

Fire & Life Safety Inspection Tips

This list is to assist you in being prepared for your annual fire and life safety inspection. This list is not all-inclusive; however, this checklist will help you to be better prepared for your inspection. Also, be aware that some items on this list will not apply to your business; however, there are some additional items that may be required or information requested by your Inspector:

1. Create a filing system for all your annual fire inspections and related documents covered in the list below. This file must be maintained onsite and available upon request.
2. Maintenance of all Exits:
 - a. Three (3) parts to an exit:
 - (1) Exit Access
 - (2) Exit
 - (3) Exit Discharge
 - b. No storage near exit(s)
 - c. No storage in stairwell(s)
 - d. Door Hardware & Closures Hardware

Note: If electric hardware devices (magnetic locks, delayed egress locks, etc.) are on any egress door(s), additional testing and documentation will be required. Special requirements apply for these locking devices and they shall be approved by the Building Inspections Department.

3. No combustible storage in Mechanical, Electrical, and HVAC rooms
4. No storage in front of, next to, on, above and/or below, or in the path of travel to any electrical panel(s), water heater(s), etc. Guideline only: Minimum of 36 inches.
5. All storage must be a minimum of 24 inches below the ceiling in a non-sprinklered building.
6. All storage in a sprinklered building must be at minimum of 18 inches below the sprinkler head deflector.
7. Portable Fire Extinguishers:
 - a. Inspected and tagged annually by a licensed company
 - b. Monthly in-house inspection of each extinguisher is recommended
8. Commercial Hood Extinguishing Systems and other automatic Suppression Systems shall be inspected and tagged every six months by licensed company.

9. Testing of Emergency Lighting with back-up power supply including Lights and Exit Signs:
 - a. Thirty (30) second monthly test
 - b. Ninety (90) minute annual test
 - c. Proper documentation of all testing, including:
 - (1) Date
 - (2) Time
 - (3) Light I.D.
 - (4) Test performed by:
 - (5) Duration
 - (6) Comment sectionNote: See example check sheet
10. Testing of Emergency Generator:
 - a. Thirty (30) minute load transfer testing performed monthly
 - b. Third party annual maintenance documentation
 - c. Proper documentation of all testing including:
 - (1) Date
 - (2) Time
 - (3) Test performed by / witnessed by
 - (4) Duration
 - (5) Comment section
11. Written policies and/or handbook for fire drills and evacuation procedures:
 - a. Posting of evacuation plans:
 - (1) Primary route
 - (2) Secondary route
 - (3) Your location
 - (4) Optional / locations of fire & life safety devices.
Examples: Fire Alarm Panel, Pull Stations, Portable Fire Extinguishers
 - b. Documentation of fire drills:
 - (1) Date
 - (2) Time
 - (3) Test performed by
 - (4) Duration / How long to evacuate the building?
 - (5) Comment section
12. No use of extension cords for permanent wiring and/or power to any stationary equipment.
13. All multi-plug adaptors, (with surge protection) must be plugged directly into an outlet.
14. Electrical junction boxes, switches, and outlets shall have approved covers and open-wiring splices are prohibited.
15. The Fire Code allows the use of electric portable heaters in certain building types.

16. Provide the proper documentation of testing and maintenance for the following Fire and Life Safety Systems:
- a. Fire Alarm / NFPA 72 Report – Annually
 - b. Sprinkler System / NFPA 25 Report - Annually
Standpipe System / NFPA 25 Report - Annually
Note: Standpipe Hose must be properly inspected annually and tested as required by NFPA 25
Fire Pump / NFPA 25 Report - Annually
Note: Provide documentation of required Weekly Test Fire Pump Test
 - c. Roof Vents/Smoke Control/Pressurization Systems – Annually
 - d. Horizontal/Vertical/Sliding/Rolling Fire Doors - Annually

Note: *Any deficiencies found must be corrected and proper documentation of all deficiencies corrected must be provided.*