



## **FIRE CODE VIOLATIONS CHECKLIST**

### **BUILDING ACCESS**

- Address is clearly visible from the street and rear entrance, when required.
- If designated, fire lanes clearly marked.
- Knox Box, maintained and keys clearly managed and marked.
- Fire Annunciator Panel / Fire Control Room clearly identified.
- Fire Department Connection free of obstructions, shrubs and clearly identified.

### **EXITS**

- Exits are clear and accessible.
- Exit doors fully open without the use of a key, tool, or special knowledge/effort and self-close to latch.
- Exit signs and emergency lights adequately illuminated, visible, and readable.
- Exit discharges clear and illuminated on the exterior to ensure safety at night.
- Aisles, corridors, passageways, and stairs leading to exit doors clear of obstructions, combustibles or impediments, and free of tripping hazards.

### **PORTABLE FIRE EXTINGUISHERS**

- Portable fire extinguishers shall be located within 75 feet of any portion of the occupancy and within 30 feet of commercial cooking equipment.
- Portable fire extinguishers shall be fully charged, top of extinguisher mounted no higher than 5 feet above the floor, visible and readily accessible for use.
- Portable fire extinguishers shall have an annual service tag attached and serviced to NFPA 10.

### **STORAGE & HOUSEKEEPING**

- All equipment rooms, mechanical and electrical, shall be accessible and free of combustible storage.
- Areas around furnaces, boilers, water heaters, and other heat producing devices shall be free of combustible storage and accessible at all times.
- All inside storage shall be orderly and not located within 2 feet of the ceiling or within 18 inches below or near any sprinkler head.
- The height of all inside storage shall be a maximum of no greater than 12 feet.
- Trash and other combustible waste shall not be stored in a manner that would not create a fire hazard.
- All compressed gas cylinders shall be secured to prevent falling.
- Fueled equipment, such as gasoline-fueled power washers, generators, gas grills or portable cooking appliances shall be located outside of the building.
- Portable propane cylinders located outside of the building, shall be stored in a safe location away from exit doors and ignition sources, and secured to prevent valve tampering and theft.
- High-piled or high-rack storage arrangements (storage greater than 12 feet in height) shall be maintained as originally approved and in accordance with the Fire Prevention Code Permit.
- Hazardous materials located inside the building are limited to the maximum allowable quantity by permit.

### **ELECTRICAL HAZARDS**

- Extension cords shall not be utilized as permanent wiring.
- Where utilized, multi-plug adapters and power-strips shall be UL-listed and equipped with over-current protection.
- All electrical circuits, wiring, and fixtures shall be installed in compliance with the electrical code.
- All electrical panels, junction boxes, outlets, and switches shall have approved cover plates.
- Are electric motors shall be free of accumulations of oil, waste, or debris.

- Clearance of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of all electrical service equipment and breaker panels.
- Electrical rooms and rooms equipped with electrical equipment and panels shall be properly illuminated.

### **HEATING, VENTILATION & COOKING**

- Permanently installed fuel-fired heating appliances, such as furnaces, boilers, or water heaters, shall be properly maintained and correctly vented to the outside.
- Portable electric space heaters shall be located a minimum of 10 feet from combustible material and plugged directly into a wall outlet.
- Portable electric space heaters shall be UL-listed, equipped with a tip-over automatic shut-off switch and unplugged at the close of business and/or when not in use.
- All mechanical and ventilating equipment shall be free of accumulations of dust and waste material.
- All cooking operations that produce heat, steam, smoke, or grease-laden vapor shall be located under an approved commercial kitchen exhaust hood and duct system.
- Where provided, each commercial kitchen exhaust hood and duct system shall be free of accumulations of grease and residue and periodically cleaned to bare metal.
- Kitchen hood fire suppression systems shall be inspected, tested, and maintained every six months and tagged accordingly.

### **OTHER COMMON VIOLATIONS**

- Fire-resistive rated construction such as fire-rated drywall (gypsum), masonry, and concrete floors, walls, and ceilings shall be free of holes or penetrations which can spread smoke and/or fire.
- Suspended ceiling tiles shall be properly installed and in good condition.

### **PLACES OF ASSEMBLY**

- Evacuation routes shall be posted as required.
- Occupant load cards shall be posted in areas of assembly.
- Fire Prevention Assembly Permit shall be posted.
- Fire drills shall be conducted and documented as required.

### **CANDLES, OPEN FLAME & SMOKING**

- Aisles, exits and areas where occupants stand shall be free of candles and open flame devices.
- Open flame candles shall be adequately protected in a noncombustible, stable, non-tipping holder and kept away from all combustibles.
- Approved designated smoking areas shall have suitable noncombustible ash trays or receptacles available.

### **FIRE PROTECTION SYSTEMS**

- All fire protection systems shall be maintained in an operative condition at all times.
- Access to all fire protection systems and equipment, including access doors, control panels, sprinkler control valves, and manual pull stations shall be unobstructed.
- Sprinkler heads shall be free of paint, debris, or foreign matter which may prevent operation.
- Fire protection systems shall have a current inspection/service tag attached.
- Fire alarm and sprinkler systems shall be inspected, tested and maintained according to NFPA standards by contractor that is licensed, insured and NICET certified.
- Testing results shall be forwarded to the Fire Marshal within 30 days of tests.
- It is required that the Fire Marshal be contacted anytime the Fire Protection System is inspected, tested, serviced, or out of service.

### **PERMITS & DOCUMENTATION**

- Required permits shall be posted in a conspicuous location available for inspection.
- Material Safety Data Sheets (MSDS) for hazardous materials shall be readily available on site and clearly identified.
- All records of inspections, tests, and maintenance of all fire protection systems kept on premises available for inspection and maintained for three years.