms shall be supplied with conditioned air under positive pressure. UBC 1202.2.4.

HEATING/COOLING:

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

- ___ ___ Suspended heater units shall not be less than 8 feet above the floor. NFPA 88B-3-2.3.1.

- ___ ___ Devices generating a glow, spark or flame capable of igniting vapors shall not be installed or used within 18 inches of the floor. UFC 2904.1.

- ___ ___ Portable heaters are not allowed for use within a repair garage. 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 fire 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

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combustible roof eave or property lines. UFC 1103.2. UBC 18-16.070
Section 904.2.11.1.

EXCEPTION: Areas containing dumpsters or containers protected by an approved automatic sprinkler system. UFC 1103.3.2.5.

- ___ ___ 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.
- ___ ___ Oily rags and similar materials shall be stored within metal, metal lined or other approved containers with tight fitting lids. UFC 1103.2.1.3.
- ___ ___ Floors shall be non-combustible, liquid tight construction and shall be free of oil and grease. UBC 307.2.2. NFPA 88B-3.6.3.
- ___ ___ Metal lockers shall be provided for employees clothing. NFPA 88B-3-6.4.
- ___ ___ No smoking signs shall be posted. UFC 1109.4.1.

FLAMMABLE/COMBUSTIBLE LIQUIDS

See Information Bulletin 91-006.

HAZARDOUS MATERIALS

See Information Bulletin 91-001.

PERMITS

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

Hazardous Materials Storage, Use, Handling of. Permit 39
Spraying or Dipping Operations. Permit 70
Repair Garage. Permit 35