

July 1, 2010

SANTA ROSA FIRE DEPARTMENT
FIRE PREVENTION BUREAU
INSPECTION CHECKLIST



INSPECTION CHECKLIST GROUP H OCCUPANCIES

Performing a Fire Inspection Checklist

For Occupancy Group H (High Hazard)

| Task: Determine Code Requirements for Group H Occupancies | | | | |
|--|--|------------------------|-----------|--------------------------|
| Code Section | Code Requirements | Code Compliance | | Comments/Location |
| | | Yes | No | |
| Examine Housekeeping Issues | | | | |
| | Verify that: | | | |
| 315.2 | 1. Storage of combustible materials is orderly. | | | |
| 315.2 | 2. Storage is separated from heaters or heating devices by distance or shielding. | | | |
| 315.2.1 | 3. Storage is at least 18 inches below sprinkler head deflectors or 2 feet below ceiling in nonsprinklered areas. | | | |
| 315.2.2 | 4. Exits and exit enclosures are kept free from combustible materials. | | | |
| 315.2.3 | 5. Boiler, mechanical and electrical equipment rooms are kept free from combustible materials. | | | |
| 315.2.4 | 6. Any attic, under-floor and concealed spaces used for storage of combustible materials is protected on the storage side as required. | | | |
| 315.3 | 7. Outside storage of combustible materials is not located within 10 feet of property line unless exception allows. | | | |
| 304.3.2 | 8. Combustible waste containers larger than 40 gallons have lids and are constructed of metal or approved combustible material. | | | |
| 304.3.3 | 9. Dumpsters and containers more than 40.5 cubic feet stored outside and not within 5 feet of combustible walls, openings or under eave lines. | | | |
| 304.3.1 | 10. Oily rags or other materials subject to spontaneous ignition are stored in a listed disposal container and removed daily as required. | | | |
| Examine Miscellaneous Areas | | | | |
| | Verify that: | Yes | No | Comments/Location |
| 505.1 | 1. Approved address numbers are plainly legible and visible from the street fronting the property. | | | |
| 506.1 | 2. Key box is properly installed, if required. | | | |
| 503.4 | 3. Fire apparatus roads are unobstructed. | | | |
| 503.2.1 | 4. Fire apparatus roads are not less than 20 feet with a minimum height unobstructed of 13 feet 6 inches. | | | |
| 404.2 | 5. An approved fire safety and evacuation plan has been prepared and is maintained. | | | |
| 405.2 | 6. Emergency evacuation drills have been conducted quarterly by all employees and the emergency response team as required, and records have been maintained. | | | |
| Examine Fire Protection System | | | | |
| | Verify that: | Yes | No | Comments/Location |
| Table 906.3(1) 906.1 | 1. One 2A fire extinguisher is installed in low hazard office areas per 6,000 square feet. | | | |
| Table 906.3(1) 906.1 | 2. One 2A fire extinguisher is installed in moderate hazard areas per 3,000 square feet. | | | |
| Table 906.3(1) | 3. The maximum travel distance to an extinguisher is 75 feet. | | | |

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| Examine Fire Protection System continued | | | | |
| | Verify that: | | | |
| 906.5 | 4. Extinguishers are located in conspicuous locations where they will be readily accessible and immediately available for use. | | | |
| 906.6 | 5. Extinguishers are not obstructed or obscured from view. | | | |
| 906.7 | 6. Hand-held extinguishers are either housed in cabinets or installed on hangers or brackets. | | | |
| 906.9 | 7. Fire extinguishers are installed so that their tops are no more than 5 feet above the floor if less than 40 pounds and if over 40 pounds no more than 3.5 feet above the floor. | | | |
| Table 906.1 | 8. Additional required extinguishers are in place. | | | |
| 906.2 | 9. All fire extinguishers have current service tag indicating service was conducted. | | | |
| 903.4 | 10. All valves on the sprinkler are electronically supervised if system has more than 20 heads. | | | |
| 901.6 NFPA 13, 6.2.6.2.2 | 11. All sprinkler heads or cover plates are clear of paint unless part of factory-installed paint when head was produced. | | | |
| 901.6 | 12. All fire detection, alarm and extinguishing systems are being maintained in an operative condition. | | | |
| 901.6.2 | 13. Records are available for all system inspections, tests and maintenance for last three years and available if requested. | | | |
| 508.5.5 | 14. A 3-foot clearance has been maintained around all fire hydrants unless otherwise approved. | | | |
| 907.20.5 | 15. Fire alarm systems have been properly maintained in an operative condition. | | | |
| 903.2.4.1 | 16. An automatic fire sprinkler system is present. | | | |
| 903.2.4.1 | 17. One 4A or two 4A fire extinguishers per 400 square feet are installed in high hazard areas. | | | |
| 908.2 | 18. Emergency alarms are present in an HPM facility. | | | |
| 908.2 | 19. A continuous gas detection system is present for HPM glasses where required. | | | |
| Examine Electrical System | | Yes | No | Comments/Location |
| | Verify that: | | | |
| 605.4.1 | 1. Relocatable power taps are of the polarized or grounded type and are equipped with overcurrent protection and listed. | | | |
| 605.4.2 | 2. Relocatable power taps are directly connected to a permanently installed receptacle. | | | |
| 605.4.3 | 3. Relocatable power taps do not extend through walls, ceilings, floors, under doors or floor coverings or are subject to damage. | | | |
| 605.5 | 4. Extension cords do not serve as a substitute for permanent wiring. | | | |
| 605.5 | 5. Extension and flexible cords are not affixed to the structure, extended through walls, ceilings or floors. | | | |
| 605.5.1 | 6. Extension cords, if temporary, are plugged directly into an approved receptacle, power tap or multiplug adapter. | | | |

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| | | Yes | No | |
| Examine Electrical System continued | | | | |
| | Verify that: | | | |
| 605.5.1 | 7. Any extension cord only serves one portable appliance unless an approved multiplug extension cord is used. | | | |
| 605.5.3 | 8. Extension cords do not contain splices or damage. | | | |
| 605.5.4 | 9. Extension cords are grounded if serving grounded portable appliances. | | | |
| 605.5.2 | 10. Extension cord ampacity is greater than the rated ampacity of the portable appliance served by the cord. | | | |
| 605.3 | 11. Proper working spaces are being maintained in and around service equipment. | | | |
| 605.6 | 12. All electrical boxes and wiring are properly covered. | | | |
| 605.8 | 13. Electrical motors are maintained free from excessive accumulations of oil, dirt, waste and debris. | | | |
| 605.9 | 14. Temporary wiring is only being used for less than 90 days unless for construction, remodeling, repair or demolition of building. | | | |
| 605.9.1 | 15. Temporary wiring is properly attached. | | | |
| 605.4 | 16. No multiplug adapters, such as cube adapters, unfused plug strips or any other device prohibited by the Electrical Code are present. | | | |
| 605.3.1 | 17. Doors into electrical control panel rooms are properly marked with a sign. | | | |
| 1803.7.2 | 18. Electrical equipment and devices within 5 feet of workstations in Group H5 are properly installed. | | | |
| Examine Exits | | Yes | No | Comments/Location |
| | Verify that: | | | |
| 1004.1, Table 1004.1.1 | 1. The occupant load has been determined based on the use and area of the building. | | | |
| 1004.3 | 2. The correct occupant load in all assembly areas has been posted near the main exit with a clearly legible permanent sign. | | | |
| Table 1019.1, Table 1019.2 and Table 1015.1 | 3. The minimum required exits are present for the occupant load. | | | |
| 1008.1.8 | 4. Egress doors are readily openable from the egress side without the use of a key or special knowledge or effort. | | | |
| 1008.1.9 | 5. Latches are not present unless it is panic hardware or fire exit hardware. | | | |
| 1011.3 | 6. Exit signs are internally or externally illuminated or of approved self-luminous type. | | | |
| 1011.5.3 | 7. Exit signs are visible under emergency illumination conditions. | | | |
| 1011.1 | 8. Exits and exit access doors are marked by an approved exit sign visible from any direction of egress travel where required. | | | |
| 1011.1 | 9. Exit signs are no further than 100 feet from any point in a corridor. | | | |
| 1011.5.3 and 1027.5 | 10. Exit signs are properly illuminated for a duration of not less than 90 minutes by testing on proper back-up supply. | | | |
| 1003.6 | 11. Means of egress do not have any obstructions in the required width areas. | | | |
| 1003.6 | 12. Means of egress are not reduced in width along the path of egress travel. | | | |

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| | | Yes | No | |
| Examine Exits continued | | | | |
| | Verify that: | | | |
| 1008.1.1 1027.7 | 13. Exit doorways are not less than 32 inches in width or 28 inches in existing buildings. | | | |
| 1025.9.1 | 14. Aisles are of proper width. | | | |
| 1021.2 | 15. Exit passageways are of sufficient width for occupant load. | | | |
| 1008.1.2 | 16. Installed panic hardware is rated to unlatch with a maximum of 15 pound force applied to the bar and can be set in motion with 30 pounds of force. | | | |
| 1008.1.8.4 | 17. Manually-operated flush bolts or surface bolts are not installed on exit doors. | | | |
| 1006.3 | 18. Exit access corridors, passageways, exit stairways, rooms, exit discharge areas, with two or more required exits are illuminated in case of a power failure. | | | |
| 1008.1.3.4 | 19. Access-controlled entrance egress doors properly identified, installed correctly and have a manual unlocking device. | | | |
| Table 1015.1 Table 1018.2 | 20. Travel distances to exits are present as required. | | | |
| 1008.1.9 | 21. Panic or fire exit hardware is installed as required. | | | |
| Examine Hazardous Materials Area | | | | |
| | Verify that: | | | |
| Appendix Chapter 1, 105.6.16 | 1. Class I liquids in excess of 5 gallons inside or 10 gallons outside are properly permitted. | | | |
| 3404.3.3.2 | 2. Storage of incompatible materials is separated properly if in containers over 5 pounds or 0.5 gallon. | | | |
| 3404.3.3.5.3 | 3. Shelf storage of flammable and combustible liquids is orderly. | | | |
| 3404.3.5.1 | 4. Class I flammable liquids are not located in the basement, unless below the MAQ for open-use and the basement is sprinklered. | | | |
| 3404.3.4.4 | 5. Flammable and combustible liquids used for maintenance or operation of equipment exceeding 10 gallons is stored in a liquid storage cabinet. | | | |
| 3503.1.1 | 6. Cylinders not more than 250 cubic feet in size present and only for maintenance or operation of equipment. | | | |
| 2703.5 | 7. Hazardous material is identified with a placard. | | | |
| 3404.2.2 | 8. Tank cars and vehicles are not being used as storage tanks of flammable and combustible materials. | | | |
| 3404.2.3.1 | 9. No smoking signs are posted as required in storage areas. | | | |
| 3404.2.3.2 | 10. Large tanks are properly identified with a label and placard. | | | |
| Examine Additional Fire Protection Issues | | | | |
| | Verify that: | | | |
| 703.2 | 1. Fire doors and smoke barrier doors are not blocked or otherwise made inoperable. | | | |
| 703.2 | 2. Fire door assemblies have not been modified. | | | |
| 703.2.3 | 3. Swinging fire doors close from the full open position and latch automatically. | | | |

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| | Examine Additional Fire Protection Issues continued | | | |
| | Verify that: | | | |
| 703.4 | 4. Horizontal and vertical sliding and rolling fire doors have been inspected and tested annually and written proof is available. | | | |
| 703.2.2 | 5. Magnetic hold-open devices are being maintained or are kept closed. | | | |
| Health and Safety Code 6.95 | 6. Businesses that handle hazardous materials in excess of 55 gallons; 200 cubic feet or 500 pounds must submit a disclosure and inventory. | | | |
| 2701.5.1 | 7. Verify and review the hazardous materials management plan. Site plan is accurate; container sizes are correct; all controls and emergency equipment is present and operational. | | | |
| 2701.5.2 | 8. Verify the hazardous materials inventory statement includes all chemicals regulated and includes manufacturers name; chemical name; hazard classification; MSDS or equivalent; CAS number; maximum quantity stored. | | | |