

E Occupancies Checklist
(Private and public schools)

Outside

Access and Fire Lane

Address numbers visible from street **F505.1**
Fire Lane maintained **F503.1.1**
Provide additional fire access road **F503.1.2**
20 foot width required for access road **F503.2.1**
Fire department approval required for security gates across fire access roads **F503.6**

Fire Hydrants

Private: caps, outlets oriented towards street, corrosion, excessive leaking **F507.5.2**
3 feet 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 **F 901.6**
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 **F 901.6**
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 **F315.3**

Inside

A occupancies (*auditoriums, gymnasiums, cafeterias, libraries, etc.*)

Post Occupant load sign in a conspicuous place **F1004.3**

Decorative Materials

Artwork/teaching materials limited on room/corridor walls to 20% of wall area **F807.4.3.2**

Not concealed with decorations, furnishings, mirrors or equipment **F1008.1**

No decorative materials on or within 3 feet of exit doors **F 1008.1**

No decorative materials near heating equipment **F305.1**

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 **F 605.5**

Extension cords shall not be affixed to structures, thru walls, ceilings or floors **F605.5**

Clear space around, front of switch/panel boards; 30" in front, 36" deep, 78" in height **F605.3**

Provide labels/signs for electrical control panel rooms **F605.3.1**

Service disconnects shall be permanently marked/identified **F605.3.1**

Label individual circuit breakers **F605.3.1**

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**

Provide/maintain landing outside exit door same width as door **F1008.1.5**

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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 **F 907.9.1**

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, 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 Safety

Fire safety evacuation plan required **F404.2**

Review and update fire safety and evacuation plan **F404.4**

Emergency Evacuation Drills required **F405.1**

Employee fire prevention training required **F406.3.1**

Employee evacuation training required **F 406.3.2**

Employee emergency lockdown training **F 406.3.3**

Employee fire fighting safety training **F 406.3.4**

Outdoor assembly areas located safe distance from building, not interfere with fire dept ops
F408.3.4

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**
- Fire-watch required or evacuate building when system is not working **F901.7** (Refer to Advisor)
- 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)

Kitchen

- K type fire extinguisher required within **30** feet of all kitchens **F904.11.5**
- Service and tag fire suppression system for kitchen hood (6 months) **F904.11**
- Hood suppression system coverage adequate for cooking area, excessive grease on fusible link **F901.4.1**
- Non-serviceable hood systems – refer to Advisor

Hazardous Materials

- Remove from source of ignition **F2701.3.3.5**
- Separate incompatible materials **F2703.9.8**
- Material Safety Sheets required on site **F407.2**
- Training required for persons responsible for operations where hazardous materials are stored, handled, or used **F407.4**
- *Refer all hazardous and propane tank storage/use issues to Adviser for evaluation

Means of Egress

- Protruding objects shall not reduce the clear width of accessible routes **F1003.3.4**
- Floor surface shall have a slip resistant surface and be securely attached **F1003.4**
- Remove obstructions **F1003.6**
- Illuminated when building is occupied **F1006.1**
- Provide/maintain emergency exit lighting **F1006.3**
- Emergency lighting required interior stairs, corridors, windowless areas, student occupied areas, shops, labs **F1006.1**

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 **F 315.2.3**

Portable Space Heaters

Listed and labeled **F605.10.1**

Plugged directly to an approved receptacle **F605.10.2**

Not to be plugged into extension cords **F605.10.3**

Not allowed within 3 feet of flammable/combustible materials **F605.10.4**

Operated in locations for which they are listed **F605.10.4**

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**