

July 1, 2010

**SANTA ROSA FIRE DEPARTMENT**  
FIRE PREVENTION BUREAU  
INSPECTION CHECKLIST



**INSPECTION CHECKLIST GROUP S OCCUPANCIES**

**Task: Determine Code Requirements for Group S Occupancies**

Code Section	Code Requirements	Code Compliance		Comments/Location
		Yes	No	
<b>Examine Fire Protection System continued</b>				
	Verify that:			
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.			
2205.5	16. A 2A:20BC fire extinguisher is present within 75 feet of the pumps, dispenser or storage tank fill-pipe openings.			
2604.2.6	17. A 2A:20BC fire extinguisher is present within 30 feet of the welding area.			
<b>Examine Electrical System</b>		<b>Yes</b>	<b>No</b>	<b>Comments/Location</b>
	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.			

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<b>Examine Electrical System continued</b>				
	Verify that:			
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.			
605.9.1	13. Temporary wiring is properly attached.			
605.4	14. No multiplug adapters, such as cube adapters, unfused plug strips or any other device prohibited by the Electrical Code are present.			
605.3.1	15. Doors into electrical control panel rooms are properly marked with a sign.			
<b>Examine Exits</b>				
	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 for occupant load more than 50, 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. Exit signs are no further than 100 feet from any point in a corridor.			
1003.6	9. Means of egress are not reduced in width along the path of egress travel			
1008.1.1 1027.7	10. Exit doorways are not less than 32 inches in width or 28 inches in existing buildings.			
1011.1	11. Exit signs are within 100 feet of the next visible sign.			
Table 1018.2	12. Travel distances are within the maximum allowed.			
101.1.1	13. Two exits present from each parking tier in an open parking structure.			
<b>Examine Hazardous Materials Area</b>				
	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.			

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<b>Examine Hazardous Materials Area continued</b>		<b>Yes</b>	<b>No</b>	<b>Comments/Location</b>
	Verify that:			
2703.5	7. Hazardous material is identified with a placard.			
2703.5	8. Rooms or cabinets containing compressed gases are properly identified with signage.			
3803.2.1.1	9. LP-gas containers present in a basement are provided the approved ventilation.			
<b>Examine Additional Fire Protection Issues</b>		<b>Yes</b>	<b>No</b>	<b>Comments/Location</b>
	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.			
703.1 Table 1016.1	6. Fire-resistance-rated assemblies are protected by self-closing or automatic-closing doors of approved construction meeting the fire protection requirements of the assembly.			