

Commercial Fire Code Checklist

BUILDING UTILITIES:

- ☐ New and existing buildings shall have approved address numbers placed in a position that is plainly legible and visible from the street or road fronting the property.
- ☐ A Key lock box may be required where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purposes.
- ☐ Rooms that contain gas shut offs, electric meters, service switches and other utility equipment shall be clearly and legibly marked.

DETECTORS:

- ☐ Smoke detectors shall be maintained in an operative condition and shall be replaced where defective.

DOORS:

- ☐ Fire doors shall not be blocked or obstructed or otherwise made inoperable.
- ☐ A sign shall be permanently displayed on each fire door no less than 1 inch high that reads, "FIRE DOOR – DO NOT BLOCK"
- ☐ Automatic door closers shall be maintained.
- ☐ Swinging fire doors shall close from the fully open position and latch automatically. The door closer shall exert enough force to close and latch the door from any open position.
- ☐ Hangings and draperies shall not be placed over exit doors including mirrors.

EXITS:

- ☐ Exit accesses, exits, or exit discharges shall be continuously maintained free from obstructions or impediments.
- ☐ Stairs and hallways shall be free from obstructions that would prevent its use.
- ☐ Combustible materials shall not be stored in exits or exit enclosures.

EXIT SIGNS:

- ☐ Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel.
- ☐ Exit signs shall be illuminated.
- ☐ Emergency power shall be provided for exit signs.

EMERGENCY LIGHTING:

- ☐ In the event of power failure, an emergency electrical system shall automatically illuminate aisles, corridors, egress path, exit discharge and exterior landings.

ELECTRICAL:

- ☐ Extension cords shall not be a substitute for permanent wiring and shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall be subject to environmental damage or physical impact.
- ☐ Open junction boxes and open wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
- ☐ Electric panels shall have 30"W x 36"D x 78"H clearance.
- ☐ Doors to electrical rooms shall have sign "ELECTRICAL ROOM".

FIRE EXTINGUISHERS:

- ☐ Portable fire extinguishers shall be installed in all occupancies and have a maximum 75-foot travel distance.
- ☐ Fire extinguishers shall be inspected and tested annually.
- ☐ Portable fire extinguishers shall not be obstructed or obscured from view.
- ☐ Handheld portable fire extinguishers shall be installed on the hangers or brackets supplied and shall be installed so that their tops are not more than 5 feet above the floor.
- ☐ Cabinets used to house portable fire extinguishers shall not be locked.

HAZARDS:

- ☐ Combustible waste material creating a fire hazard shall not be allowed to accumulate in buildings or structures or upon premises.
- ☐ Storage of combustible rubbish shall not produce conditions that will create a nuisance or a hazard to the public health, safety, or welfare.
- ☐ Fueled equipment including but not limited to, motorcycles, mopeds, lawn care equipment, portable generators, and portable cooking equipment, shall not be stored, operated, or repaired within a building.
- ☐ Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings.
- ☐ Combustible material shall not be stored in boiler, mechanical or electrical rooms.
- ☐ Openings made therein for the passage of pipes, electrical conduit, wires, ducts, air transfer opening and holes made for any reason shall be protected with approved methods capable of resisting the passage of smoke and fire.

FIRE ALARM SYSTEMS:

- ☐ Fire alarm systems shall be maintained in an operative condition at all times and shall be replaced or repaired where defective.
- ☐ Where fire alarm systems are not monitored by a supervising station, an approved permanent sign shall be installed adjacent to each manual fire alarm box that reads: WHEN ALARM SOUNDS – CALL 911
- ☐ Rooms containing fire alarm panels shall be identified for the use of the Fire Department.
- ☐ Fire alarm systems shall be inspected and tested annually.

FIRE SUPPRESSION SYSTEMS:

- ☐ Fire extinguishing systems shall be maintained in an operative condition at all times and shall be replaced or repaired where defective.
- ☐ Automatic fire-extinguishing systems shall be serviced at least every 6 months and after activation of the system and a certificate of inspection shall be forwarded to the fire code official upon completion.
- ☐ FDC connections, cabinets containing standpipes or fire hose shall be unobstructed at all times.
- ☐ Rooms containing controls for sprinkler systems shall be identified for the use of the Fire Department.

DISCLAIMER: Not all the listed violations will be applicable to your property. This list is a sample of some of the violations that our inspectors will be looking for during your inspection. For a complete list of possible violations, refer to the 2018 International Fire Code.