

R-1 & R-2 Checklist

(Residential occupancies, transient and permanent)

Outside

Access and Fire Lane

Address numbers visible from street **F505.1**
Fire lane shall be unobstructed, clean, and visible **F503.1.1**
20 foot width required **F503.2.1**
Approval required for security gates across fire access roads **F503.6**
Knox box required **F506.1**
Maintain keys in Knox box **F506.2**

Fire Hydrants

Blue dot reflective marker **F507.5.7**
Three feet of clearance **F507.5.5**
Provide physical protection **F507.5.6**
Private: caps, outlets toward street, S/O valve location, corrosion, leaking, annual visual, 5 yr test **F507.5.2**

Fire Sprinkler Systems

Back-flow preventer: lock, chain, sign w/bldg address, tamper switch, FDC, corrosion, leaking **F901.6**
PIV: site glass readable, break-away lock, shutoff wrench, sign w/building address/area covered, tamper switch **F901.6**
Butterfly, OS&Y: valves open, not damaged, parts missing **F901.6**
Tamper switch: conduit broken, exposed wires, cover missing **F901.6**
FDC: clearly visible, caps on, female connections swivel freely, gasket inside, sign **F901.6**
Signs for all FDCs and multiple risers showing areas being covered **F912.4**
Standpipes: signs, caps, shutoff valve, damaged, corroded **F901.6**
Sprinkler heads painted, corroded, damaged **F901.6**
Provide access to fire protection equipment **F509.2**
Sprinkler bell labeled, if present **F901.6**

Storage (outside)

Remove combustible waste material from structure or premises **F304.1**
Dumpsters over 1.5 cu. yards (40 cu ft) min 5' from combustible walls, openings, roof eaves **F304.3.3**
10 foot clearance between combustible material and property line **F315.4**
Combustible waste materials shall not be stored beneath a building or structure **F315.3.4**
No combustible storage under unsprinklered eaves, canopies, projections or overhangs **F315.3.1**

Inside

Electrical

- Abatement of electrical hazards (catch-all code) **F605.1**
- Label individual circuit breakers **F605.3.1**
- No combustible material stored in electrical, mechanical or boiler rooms **F315.2.3**
- Clear space around, front of switch/panel boards; 30" across, 36" deep, 78" high **F605.3**
- Cover plates for electrical boxes, conduit bodies, & on/off switches **F605.6**
- Electrical splices shall be done inside electrical boxes or conduit bodies **F605.6**
- Discontinue use of extension cords in lieu of permanent wiring **F605.5**
- Extension cords not affixed to structures; extended thru walls, ceilings or floors **F605.5**
- Extension cords shall serve only one portable appliance **F605.5**

Elevators

- Where required, check for phase I and phase II operation **F607.1**
- Signs "IN FIRE EMERGENCY, DO NOT USE ELEVATOR USE EXIT STAIRS" **F 607.2**
- Elevator keys/firefighter service keys kept in an approved location **F607.4**
- Provide sign for elevator mechanical room **F509.1**

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 **F1008.1.9**
Minimum dimensions 32" wide, 80" high **F1008.1.1**
Open in direction of emergency travel when occupant load exceeds 49 **F1008.1.2**
Not concealed with decorations, furnishings, mirrors or equipment **F1008.1**
Remove manually operated flush bolts, surface bolts from exit doors **F1008.1.9.4**
Unlatching of any door or leaf shall not require more than one action **F1008.1.9.5**
Revolving doors requires hinged door within 10 feet **F1008.1.4.1**
Provide/maintain landing outside exit door same width as door **F1008.1.5**
Main exit door: key-operated lock OK from egress side, lock readily distinguished as locked, sign above door on egress side "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" **F1008.1.9.3**

Exit Signs

Maintain **F1011.1**
Readily visible from any direction of egress **F1011.1**
Additional exit signs required when exit path not easily identified **F1011.1**
Must be illuminated when two or more exits are required **F1011.1**
Back-up power required **F1011.5.3**

Fire Alarm System

Panel: **Green light** – system OK
Panel: **Any other color light** – **TROUBLE** or **SUPERVISORY** signal **F907.9.1**
Panel: back-up batteries with date of manufacture (5 years or less), circuit breaker location **F907.9.1**
Maintain fire alarm components/system in operable condition at all times **F901.6**
Provide maintenance, inspection and test documentation **F907.9.5**
Sign on door if fire alarm panel enclosed **F509.1**
Provide operating, testing and maintenance instructions **F907.8.3**
Fire watch required or evacuate building when system is not working **F901.7** (Refer to Advisor)

Fire Extinguishers

Mount 3 to 5 feet from floor **F906.7**
No obstructions or obscured from view **F906.6**
Maximum travel distance 75 feet **F906.3**
Service and tag annually (monthly visual only) **F906.2**

Fire Resistive Assemblies and Construction

Maintain fire resistive construction (fire rated walls, ceilings, fire rated columns) **F703.1**
Do not obstruct fire assemblies (fire doors, windows, fire dampers) **F703.2**
Maintain magnetic hold open devices and automatic door closers **F703.2.2**
Fire doors shall self-close and latch automatically in place **F703.2.3**
Repair damaged fire rated doors, fire dampers, linen/trash chute doors, etc. **F703.2**
Sign for roll down or sliding fire doors "FIRE DOOR - DO NOT BLOCK" **F703.2.1**
Inspection, maintenance, annual testing required all fire rated doors, windows and assemblies **F703.4**

Fire Sprinkler Systems

Sign on door if fire sprinkler riser enclosed **F 509.1**
5 Year Cert tag on riser **F 901.6.1**
Sprinkler heads: painted, corroded, damaged, improperly installed **F 901.6**
Spare sprinkler box: wrench, sprinkler heads missing, sign/label **F 901.6**
Standpipes: caps, shutoff valve, damaged, corroded **F 901.6**
Tested/maintained at all times in operative condition **F 901.6.1**
Riser: calc card, gauges broken/unreadable, bracing detached/corroded, flow switch, tamper switch, J box covers missing **F 901.6**
Provide access to fire protection equipment **F 509.2**
No attachments on sprinkler piping **F 901.4.1**
Coverage required in every room **F 901.4**
Fire watch required or evacuate building when system is not working **F 901.7 (Refer to Advisor)**

Kitchen

K extinguisher required within 30 feet of kitchens with fire suppression hood systems **F904.11.5**
Service and tag hood suppression system (every 6 months) **F904.11**
Hood system - excessive grease on fusible link and hood area **F901.4.1**

Means of Egress

Protruding objects shall not reduce the clear width of accessible routes **F1003.3.4**
Floor surface slip resistant surface and securely attached **F1003.4**
Remove obstructions including storage from path of egress **F1003.6**
Provide/maintain emergency exit lighting **F1006.3**
Illuminated when building is occupied **F1006.1**
36" minimum aisle width **F1017.2**
No combustible material storage in exits or in exit enclosures (stairwells) **F315.2.2**
Dead end hallway/corridor travel distance not to exceed 20' where more than one exit is required **F1018.4**

Mechanical/HVAC Rooms

Sign required: mechanical HVAC, fan, and elevator rooms **F509.1**

Fire extinguisher required **F906.3**

Patch holes in walls/ceilings **F703.1**

No combustible material storage **F315.2.3**

Stairway Floor ID Signs

Buildings over 3 stories: Sign at each landing, 5' above floor, readily visible, 1¼" stroke letters
F1022.8

Storage (inside)

Reduce storage 2' from ceiling unsprinklered building, 18" sprinklered building **F315.2.1**

Storage of combustible materials inside shall be orderly and separated from ignition sources
F315.2

No storage under stairs, exits or exit enclosures **F315.2.2**