

**B, F, M, S Checklist**  
(Banks, Offices, Factories, Stores, Storage Facilities)

**Outside**

**Access and Fire Lane**

Address numbers visible from street **F505.1**  
Knox box required. **F506.1**  
Maintain keys in Knox box **F506.2**  
Fire Lane maintained **F503.1.1**  
20 foot fire lane width required **F503.2.1**  
Fire department approval required security gates across fire access roads **F503.6**

**Fire Hydrants**

Private: caps, outlets toward street, S/O valve location, corrosion, leaking, annual visual, five year test **F507.5.2**  
3 foot clearance **F507.5.5**  
Provide physical protection **F507.5.6**  
Blue dot hydrant markers **F507.5.7**

**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/bldg 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 ft clearance between combustible material and property line **F315.3**  
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

### General

Obtain change of use/occupancy required **F102.3** (Refer to advisor)  
Fueled equipment not allowed inside building **F313.1**  
Vacant properties must be secured and protected **F311.11** (Refer to advisor)

### Compressed Gas

Secure compressed gas cylinders **F3003.5.3**  
Caps on compressed cylinders when not in use **F3003.6.1**

### Automatic Extinguishing Systems/Clean Agent Systems

Warning signs outside door and inside room **F904.3.4**  
Alarm panel: Green light – system OK  
Alarm panel: Yellow Light – Trouble **F901.6**  
Service and tag every 6 months **F904.10**  
Check for hose/actuator, damaged, disconnected from bottles **F904.10.3**  
Carbon Dioxide systems: service and tag **F904.8**  
Halon systems: service and tag **F904.9**

### Electrical

Abatement of electrical hazards (catch all) **F605.1**  
Cover plates for electrical boxes, conduit bodies, and 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 shall not be affixed to structures, thru walls, ceilings or floors **F605.5**  
Clear space around, front of switch/panel boards; 30" across, 36" deep, 78" in height **F605.3**  
Provide signs for electrical panel rooms **F605.3.1**  
Service disconnects shall be permanently marked/identified **F605.3.1**  
Label individual circuit breakers **F605.3.1**  
Extension cords shall serve only one portable appliance **F605.5**  
No combustible material stored in electrical, mechanical or boiler rooms **F315.2.3**

### Elevators

Where required, check for phase I and phase II operation **F607.1**  
Signs "IN FIRE EMERGENCY, DO NOT USE ELEVATOR USE EXIT STAIRS" **F607.2**  
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 Peek-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 require 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**

Internally or externally illuminated **F1011.2**

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**

Hang/display of goods, decorative materials from fire resistive ceiling system prohibited **F703.3**

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 and annual testing required for all fire rated doors, windows and assemblies **F703.4**

## Floor ID Signs (in stairwells)

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

## Fire Sprinkler Systems

Sign on door if fire sprinkler riser enclosed **F509.1**

5 Year Cert tag on riser **F901.6.1**

Sprinkler heads: painted, corroded, damaged, improperly installed **F901.6**

Spare sprinkler box: wrench, sprinkler heads missing, sign/label **F901.6**

Standpipes: caps, shutoff valve, damaged, corroded **F901.6**

Tested/maintained at all times in operative condition **F901.6.1**

Riser: calc card, gauges broken/unreadable, bracing detached/corroded, flow switch, tamper switch, J box covers missing **F901.6**  
Provide access to fire protection equipment **F509.2**  
No attachments on sprinkler piping **F901.4.1**  
Coverage required in every room **F901.4**  
Fire watch required or evacuate building when system is not working **F901.7 (Refer to Advisor)**

### **LPG (Refer all propane tank storage/use issues to Advisor for evaluation)**

Containers stored outside only, min 5 feet from doorway, any building or opening **F3809.12**  
Stored in suitable enclosure with vehicular protection **F3809.13**  
Relief valve in direct contact with vapor space **F3809.3**  
Post "NO SMOKING" signs **F3807.2**  
Provide 704 Placard for any amounts **F2703.5**  
Remove propane tanks from areas where heavier than air gases can collect **F3803.2.1.1**

### **Hazardous Materials (Refer all hazardous materials issues to Advisor for evaluation)**

Remove from source of ignition **F2701.3.3.5**  
Separate incompatible materials **F2703.9.8**  
Material Safety Sheets required on site **F407.2**

### **Means of Egress**

Protruding objects shall not reduce the clear width of accessible routes **F1003.3.4**  
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**  
200' travel distance in unsprinklered building **F1016.1**  
250' travel distance sprinklered building for F, M and S; 300' for B **F1016.1**  
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**

**Storage (inside)**

2' below sprinkler deflector **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**