E Occupancies Checklist
(Private and public schools)

Outside

Access and Fire Lane
- Address numbers are visible from street 505.1
- 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 department approval required when security gates span 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

Inside

A Occupancies (auditoriums, gymnasiums, cafeterias, libraries, etc.)
- Occupant load sign is conspicuously posted near entrances of public assembly spaces 1004.3

Decorative Materials
- Artwork/teaching materials are limited on corridor walls to 20% of wall area 807.5.2.2
- Artwork/teaching materials are limited on room walls to 50% of the specific wall area to which they are attached 807.5.2.3
- Decorative materials are not on or near exit doors 1010.1
- Decorative materials are not near heating equipment 305.1
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
☐ 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
☐ Panel: The date of installation is noted on the back-up batteries and replaced every five years 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 Assemblies and Construction
- 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**
- 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
- Fire evacuation and safety plans required and are in accordance with Fire Code section **403.5**
- Fire safety plan required and is in accordance with Fire Code section **404.2.2**
- Lockdown plans (when created) are in accordance with Fire Code section **404.2.3.1**
- The fire alarm signal is sounded not less than once every calendar month at the elementary and junior high level and not less than twice yearly at the high school level **403.5**

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**

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**
Hazardous Materials
- Remove from source of ignition 5001.3.3.5
- Separate incompatible materials 5003.9.8
- Material Safety Sheets are on site 407.2
- Training is provided for persons responsible for operations where hazardous materials are stored, used or handled 407.4

Means of Egress
- Protruding objects do not reduce the clear width of accessible routes 1003.3.4
- Floor surface 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
- 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

Portable Space Heaters
- Are listed and labeled 605.10.1
- Plugged directly to an approved receptacle 605.10.2
- Must not be plugged to extension cords 605.10.3
- Not allowed within 3 feet of flammable/combustible materials 605.10.4
- Operated in locations for which they are listed 605.10.4

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