A Occupancy Check List
(Occupant load over 50 at restaurants, bars, taverns, theaters, indoor sporting venues)

EXTERIOR

Access and Fire Lanes
- Address numbers are visible from street 505.1
- Knox box is required where access to or within a structure and/or area is restricted 506.1
- Keys in the Knox box are maintain current/updated 506.2
- Fire lane markings are maintained in a clear and legible condition at all times 503.3
- An additional fire access road is provided, when required 503.1.2
- A minimum width of 20 feet in width is provided for the fire lane 503.2.1
- Fire lane road surface is maintained to support imposed loads of fire apparatus with all-weather capabilities 503.2.3
- Fire department approval is required when security gates across fire access roads 503.6

Fire Hydrants
- Caps are on, outlets are toward street, shut off valve location noted, no corrosion or leaks 507.5.2
- Private hydrants fire service mains and water tanks: annual visual inspection, is maintained and five year test and with records kept on site 507.5.3
- Unobstructed access is maintained at all times 507.5.4
- A 3 ft circumference of clearance of clear space is maintained at all times 507.5.5
- Physical protection is provided when subject to damage 507.5.6
- Blue dot hydrant markers are provided SDMC §55.0507(a)

Fire Sprinkler Systems
- Back-flow preventer: Inspect for access, lock, chain, sign w/building address, cover for tamper and flow switches and wiring intact, FDC with caps and freely swivel, no corrosion, no leaks 901.6
- PIV: Clearly visible and accessible, site glass readable and in place, break-away lock, shutoff wrench, sign w/building address listing area covered, tamper switch cover in place and wiring intact 901.6
- Butterfly, OS&Y: Valves open, not damaged, no parts missing 901.6
- Tamper switch: Conduit broken, exposed wires, cover missing 901.6
- FDC: Clearly visible and accessible, caps on, connections swivel freely, gasket inside, signage indicating the FDC and areas served 901.6
- Signs are in place for all FDCs and multiple risers showing areas covered 509.1
- Standpipes: signage indicating what each valve controls, caps in place, no damage, no corrosion, no obstructions 901.6
- Sprinkler heads are not painted, corroded or damaged, inadequate coverage 901.6
- Sprinkler piping, braces: Damage, leaking, corrosion, any non-sprinkler attachments present 901.6
- Access to fire protection equipment is provided 509.2
- Sprinkler bell, if present: Inspect for sign, damage, corrosion, obstructions 901.6

Storage (outside)
- Combustible waste material is removed from the structure and premises 304.1
- Dumpsters over 1.5 cu yards (40 cu ft) are a minimum of 5 feet from combustible walls, openings, roof eaves 304.3.3
- There is 10 feet of clearance between combustible material and the property line 315.4

INTERIOR

General
- Occupant load sign is conspicuously posted near entrances of public assembly spaces 1004.3
- A change of use/change of occupancy is obtained when required 102.3
Compressed Gases
- Compressed gas cylinders are properly secured \(303.5.3\)
- Caps are on when cylinders are not in use \(303.6.2\)
- Physical protection is provided when cylinders are exposed to physical damage \(303.5.2\)

Decorative Materials
- Decorations are made from nonflammable material or maintained flame retardant by a flame-retardant solution or process \(807.3\)
- Decorative material does not obstruct exits or egress visibility \(1010.1\)

Electrical
- Abatement of electrical hazards (general electrical hazard) \(605.1\)
- Cover plates are present for electrical boxes, conduit bodies, on/off switches \(605.6\)
- Electrical splices are done inside electrical boxes or conduit bodies \(605.6\)
- Extension cords are not used in lieu of permanent wiring \(605.5\)
- Extension cords are not affixed to structures; extended through walls, ceilings or floors \(605.5\)
- Extension cords are only used with portable appliances \(605.5\)
- Extension cords are not subject to environmental damage or physical impact \(605.5\)
- Clear space is provided in front of electrical service equipment a minimum of 36 inches deep, 78 inches in height and a minimum of 30 inches wide or the length of the equipment, whichever is greater \(605.3\)
- Signs are provided for electrical control panel rooms \(605.3.1\)
- Service disconnects and individual circuit breakers are permanently marked/identified \(605.3.1\)

Exit Doors
- Operable at all times without a key, special knowledge or effort \(1010.1.9\)
- Unlatching, of any door or leaf does not require more than one action \(1010.1.9.5\)
- Minimum dimensions are not less than 32” wide and 80” high \(1010.1.1\)
- Open in the direction of emergency travel when occupant load exceeds 49 \(1010.1.2.1\)
- Not concealed with decorations, furnishings, mirrors or drapes \(1010.1\)
- Manually operated flush bolts, surface bolts are removed from exit doors \(1010.1.9.4\)
- Main entry door may have a key-operated lock from the egress side provided the lock readily distinguishable as locked and occupant load less than 300, a readily visible durable sign is posted above the door on egress side stating: “THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED” \(1010.1.9.3\)
- Revolving doors require hinged door within 10 feet \(1010.1.4.1\)
- A landing is provided and maintained outside exit door that is the same width as door \(1010.1.6\)

Exit Signs
- Internally or externally illuminated \(1013.3\)
- Readily visible from any direction of egress \(1013.1\)
- Additional exit signs are provided when the exit path is not easily identified \(1013.1\)
- Illuminated when two or more exits are required \(1013.1\)
- Back-up power is provided \(1013.6.3\)
Fire Alarm System

- Panel: Green light – system ok
- Panel: Any other color light – TROUBLE or SUPERVISORY signal 901.6
- Fire alarm components/system are maintained in an operable condition at all times 901.6
- The location of the circuit breaker is noted inside the fire alarm panel 901.6
- A lock-out is provided on the electrical panel for fire alarm circuit breaker and fire alarm bell 901.6
- Maintenance, inspection and test documentation is provided 901.6.2
- A sign is provided on the door if the fire alarm panel is enclosed 509.1
- Operating, testing and maintenance instructions are provided 901.6.2.1
- Fire watch is required or evacuate building when system is not working 901.7
- Construction permit is needed for installation and/or modification of system 105.7.6

Fire Extinguishers

- Minimum 2A:10BC extinguisher is present 906.1
- Mounted so that the top is no more than 5 feet above floor 906.9.1
- Mounted with hangers and brackets supplied with the extinguisher 906.7
- Travel distance to any extinguisher is no more than 75 feet 906.3.1
- California State Fire Marshal tag is attached showing annual certification (monthly visual inspection by owner) 906.2

Fire Resistive Construction and Assemblies

- Maintain fire resistive construction (fire rated walls, ceilings, fire rated columns) 703.1
- Hanging/display of salable goods and other decorative materials from fire resistive ceiling system prohibited 703.3
- Fire assemblies are maintained operable and free of obstructions (doors, fire dampers, etc.) 703.2
- Replace fused and/or damaged fusible links 703.2
- Modification of fire door assemblies is prohibited 703.2
- Maintain magnetic hold open devices and automatic door closers 703.2.2
- Fire doors are kept closed when hold open devices are not in service 703.2.2
- Fire doors self-close and latch automatically in place 703.2.3
- Repair damaged fire rated doors, trash chute doors, fire dampers 703.2
- Sign in place for roll down or sliding fire doors:
  - Fire doors designed to be kept normally open – “FIRE DOOR – DO NOT BLOCK” 703.2.1
  - Fire doors designed to be kept normally closed – “FIRE DOOR– KEEP CLOSED” 703.2.1
- Maintenance, inspection and annual testing required for all fire rated doors and assemblies 703.4

Fire Safety

- A fire evacuation plan is provided 403.2
- Fire and evacuation drills are held at unexpected times under varying conditions 405.4
Fire Sprinkler Systems

- Signage is present on the door of enclosed fire sprinkler risers 509.1
- The 5 year cert tag is affixed to the sprinkler riser 901.6.1
- Sprinkler heads: Painted, corroded, damaged, obstructed, improperly installed, incorrect sprinkler installed, adequate coverage 901.6
- Spare sprinkler box: Wrench is present, sprinkler heads are representing those that are currently installed are present 901.6
- Standpipes: 5 year cert tag is affixed, caps present, no damage, no corrosion 901.6
- The system is tested and maintained at all times in operative condition 901.6.1
- Riser: Accessible, calc card present, gauges broken/unreadable, bracing detached/corroded, flow and tamper switch covers in place and wiring intact, J box covers missing 901.6
- Sprinkler piping, braces: damage, leaking, corrosion, any non-sprinkler attachments 901.6
- Provide access to fire protection equipment 509.2
- Sprinkler piping is free from attachments 901.6
- Coverage is required in every room 901.4
- Fire watch is required or evacuate the building when system is not in working order 901.7
- Documentation of five year certification and regular maintenance reports shall be kept on-site 901.6.2

Flaming Foods and Beverage Preparation

- Flammable and combustible liquids used in prep of flaming foods/beverages shall be dispensed from one of the following:
  - One ounce container; or
  - Container max 1-quart capacity w/controlled pouring device that limits the flow to 1-oz serving 308.1.8.1
- Containers not in use are secured to prevent spillage 308.1.8.2
- Flaming food and beverage service do not create a high flame 308.1.8.3
- Pouring, ladling or spooning of liquids is restricted to a max height of 8 inches above the receiving receptacle 308.1.8.3
- Prepared only in immediate vicinity of table being served and is not transported or carried while burning 308.1.8.4
- Person preparing flaming foods or beverages has a wet cloth towel immediately available to smother flames 308.1.8.5

Kitchen

- K Class extinguisher is within 30 feet of kitchens with fire suppression hood systems 904.12.5.2
- K Class extinguisher has California State Fire Marshal tag is attached showing annual certification (monthly visual inspection by owner) 906.2
- Pull station: Accessible and visible (not required for sprinkler systems) 904.12.1
- Inspect for excess grease: Discharge nozzles, discharge nozzle covers, general hood area, filters within hood, fusible link, sprinkler heads 609.3.3.2
- Fusible link and sprinkler heads are replaced annually (except frangible bulbs) 904.12.6.3
- Nitrogen expellant bottle and hoses connected properly to Agent tanks 901.6
- Hood suppression system is serviced and tagged every 6 months and after each activation 904.12.6.2
- Documentation of inspection, testing and maintenance and other service records are kept on-site 901.6.2
LPG
- Containers stored outside only 6109.12
  - A minimum of 10 feet from building doorway/opening with 1 exit
  - A minimum of 5 feet from building doorway/opening with 2 or more exits
- Stored in suitable enclosure with vehicular protection 6109.13
- Positioned with the pressure relief valve in direct communication with container vapor space 6109.3
- "NO SMOKING" signs are posted 6107.2
- NFPA 704 Placard are provided for any amounts of LPG 5003.5
- Remove propane tanks from areas where heavier than air gases can collect 6103.2.1.1

Means of Egress
- Protruding objects do not reduce the clear width of accessible routes 1003.3.4
- Floor surfaces have a slip resistant surface and are securely attached 1003.4
- Remove obstructions from path of egress 1003.6
- Exits and exit enclosures (stairwells) are free of combustible material storage 315.3.2
- Emergency exit lighting is provided 1008.2
- Means of egress is illuminated when the building is occupied 1008.2
- Dead end corridors do NOT exceed 20 feet where more than one exit is required 1020.4
- A minimum of two exits are provided when the occupant load exceeds 49 1006.1

Mechanical/HVAC Rooms
- Signage is provided for mechanical HVAC, fan and elevator rooms 509.1.1
- Fire extinguisher required 906.3
- Patch holes in walls and ceilings 703.1.3
- No combustible material storage 315.3.3

Open Flame Devices and Candles
- Operational Permit required 105.6.34
- Not used in Group A Occupancy 308.3
  Exceptions:
  - Group A Ceremonial or religious purposes.
  - On stages and platforms as a necessary part of a performance.
  - Candles on tables securely supported on substantial noncombustible bases, candle flames protected.
- Open flame decorative devices shall comply with all of 308.3.1
- Candles and open flames shall not be used on or near decorative vegetation 806.4

Storage (inside)
- Reduce storage to 2 feet from the ceiling in unsprinklered buildings 315.3.1
- Reduce storage to 18 inches below the bottom of sprinkler heads in sprinklered buildings 315.3.1
- Storage of combustible materials inside is orderly with stable stacks and separated from ignition sources 315.3
- No storage under stairs, exits or exit enclosures 315.3.2
- Combustible material is not be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers 315.3.3