

July 1, 2010

SANTA ROSA FIRE DEPARTMENT
FIRE PREVENTION BUREAU
INSPECTION CHECKLIST



INSPECTION CHECKLIST GROUP I OCCUPANCIES

Performing a Fire Inspection Checklist

For Occupancy Group I (Institutional)

Task: Determine Code Requirements for Group I 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.			
314.4	11. Any liquid- or gas-fueled vehicles, boats or motorcraft present are properly maintained.			
904.11.6.3	12. Hoods, grease removal devices, fans and ducts are clean and records available.			
904.11	13. All extinguishing systems over commercial cooking shall comply with UL 300 by January 1, 2009.			
603.4	14. Any portable unvented fuel-fired heating equipment being used are not present.			
Examine Miscellaneous Areas		Yes	No	Comments/Location
	Verify that:			
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 records have been maintained.			

Task: Determine Code Requirements for Group I Occupancies

Code Section	Code Requirements	Code Compliance		Comments/Location
		Yes	No	
Examine Fire Protection System				
	Verify that:			
Table 906.3(1) 906.1	1. One 2A fire extinguisher 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.			
906.5	3. Extinguishers are located in conspicuous locations where they will be readily accessible and immediately available for use.			
906.6	4. Extinguishers are not obstructed or obscured from view.			
906.7	5. Hand-held extinguishers are either housed in cabinets or installed on hangers or brackets.			
906.9	6. 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 906.1 906.2	7. Additional required extinguishers are in place.			
906.2	8. All fire extinguishers have current service tag indicating service was conducted.			
904.11.5.2	9. Cooking equipment involving vegetable or animal oils and fats is protected by a Class K-rated portable fire extinguisher provided within 30 feet of commercial cooking equipment.			
609.2	10. A Type I hood is installed at or above all commercial food cooking appliances and domestic cooking appliances used for commercial purposes and producing grease vapors.			
904.2.1	11. A Type I commercial kitchen exhaust hood and duct system has an approved automatic fire-extinguishing system.			
903.2.5	12. An automatic sprinkler system is provided throughout the building(s).			
904.11.6.4	13. Automatic fire-extinguishing systems over cooking appliances has been serviced every six months and proof has been supplied.			
904.11.2	14. Activation of the cooking fire suppression system automatically shuts down the fuel or electrical supply to the cooking equipment.			
904.11.6.5	15. Fusible links and automatic sprinkler heads over commercial cooking appliances have been replaced annually unless glass-bulb type.			
904.11.1	16. A manual activation device is located near the cooking area means of egress, 4 to 5 feet above the floor is accessible.			
903.4	17. All valves on the sprinkler system are electronically supervised or locked			
901.6 NFPA 13, 6.2.6.2.2	18. All sprinkler heads or cover plates are clear of paint unless part of factory-installed paint when head was produced.			
901.6	19. All fire detection, alarm and extinguishing systems are being maintained in an operative condition.			

Task: Determine Code Requirements for Group I Occupancies				
Code Section	Code Requirements	Code Compliance		
Examine Fire Protection System continued		Yes	No	Comments/Location
	Verify that:			
901.6.2	20. Records for all system inspections, tests and maintenance for the last three years available if requested.			
508.5.5	21. A 3-foot clearance has been maintained around all fire hydrants unless otherwise approved.			
907.20.5	22. Fire alarm systems have been properly maintained in an operative condition.			
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.			
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.			
605.3.1	17. Doors into electrical control panel rooms are properly marked with a sign.			
604.2.16	18. Power-operated sliding doors or power-operated locks for swinging doors are properly installed.			

Task: Determine Code Requirements for Group I Occupancies				
Code Section	Code Requirements	Code Compliance		Comments/Location
		Yes	No	
	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.			
1008.1.2	4. Doors swing in the direction of egress travel if occupant load is more than 50.			
1008.1.8	5. Egress doors are readily openable from the egress side without the use of a key or special knowledge or effort.			
1008.1.9	6. Latches are not present for occupant load more than 50, unless it is panic hardware or fire exit hardware or it is a Group I-3 facility requiring people to be detained or restrained.			
1011.3	7. Exit signs are internally or externally illuminated or of approved self-luminous type.			
1011.5.3	8. Exit signs are visible under emergency illumination conditions.			
1011.1	9. Exits and exit access doors are marked by an approved exit sign visible from any direction of egress travel where required.			
1011.1	10. Exit signs are no further than 100 feet from any point in a corridor.			
1011.5.3 and 1027.5	11. Exit signs are properly illuminated for a duration of not less than 90 minutes by testing on proper back-up supply.			
1003.6	12. Means of egress do not have any obstructions in the required width areas.			
1003.6	13. Means of egress are not reduced in width along the path of egress travel.			
1008.1.1 1027.7	14. Exit doorways are not less than 32 inches in width or 28 inches in existing buildings.			
1008.1.1	15. All door openings to sleeping rooms are at least 28 inches wide.			
1025.9.1	16. Aisles are of proper width.			
1021.2	17. Exit passageways are of sufficient width for occupant load.			
1008.1.2	18. Installed panic hardware is rated to unlatch with a maximum of 15 pounds force applied to the bar and can be set in motion with 30 pounds of force.			
1015.2.1	19. Two exits, if required for room or space, are properly spaced apart.			
1008.1.8.4	20. Manually operated flush bolts or surface bolts are not installed on exit doors.			
1006.3	21. 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	22. Access-controlled entrance egress doors properly identified, installed correctly and have a manual unlocking device.			
1001.2	23. The building has not been altered to reduce the required number of exits.			
Table 1016.1	24. Occupancies of Groups I-1 and I-3 have a 1-hour rated corridor.			

Task: Determine Code Requirements for Group I Occupancies				
Code Section	Code Requirements	Code Compliance		Comments/Location
		Yes	No	
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.			
3704.1.1.1	7. Toxic or highly toxic compressed gases are not present unless allowed and stored properly.			
4304.1.5	8. Unstable materials are not stored in the basement.			
2703.7.1	9. No smoking signs are posted as necessary.			
3006.2	10. Medical gases are stored properly.			
3503.1.4	11. Static-producing equipment located in flammable gas storage areas is grounded.			
3503.1.3	12. Compressed gas systems are equipped with approved emergency shutoff valves.			
2703.5.1	13. Room or cabinets containing compressed gases are properly identified with signage.			
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.			
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.			
CCR Title 19, Section 308	6. Decorative furnishings including cut trees (Christmas trees) are prohibited indoors unless fire retardant treated and bear the tag of an approved licensed applicator registered with the California State Fire Marshal.			
807.1	7. Curtains, draperies, hangings and other decorative materials suspended from walls or ceilings are flame resistant or in limited use as required.			
703.1 Table 1016.1	8. Fire-resistance-rated assemblies in Groups I-1 and I-3 are protected by self-closing or automatic-closing doors of approved construction meeting the fire protection requirements of the assembly.			
803.7.5	9. Wastebaskets and other waste containers are of proper type in Group I-3.			