## R-1 & R-2 Checklist
(Residential occupancies, transient and permanent)

### 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](#)

### Inside

#### 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](#)
General
- Occupant load sign is conspicuously posted near entrances of public assembly spaces 1004.3
- Obtain change of use/occupancy required 102.3
- Fueled equipment shall not be stored, operated or repaired within buildings 313.1

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

Elevators
- Phase I and Phase II operation is intact 607.1
- Provide signs stating “IN FIRE EMERGENCY, DO NOT USE ELEVATOR USE EXIT STAIRS” 607.2
- Elevator keys/firefighter service keys are kept in an approved location 607.4
- Provide sign for elevator mechanical room 509.1.1

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 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
- 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
- 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 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
- In R-2 occupancies – Colleges and Universities
  - A fire safety and evacuation plan is provided for and is in accordance with Fire Code section 404.2.2
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
- 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
- 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 609.3.2
- 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 shall have a slip resistant surface and be securely attached 1003.4
- Remove obstructions from path of egress 1003.6
- Exits and exit enclosures (stairwells) are free of combustible material storag) 315.3.2
- Emergency exit lighting is provided 1008.2
- Means of egress is illuminated when building is occupied 1008.2
- Dead end corridors NOT to exceed 20 feet where more than one exit is required 1020.4

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

Stairway Floor ID Signs
Buildings 4 stories or more: Sign at each landing, 5' above floor, readily visible, 1¼” stroke letters 1023.9

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 to be stored in boiler rooms, mechanical rooms, electrical equipment rooms or in fire command centers 315.3.3