

B, F, M, S Checklist
(Banks, Offices, Stores, Factories, Storage Facilities)

Outside

Access and Fire Lane

- Address numbers are visible from street **505.1**
- Knox box is required where access to or within a structure and/or area is restricted **506.1**
- Keys in the Knox box are maintain current/updated **506.2**
- Fire lane markings are maintained in a clear and legible condition at all times **503.3**
- An additional fire access road is provided, when required **503.1.2**
- A minimum width of 20 feet in width is provided for the fire lane **503.2.1**
- Fire lane road surface is maintained to support imposed loads of fire apparatus with all-weather capabilities **503.2.3**
- Fire department approval is required when security gates across fire access roads **503.6**

Fire Hydrants

- Caps are on, outlets are toward street, shut off valve location noted, no corrosion or leaks **507.5.2**
- Private hydrants fire service mains and water tanks: annual visual inspection, is maintained and five year test and with records kept on site **507.5.3**
- Unobstructed access is maintained at all times **507.5.4**
- A 3 ft circumference of clearance of clear space is maintained at all times **507.5.5**
- Physical protection is provided when subject to damage **507.5.6**
- Blue dot hydrant markers are provided **SDMC §55.0507(a)**

Fire Sprinkler Systems

- Back-flow preventer: Inspect for access, lock, chain, sign w/building address, cover for tamper and flow switches and wiring intact, FDC with caps and freely swivel, no corrosion, no leaks **901.6**
- PIV: Clearly visible and accessible, site glass readable and in place, break-away lock, shutoff wrench, sign w/building address listing area covered, tamper switch cover in place and wiring intact **901.6**
- Butterfly, OS&Y: Valves open, not damaged, no parts missing **901.6**
- Tamper switch: Conduit broken, exposed wires, cover missing **901.6**
- FDC: Clearly visible and accessible, caps on, connections swivel freely, gasket inside, signage indicating the FDC and areas served **901.6**
- Signs are in place for all FDCs and multiple risers showing areas covered **509.1**
- Standpipes: signage indicating what each valve controls, caps in place, no damage, no corrosion, no obstructions **901.6**
- Sprinkler heads are not painted, corroded or damaged, inadequate coverage **901.6**
- Sprinkler piping, braces: Damage, leaking, corrosion, any non-sprinkler attachments present **901.6**
- Access to fire protection equipment is provided **509.2**
- Sprinkler bell, if present: Inspect for sign, damage, corrosion, obstructions **901.6**

Storage (outside)

- Combustible waste material is removed from the structure and premises **304.1**
- Dumpsters over 1.5 cu yards (40 cu ft) are a minimum of 5 feet from combustible walls, openings, roof eaves **304.3.3**
- There is 10 feet of clearance between combustible material and the property line **315.4**

Inside

General

- Obtain change of use/occupancy required **102.3**
- Fueled equipment shall not be stored, operated or repaired within buildings **313.1**

Compressed Gas

- Properly secure compressed gas cylinders **5303.5.3**
- Caps are on compressed cylinders when not in use **5303.6.2**
- Provide physical protection when compressed gas cylinders are exposed to physical damage **5303.5.2**

Automatic Extinguishing Systems/Clean Agent Systems

- Alarm panel: Green light – system ok
- Alarm panel: Yellow Light – Trouble **901.6**
- Visible and legible warning signs are posted on the outside door and inside the room **904.3.4**
- Service and tag every 6 months **904.1**
- Smoke detectors: Inspect for damage and obstructions **904.1**
- Agent tanks: Inspect for access, damage, corrosion **904.1**
- Check hoses and actuator for damage, disconnected from tanks **904.1**
- Discharge nozzles: Inspect for damage or obstructions **904.1**
- Carbon Dioxide systems: Service and tag every 6 months **904.8**
- Halon systems: Service and tag every 6 months **904.9**
- Documentation of inspection, testing and maintenance and other service records are kept on-site **901.6.2**

Electrical

- Abatement of electrical hazards (general electrical hazard) **605.1**
- Cover plates are present for electrical boxes, conduit bodies, on/off switches **605.6**
- Electrical splices are done inside electrical boxes or conduit bodies **605.6**
- Extension cords are not used in lieu of permanent wiring **605.5**
- Extension cords are not affixed to structures; extended through walls, ceilings or floors **605.5**
- Extension cords are only used with portable appliances **605.5**
- Extension cords are not subject to environmental damage or physical impact **605.5**
- Clear space is provided in front of electrical service equipment a minimum of 36 inches deep, 78 inches in height and a minimum of 30 inches wide or the length of the equipment, whichever is greater **605.3**
- Signs are provided for electrical control panel rooms **605.3.1**
- Service disconnects and individual circuit breakers are permanently marked/identified **605.3.1**

Elevators

- Phase I and Phase II operation is intact **607.1**
- Provide signs stating “IN FIRE EMERGENCY, DO NOT USE ELEVATOR USE EXIT STAIRS” **607.2**
- Elevator keys/firefighter service keys are kept in an approved location **607.4**
- Provide sign for elevator mechanical room **509.1.1**

Phase I and Phase II Elevator Operation

Phase 1 Test

1. Place the key in the switch, typically located on the wall outside the elevator on the recall floor. Turn to **ON**.
2. All elevators must return **Non Stop** to recall floor.
3. Doors should open and remain open.

Phase 2 Test

1. Verify the door stays open.
2. Inside the elevator, insert the elevator key and turn the switch to **ON**.
3. Close the doors by continually holding the Door Close button until the doors close completely.
4. Select a floor.
5. Verify the elevator goes to floor selected. The doors should stay closed.
6. Hold the Door Open button continuously.
7. When the door starts to open release the Door Open button so the doors will close to test the Peak-A-Boo feature.
8. Hold the Door Open button until the doors are fully opened.
9. Turn the key to the **HOLD** position.
10. Verify the elevator stays at the landing and the doors stay open.
11. Depress the Door Close button to verify it does not function and the doors don't close.

Exit Doors

- Operable at all times without a key, special knowledge or effort **1010.1.9**
- Minimum dimensions 32" wide, 80" high **1010.1.1**
- Open in direction of emergency travel when occupant load exceeds 49 **1010.1.2.1**
- Not concealed with decorations, furnishings, mirrors or drapes **1010.1**
- Remove manually operated flush bolts, surface bolts from exit doors **1010.1.9.4**
- Unlatching of any door or leaf shall not require more than one action **1010.1.9.5**
- Revolving doors require hinged door within 10 feet **1010.1.4.1**
- A landing is provided and maintained outside exit doors that is the same width as the door **1010.1.6**
- Main entry door may have a key-operated lock from the egress side provided the lock readily distinguishable as locked, a readily visible durable sign is posted above the door on egress side stating: "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED" **F1010.1.9.3**

Exit Signs

- Internally or externally illuminated **1013.3**
- Readily visible from any direction of egress **1013.1**
- Additional exit signs are provided when the exit path is not easily identified **1013.1**
- Illuminated when two or more exits are required **1013.1**
- Back-up power is provided **1013.6.3**

Fire Alarm System

- Panel: **Green light** – system ok
- Panel: **Any other color light** – **TROUBLE** or **SUPERVISORY** signal **901.6**
- Fire alarm components/system are maintained in an operable condition at all times **901.6**
- Panel: The date of installation is noted on the back-up batteries and replaced every five years **901.6**
- The location of the circuit breaker is noted inside the fire alarm panel **901.6**
- A lock-out is provided on the electrical panel for fire alarm circuit breaker and fire alarm bell **901.6**
- Maintenance, inspection and test documentation is provided **901.6.2**
- A sign is provided on the door if the fire alarm panel is enclosed **509.1**
- Operating, testing and maintenance instructions are provided **901.6.2.1**
- Fire watch is required or evacuate building when system is not working **901.7**
- Construction permit is needed for installation and/or modification of system **105.7.6**

Fire Extinguishers

- Minimum 2A:10BC extinguisher is present **906.1**
- Mounted so that the top is no more than 5 feet above floor **906.9.1**
- Mounted with hangers and brackets supplied with the extinguisher **906.7**
- Travel distance to any extinguisher is no more than 75 feet **906.3.1**
- California State Fire Marshal tag is attached showing annual certification (monthly visual inspection by owner) **906.2**

Fire Pump

- Panel: Green light – system ok
- Any other light: TROUBLE or SUPERVISORY signal **901.6**
- Signage indicating fire pump room on the door **901.6**
- Inspect for leaks and corrosion, damage **901.6**
- Signage for control valves stating what they control **901.6**
- Construction Permit needed for installation and/or modification of system **105.7.7**

Fire Resistive Assemblies and Construction

- Maintain fire resistive construction (fire rated walls, ceilings, fire rated columns) **703.1**
- Hanging/display of salable goods and other decorative materials from fire resistive ceiling system prohibited **703.3**
- Fire assemblies are maintained operable and free of obstructions (doors, fire dampers, etc.) **703.2**
- Replace fused and/or damaged fusible links **703.2**
- Modification of fire door assemblies is prohibited **703.2**
- Maintain magnetic hold open devices and automatic door closers **703.2.2**
- Fire doors are kept closed when hold open devices are not in service **703.2.2**
- Fire doors self-close and latch automatically in place **703.2.3**
- Repair damaged fire rated doors, trash chute doors, fire dampers **703.2**
- Sign in place for roll down or sliding fire doors:
 - Fire doors designed to be kept normally open – “FIRE DOOR – DO NOT BLOCK” **703.2.1**
 - Fire doors designed to be kept normally closed – “FIRE DOOR– KEEP CLOSED” **703.2.1**
- Maintenance, inspection and annual testing required for all fire rated doors and assemblies **703.4**

Fire Sprinkler Systems

- Signage is present on the door of enclosed fire sprinkler risers **509.1**
- The 5 year cert tag is affixed to the sprinkler riser **901.6.1**
- Sprinkler heads: Painted, corroded, damaged, obstructed, improperly installed, incorrect sprinkler installed, adequate coverage **901.6**
- Spare sprinkler box: Wrench is present, sprinkler heads are representing those that are currently installed are present **901.6**
- Standpipes: 5 year cert tag is affixed, caps present, no damage, no corrosion **901.6**
- The system is tested and maintained at all times in operative condition **901.6.1**
- Riser: Accessible, calc card present, gauges broken/unreadable, bracing detached/corroded, flow and tamper switch covers in place and wiring intact, J box covers missing **901.6**
- Sprinkler piping, braces: damage, leaking, corrosion, any non-sprinkler attachments **901.6**
- Provide access to fire protection equipment **509.2**
- Sprinkler piping is free from attachments **901.6**
- Coverage is required in every room **901.4**
- Fire watch is required or evacuate the building when system is not in working order **901.7**
- Documentation of five year certification and regular maintenance reports shall be kept on-site **901.6.2**

LPG

- Containers stored outside only **6109.12**
 - A minimum of 10 feet from building doorway/opening with 1 exit
 - A minimum of 5 feet from building doorway/opening with 2 or more exits
- Stored in suitable enclosure with vehicular protection **6109.13**
- Positioned with the pressure relief valve in direct communication with container vapor space **6109.3**
- “NO SMOKING” signs are posted **6107.2**
- NFPA 704 Placard are provided for any amounts of LPG **5003.5**
- Remove propane tanks from areas where heavier than air gases can collect **6103.2.1.1**

Hazardous Materials

- Remove from source of ignition **5001.3.3.5**
- Separate incompatible materials **5003.9.8**
- Material Safety Sheets required on site **407.2**
- Training required for persons responsible for operations where hazardous materials are stored, used or handled **407.4**

Means of Egress

- Protruding objects do not reduce the clear width of accessible routes **1003.3.4**
- Remove obstructions from path of egress **1003.6**
- Emergency exit lighting is provided **1008.2**
- Means of egress is illuminated when the building is occupied **1008.2**
- Maximum 200' travel distance to an exit in unsprinklered buildings **1017.2**
- Maximum 250' travel distance to an exit in sprinklered buildings for F, M and S; 300' for B F **1017.2**
- No combustible material storage in exits or in exit enclosures (stairwells) **315.3.2**
- Dead end hallway/corridor travel distance not to exceed 20' where more than one exit is required **1020.4**

Mechanical/HVAC Rooms

- Signage is provided for mechanical HVAC, fan and elevator rooms **509.1.1**
- Fire extinguisher required **906.3**
- Patch holes in walls and ceilings **703.1.3**
- No combustible material storage **315.3.3**

Portable Space Heaters

- Must be listed and labeled **605.10.1**
- Plugged directly to an approved receptacle **605.10.2**
- Must not be plugged to extension cords **605.10.3**
- Not allowed within 3 feet of flammable/combustible materials **605.10.4**
- Operated in locations for which they are listed **605.10.4**

Stairway Floor ID Signs

- Buildings 4 stories or more: Sign at each landing, 5' above floor, readily visible, 1¹/₄" stroke letters **1023.9**

Storage (inside)

- Reduce storage to 2 feet from the ceiling in unsprinklered buildings **315.3.1**
- Reduce storage to 18 inches below the bottom of sprinkler heads in sprinklered buildings **315.3.1**
- Storage of combustible materials inside is orderly with stable stacks and separated from ignition sources **315.3**
- No storage under stairs, exits or exit enclosures **315.3.2**
- Combustible material is not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers **315.3.3**