

Annual Fire Inspection Program Code Information

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Standard Fire Inspection Checklist

General Requirements		Code Reference
100	Self-Certification Given	
101	Provide address identification	CFC 505.1
102	Provide current tagged Knox box keys	CFC 506.1/2
103	Drapes, decorative materials, Christmas trees, artwork in A, E, I, and R occupancies to comply.	CFC Ch. 8 CCR T-19 3.08
104	Provide Maximum occupancy sign in Assembly occupancies.	CFC 1004.9
105	Fire lanes shall not be obstructed in any manner, including the parking of vehicles	CFC 503.4 CFC 503.2.1
106	Maintain fire lane markings and signs	CFC 503.3
107	Remove non-compliant space heaters	CFC 603.4
108	Maintain fire-rated walls and doors	CFC 703.1
109	Provide stairway identification (> 3 story)	CFC 1023.9
110	Electric motors and filters shall be checked/kept in safe operating condition	CFC 604.8 CCR T-19 3.19(g)
111	Fire doors shall not be blocked and swinging doors shall close and latch	CFC 705.2.2 CFC 705.2.4
113	Approved access shall be provided and maintained for all fire equipment	CFC 507.5.5 CFC 509.2
115	Fire drills in 'E' Occupancies	CCR T-19 3.13, CFC 403.5.1
116	Exit plan for 'A' Occ to include detailed seating plan, occ. load and load limit	CFC 403.2
117	Maintenance of Safeguards	CFC 108.1
118	Candles in A Occupancy: self-extinguish when tipped	T19 3.25
119	No violations noted - PASS	
123	Unable to gain access after several attempts	

Electrical		Code Reference
201	Comply with requirements for multiplug adapters and extension cords	CFC 604.4/5
202	Remove electrical cords through/under floors, walls, doors, ceilings	CFC 604.5
203	Maintain minimum access at panels (30"W x 36"D x 78"H – larger for wider and high capacity panels)	CFC 604.3
204	Label electrical panels	CFC 604.3.1
205	Cease using unapproved/hazardous electrical equipment	CFC 604.1
206	Maintain motors in good condition free from excessive oil, dirt, waste and debris	CFC 604.8
207	Repair cover plates, outlets or other equip	CFC 604.6
208	Power Taps shall be polarized/grounded, UL listed, and permanently installed	CFC 604.4.1/2

Exiting		Code Reference
301	Panic hardware in A, E, H, I-2, I-2.1	CFC 1010.1.10
302	Exit doors shall swing in the direction of exit travel when OL 50+ or H or I-2 occ.	CFC 1010.1.2
304	Aisle widths shall be in accordance with CFC	CFC 1018 CFC 1029.9
305	Test emergency lights monthly for 30sec & annually for 90min. Maintain records.	CFC 1031.10
306	Remove unauthorized locking devices	CFC 1010.1.9 (5)
307	Doors and hardware shall be maintained	CFC 1031.2
308	All exits shall not be obstructed	CFC 1031.2/3
309	Exit Signs shall be illuminated	CFC 1013.1/3/4
310	Maintain illuminated exitways and emergency lighting	CFC 1008

Hazardous Materials		Code Reference
401	Secure compressed gas cylinders	CFC 5303.5.3
402	Replace NFPA 704 placards	CFC 5003.5
407	Utilize flammable liquid cabinets (required for > 10 gal for building maintenance purposes).	CFC 5704.3.4.4

Fire Extinguishers		Code Reference
501	Portable extinguishers shall be located in conspicuous locations, readily accessible	CFC 906.5
502	Service and tag annually Date of last service:	CCR T-19 575.1 CCR T-19 596
503	Mount fire extinguishers	CFC 906.9
504	K-class within 30 ft of cooking equipment	CCR T-19 573
505	Unobstructed and unobscured	CFC 906.6
506	Mount with hangers/brackets or in cabinet	CFC 906.7
507	Cabinets shall not be locked without a ready means of access.	CFC 906.8
508	Install extinguishers where required	CFC 906.1
509	Light Hazard: One 2-A:10-B:C per 6,000 sq. ft.; Travel < 75'	CFC 906.3 CCR T-19 568
510	Ordinary Hazard: One 2-A:10-B:C provided per 3,000 sq. ft.; Travel < 75'	CFC 906.3 CCR T-19 568
511	High Hazard: One 4-A:40-B:C per 4,000 sq. Ft.; Travel < 30'	CFC 906.3 CCR T-19 568

Storage		Code Reference
601	Remove combustible materials stored under enclosed stairs without 1 hr. rating	CFC 1011.7.3
602	Secure storage racks	CFC 3205.1
603	Keep storage > 18" below fire sprinklers	CFC 315.3.1
604	Keep storage > 24" below ceiling in sprinklered building	CFC 315.3.1
605	Maintain aisle widths in high-piled combustible storage areas	CFC 3206.10
606	Cease storing combustible materials in boilers, equipment/electrical rooms, exits etc.	CFC 315.3.2/.3
607	Combustible storage in attics, concealed spaces & under-floor areas shall be protected as required	CFC 315.3.4
608	Maintain combustible materials in an orderly fashion	CFC 315.3

609	Storage shall be separated from heaters/heating devices by distance or shielding so that ignition cannot occur.	CFC 315.3
610	Keep outdoor combustible storage 10' from property line (3' if <6' high)	CFC 315.4
611	Keep materials susceptible to spontaneous combustion in listed disposal container	CFC 304.3.1
612	Keep combustible waste inside appropriate containers	CCR T-19 3.19
613	Container storage of rubbish	CFC 304.3.2
614	Dumpsters > 200 Gallons must be outside, 5' from eaves, walls or openings	CFC 304.3.4

Systems		Code Reference
800	Commercial cooking equip requires Type I hood & fire extinguishing system	CFC 607.2 CFC 904.12
801	Maintain protection systems according to original installation standards	CFC 901.4
802	Keep fire systems in operative condition	CFC 901.6 CCR T19-1.14
803	Residential smoke alarms	CFC 907.2.10
804	Maintain fire protection systems	CFC 901.4.1
805	Annual rolling fire door test	CFC 703.2.6
806	5 YR service sprinklers and standpipes	NFPA 25 Sections 5.1.1.2 & 6.1.1.2
807	Quarterly inspection for sprinklers	NFPA 25 5.1
808	Annual standpipe inspection	NFPA 25 6.2.1
809	Every 6 mo. Service for fixed system	CFC 904.12.5.2
810	Grease, filter, equipment for commercial cooking	CFC 607.3.3.1/2
811	Maintain records of tests/inspections	CFC 901.6.3
812	Valves secured open	NFPA 25-13.3.1.4

General Requirements	
100	Self-Certification Given
101	<p>Provide address identification</p> <p><u>CFC 505.1 Address identification.</u> New and existing buildings shall have <i>approved</i> address numbers, building numbers or <i>approved</i> building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the <i>public way</i>, a monument, pole or other sign or means shall be used to identify the structure.</p>
102	<p>Provide current tagged Knox box keys</p> <p><u>CFC 506.2 Key Box Maintenance.</u> The operator of the building shall immediately notify the fire code official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box.</p>
103	<p>Drapes, decorative materials, Christmas trees, artwork in A, E, I, and R occupancies shall comply.</p> <p><u>CFC 806 and 807 and California Code of Regulations Section 3.8</u> In every Group A, E, I, R-1, R-2, R-3.1 and R-4 Occupancies all drapes, hangings, curtains, drops and all other decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from a nonflammable material or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> 1. Cubical curtains and individual patient room window curtains and drapes in Group I, R-2.1, R-3.1, and R-4 Occupancies 2. Window curtains and drapes within dwelling units of Group-R-1 and R-2 Occupancies 3. Christmas Trees within dwelling units of R-1 & R-2 occupancies [hotels, motels and apts.]
104	<p>Provide Maximum occupancy sign in Assembly occupancies.</p> <p><u>CFC 1004.3 Posting of occupant load.</u> Every room or space that is an assembly occupancy shall have the <i>occupant load</i> of the room or space posted in a conspicuous place, near the main <i>exit</i> or <i>exit access doorway</i> from the room or space. Posted signs shall be of an <i>approved</i> legible permanent design and shall be maintained by the owner or authorized agent.</p>
105	<p>Fire lanes shall not be obstructed in any manner, including the parking of vehicles</p> <p><u>CFC 503.4 Obstruction of fire apparatus access roads.</u> Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in <u>Section 503.2.1</u> shall be maintained at all times.</p>
106	<p>Maintain fire lane markings and signs</p> <p><u>CFC 503.3 Marking.</u> Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING—FIRE LANE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and be replaced or repaired when necessary to provide adequate visibility.</p>
107	<p>Remove non-compliant space heaters</p> <p><u>CFC 603.4 Portable Unvented Heaters:</u> Portable unvented fuel-fired heating equipment shall be prohibited in occupancies in Groups A, E, I, R-1, R-2, R-2.1, R-2.2, R-3, R-3.1 and R-4 and ambulatory care facilities.</p> <p>Exception: Portable outdoor gas-fired heating appliances in accordance with Section 603.4.2.</p>
108	<p>Maintain fire-rated walls and doors</p> <p><u>CFC 703.1 Maintenance.</u> The required <i>fire-resistance rating</i> of fire-resistance-rated construction (including walls, fire-stops, shaft enclosures, partitions, <i>smoke barriers</i>, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems) shall be maintained. Such elements shall be visually inspected by the <i>owner</i> annually and properly repaired, restored or replaced when damaged, altered, breached or penetrated. Where concealed, such elements shall not be required to be visually inspected by the <i>owner</i> unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile or similar movable entry to the space. Openings made therein for the passage of pipes, electrical conduit, wires, ducts, air transfer openings and holes made for any reason shall be protected with <i>approved</i> methods capable of resisting the passage of smoke and fire. Openings through fire-resistance-rated assemblies shall be protected by self-or automatic-closing doors of <i>approved</i> construction meeting the fire protection requirements for the assembly.</p>

109	Provide stairway identification (> 3 story) CFC 1023.9 <u>Floor identification signs</u> A sign shall be provided at each floor landing in <i>exit enclosures</i> connecting more than three stories designating the floor level, the terminus of the top and bottom of the <i>exit enclosure</i> and the identification of the <i>stair</i> or <i>ramp</i> . The signage shall also state the <i>story</i> of, and the direction to, the <i>exit discharge</i> and the availability of roof access from the enclosure for the fire department. The sign shall be located 5 feet (1524 mm) above the floor landing in a position that is readily visible when the doors are in the open and closed positions.
110	Electric motors and filters shall be checked/kept in safe operating condition 604.8 <u>Electrical motors</u> . Electrical motors shall be maintained free from excessive accumulations of oil, dirt, waste and debris.
111	Fire doors shall not be blocked and swinging doors shall close and latch 705.2.4 <u>Door operation</u> . Swinging fire doors shall close from the full-open position and latch automatically.
113	Approved access shall be provided and maintained for all fire equipment 509.2 <u>Equipment access</u> . Approved access shall be provided and maintained for all fire protection equipment to permit immediate safe operation and maintenance of such equipment. Storage, trash and other materials or objects shall not be placed or kept in such a manner that would prevent such equipment from being readily accessible.
115	Fire drills in 'E' Occupancies 403.5.1 <u>Group E Occupancies</u> . Every person and public officer managing, controlling, or in charge of any public, private, or parochial school, other than a two-year community college, shall cause the fire alarm signal to be sounded not less than once every calendar month at the elementary and intermediate levels, and not less than twice yearly at the secondary level in the manner pre-scribed in Section 907. A fire drill shall be held at the secondary level not less than twice every school year.
116	Exit plan for 'A' Occ to include detailed seating plan, occ. load and load limit 403.2 <u>Group A occupancies</u> . An approved fire safety and evacuation plan in accordance with Section 404 shall be prepared and maintained for Group A occupancies, other than those occupancies used exclusively for purposes of religious worship with an occupant load less than 2,000, and for buildings containing both a Group A occupancy and an atrium. Group A occupancies shall comply with Sections 403.2.1 through 403.2.4. 403.2.1 <u>Seating Plan</u> shall include a detailed seating plan, occupant load and occupant load limit. Deviations from the approved plans shall be allowed provided that the occupant load limit for the occupancy is not exceeded and the aisles and exit accessways remain unobstructed. 403.2.2 <u>Announcements</u> : In theaters, motion picture theaters, auditoriums and similar assembly occupancies in Group A used for noncontinuous programs, an audible announcement shall be made not more than 10 minutes prior to the start of each program to notify the occupants of the location of the exits to be used in the event of a fire or other emergency.
117	Maintenance of Safeguards 108.1 <u>Maintenance of safeguards</u> . Whenever or wherever any device, equipment, system, condition, arrangement, level of protection, or any other feature is required for compliance with the provisions of this code, or otherwise installed, such device, equipment, system, condition, arrangement, level of protection, or other feature shall thereafter be continuously maintained in accordance with this code and applicable referenced standards.
118	Candles in A Occupancy: self-extinguish when tipped CFC 308.3.1 Candles or other decorative open flame devices on the table must have a secure base and if tipped over must self-extinguish
119	No violations noted - PASS
123	Unable to gain access after several attempts.

Electrical	
201	Comply with requirements for multiplug adapters and extension cords CFC 605.4 <u>Multiplug adapters</u> . Multiplug adapters, such as cube adapters, unfused plug strips or any other device not complying with the <i>California Electrical Code</i> shall be prohibited CFC 605.5 <u>Extension cords</u> . Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

202	<p>Remove electrical cords through/under floors, walls, doors, ceilings</p> <p><u>CFC 605.5 Extension cords.</u> Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.</p>
203	<p>Maintain minimum access at panels (30" W x 36" D x 78" H – larger for wider and high capacity panels)</p> <p><u>CFC 604.3 Working space and clearance.</u> A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space shall not be less than the width of the equipment. No storage of any materials shall be located within the designated working space.</p>
204	<p>Label electrical panels</p> <p><u>CFC 604.3.1 Labeling.</u> Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM or similar approved wording. The disconnecting means for each service, feeder or branch circuit originating on a switchboard or panelboard shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.</p>
205	<p>Cease using unapproved/hazardous electrical equipment</p> <p><u>CFC 604.1 Abatement of electrical hazards.</u> Identified electrical hazards shall be abated. Identified hazardous electrical conditions in permanent wiring shall be brought to the attention of the responsible code official. Electrical wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used.</p>
206	<p>Maintain motors in good condition free from excessive oil, dirt, waste and debris</p> <p><u>CFC 604.8 & CCR T-19 3.19(g) Electrical motors.</u> Electrical motors shall be maintained free from excessive accumulations of oil, dirt, waste and debris.</p>
207	<p>Repair cover plates, outlets or other equipment</p> <p><u>CFC 604.6 Unapproved conditions.</u> Open junction boxes and open-wiring splices shall be prohibited. <i>Approved</i> covers shall be provided for all switch and electrical outlet boxes.</p>
208	<p>Power Taps shall be polarized/grounded, UL listed, and permanently installed</p> <p><u>604.4.1 Power tap design.</u> Relocatable power taps shall be of the polarized or grounded type, equipped with over-current protection, and shall be listed in accordance with UL 1363. <u>604.4.2 Power supply.</u> Relocatable power taps shall be directly connected to a permanently installed receptacle.</p>

Exiting	
301	<p>Panic hardware in A, E, H, I-2, I-2.1 <u>CFC 1010.1.10</u> Swinging doors serving a Group H occupancy and swinging doors serving rooms or spaces with an occupant load of 50 or more in a Group A occupancy, assembly area not classified as an assembly occupancy, E, 1-2 or I-2.1 occupancies shall not be provided with a latch or lock other than panic hardware or fire exit hardware.</p>
302	<p>Exit doors shall swing in the direction of exit travel when OL 50+ or H or I-2 occ. <u>CFC 1010.1.2.1</u> Pivot or side hinged swinging doors shall swing in the direction of egress travel where serving a room or area containing an occupant load of 50 or more persons or a Group H occupancy. For Group L occupancies, see Section 453.6.2 of the California Building Code.</p>
304	<p>Aisle widths <u>CFC 1018 and CFC 1029</u> Aisle widths shall comply with these sections but shall not be less than 36 inches in width.</p>
305	<p>Test emergency lights monthly for 30sec & annually for 90min. Maintain records. <u>CFC 1031.10.1</u> Activation test. Emergency lighting equipment shall be tested monthly for a duration of not less than 30 seconds. The test shall be performed manually or by an automated self-testing and self-diagnostic routine. Where testing is performed by self-testing and self-diagnostics, a visual inspection of the emergency lighting equipment shall be conducted monthly to identify any equipment displaying a trouble indicator or that has become damaged or otherwise impaired.</p>
306	<p>Remove unauthorized locking devices <u>CFC 1010.1.9 Door operations.</u> Except as specifically permitted by this section egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort. <u>CFC 1010.1.9.6 Unlatching.</u> The unlatching of any door or leaf shall not require more than one operation.</p>
307	<p>Doors and hardware shall be maintained <u>CFC 1031.2 Reliability.</u> Required exit accesses, exits and exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency where the building area served by the means of egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress.</p>
308	<p>All exits shall not be obstructed <u>CFC 1031.3 Obstructions.</u> A means of egress shall be free from obstructions that would prevent its use, including the accumulation of snow and ice.</p>
309	<p>Exit Signs shall be illuminated <u>CFC 1013.1 Illumination.</u> Exit signs shall be internally or externally illuminated. <u>CFC 1030.4 Exit signs.</u> Exit signs shall be installed and maintained in accordance with <u>Section 1011</u>. Decorations, furnishings, equipment or adjacent signage that impairs the visibility of exit signs, creates confusion or prevents identification of the exit shall not be allowed</p>
310	<p>Maintain illuminated exitways and emergency lighting <u>1008.2 Illumination required.</u> The means of egress serving a room or space shall be illuminated at all times that the room or space is occupied including exit discharge.</p>

Hazardous Materials

401	Secure compressed gas cylinders <u>CFC 5303.5.3 Securing Compressed Gas Cylinders, Containers, and Tanks:</u> Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. Securing of compressed gas containers, cylinders and tanks shall be by one of the following methods: <ol style="list-style-type: none">1. Securing containers, cylinders and tanks to a fixed object with one or more restraints.2. Securing containers, cylinders and tanks on a cart or other mobile device designed for the movement of compressed gas containers, cylinders or tanks.3. Nesting of compressed gas containers, cylinders and tanks at container filling or servicing facilities or in sellers' warehouses not open to the public. Nesting shall be allowed provided that the nested containers, cylinders or tanks, if dislodged, do not obstruct the required means of egress.4. Securing of compressed gas containers, cylinders and tanks to or within a rack, framework, cabinet or similar assembly designed for such use. Exception: Compressed gas containers, cylinders and tanks in the process of examination, filling, transport or servicing.
402	Replace NFPA 704 placards <u>Hazard identification signs.</u> Unless otherwise exempted by the <i>fire code official</i> , visible hazard identification signs as specified in NFPA 704 for the specific material contained shall be placed on stationary containers and above-ground tanks and at entrances to locations where hazardous materials are stored, dispensed, used or handled in quantities requiring a permit and at specific entrances and locations designated by the <i>fire code official</i> .
407	Utilize flammable liquid cabinets (required for > 10 gal. for building maintenance purposes). <u>CFC 5704.3.4.4 Cabinets</u> - Flammable and combustible liquids in excess of 10 gallons used for maintenance and operation of equipment shall be stored in liquid storage cabinets..

Fire Extinguishers

501	Portable extinguishers shall be located in conspicuous locations, readily accessible. <u>CFC 906.5 Conspicuous location.</u> Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel, unless the <i>fire code official</i> determines that the hazard posed indicates the need for placement away from normal paths of travel.
502	Service and tag annually. Last Service Date: _____ <u>CFC 906.2 General requirements.</u> Portable fire extinguishers shall be selected, installed and maintained in accordance with this section and <i>California Code of Regulations, Title 19, Division 1, Chapter 3. – [which requires annual service]</i>
503	Mount fire extinguishers <u>CFC 906.8 Cabinets.</u> Cabinets used to house portable fire extinguishers shall not be locked. Exceptions: <ol style="list-style-type: none">1. Where portable fire extinguishers subject to malicious use or damage are provided with a means of ready access.2. In Group I-3 occupancies and in mental health areas in Group I-2 occupancies, access to portable fire extinguishers shall be permitted to be locked or to be located in staff locations provided the staff has keys. <u>CFC 906.9 Extinguisher installation.</u> The installation of portable fire extinguishers shall be in accordance with Sections 906.9.1 through 906.9.3.

504	<p>K-class within 30 ft of cooking equipment <u>CFC 906.4 Cooking grease fires.</u> Fire extinguishers provided for the protection of cooking grease fires shall be of an <i>approved</i> type compatible with the automatic fire-extinguishing system agent and in accordance with <u>Section 904.11.5. [California Code of Regulations, Title 19, Division 1, §573(a) through (c)] Fire Extinguisher Size and Placement for Commercial Cooking Operations.</u> <i>(a) Fire extinguishers with a Class K rating shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).</i> <i>(b) Maximum travel distance shall not exceed 30 feet (9.15 m) from the hazard to the extinguishers.</i> <i>(c) Additional fire extinguishers, required for the control of other classes of fires, shall be provided for commercial cooking areas as required by California Code of Regulations, Title 19, Division 1, Section 567.</i></p>
505	<p>Unobstructed and unobscured <u>CFC 906.6 Unobstructed and unobscured.</u> Portable fire extinguishers shall not be obstructed or obscured from view. In rooms or areas in which visual obstruction cannot be completely avoided, means shall be provided to indicate the locations of extinguishers.</p>
506	<p>Mount with hangers/brackets or in cabinet <u>CFC 906.7 Hangers and brackets.</u> Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets supplied. Hangers or brackets shall be securely anchored to the mounting surface in accordance with the manufacturer's installation instructions.</p>
507	<p>Cabinets shall not be locked without a ready means of access. <u>CFC 906.8 Cabinets.</u> Cabinets used to house portable fire extinguishers shall not be locked. Exceptions: 1. Where portable fire extinguishers subject to malicious use or damage are provided with a means of ready access. 2. In Group I-3 occupancies and in mental health areas in Group I-2 occupancies, access to portable fire extinguishers shall be permitted to be locked or to be located in staff locations provided the staff has keys.</p>
508	<p>Install extinguishers where required <u>CFC 906.1 Where required.</u> Portable fire extinguishers shall be installed in the following locations. 1. In new and existing Group A, B, E, F, H, I, L, M, R-1, R-2, <i>R-2.1</i>, <i>R-3.1</i>, R-4 and S occupancies. 2. Within 30 feet (9144 mm) of commercial cooking equipment. 3. In areas where flammable or <i>combustible liquids</i> are stored, used or dispensed. 4. On each floor of structures under construction, except Group R-3 occupancies, in accordance with <u>Section 1415.1.</u> 5. Where required by the sections indicated in Table 906.1. 6. Special-hazard areas, including but not limited to laboratories, computer rooms and generator rooms, where required by the <i>fire code official</i>. 7. <i>Large and small family day-care homes shall be equipped with a portable fire extinguisher having a minimum 2A10BC rating.</i> <p style="text-align: center;"><i>See last section of this Inspection Guide for size and spacing information</i></p> </p>
509	<p>Light Hazard: One 2-A:10-B:C per 6,000 sq. ft.; Travel distance not to exceed 75'</p>
510	<p>Ordinary Hazard: One 2-A:10-B:C provided per 3,000 sq. ft.; Travel distance not to exceed 75'</p>
511	<p>High Hazard: One 4-A:40-B:C per 4,000 sq. Ft.; Travel distance not to exceed 30'</p>

Storage	
601	<p>Remove combustible materials stored under enclosed stairs without 1 hr. rating</p> <p><u>CFC 1011.7.3 Enclosures under stairways.</u> The walls and soffits within enclosed usable spaces under enclosed and unenclosed <i>stairways</i> shall be protected by 1-hour fire-resistance-rated construction or the <i>fire-resistance rating</i> of the stairway enclosure, whichever is greater. Access to the enclosed space shall not be directly from within the stair enclosure.</p> <p>Exception:</p> <p style="padding-left: 40px;">Spaces under <i>stairways</i> serving and contained within a single residential dwelling unit in Group R-2 or R-3 shall be permitted to be protected on the enclosed side with 1/2-inch (12.7 mm) gypsum board.</p> <p><u>CFC 1011.7.4 Enclosures under Stairways:</u> There shall be no enclosed usable space under <i>exterior exit stairways</i> unless the space is completely enclosed in 1-hour fire-resistance-rated construction. The open space under <i>exterior stairways</i> shall not be used for any purpose.</p>
602	<p>Secure storage racks</p> <p><u>CFC 3205.1 Rack structures.</u> The structural integrity of racks shall be maintained.</p>
603	<p>Keep storage > 18" below fire sprinklers</p> <p><u>CFC 315.3.1 Ceiling clearance.</u> Storage shall be maintained not less than 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings.</p> <p>Exception: The 18-inch (457 mm) ceiling clearance is not required for storage along walls in areas of buildings equipped with an automatic sprinkler system in accordance with Section 903.3.1.1, 903.3.1.2 O1-903.3.1.3</p>
604	<p>Keep storage > 24" below ceiling in nonsprinklered building</p> <p><u>CFC 315.3.1 Ceiling clearance.</u> Storage shall be maintained 2 feet (610 mm) or more below the ceiling in nonsprinklered areas of buildings</p> <p>Exception: The 2-foot (610 mm) ceiling clearance is not required for storage along walls in nonsprinklered areas of buildings.</p>
605	<p>Maintain aisle widths in high-piled combustible storage areas</p> <p><u>3206.10.1.1 Sprinklered buildings.</u> Aisles in sprinklered buildings shall be not less than 44 inches (1118 mm) wide. Aisles shall be not less than <u>96 inches (2438 mm) wide</u> in high-piled storage areas exceeding 2,500 square feet (232 nr) in area, are accessible to the public and designated to contain high-hazard commodities. Aisles shall be not less than 96 inches (2438 mm) wide in areas open to the public where mechanical stocking methods are used.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> 1. Aisles in high-piled storage areas exceeding 2,500 square feet (232 m2) in area, that are open to the public and designated to contain high-hazard commodities, and that are protected by a sprinkler system designed for multiple-row racks of high-hazard commodities, shall be not less than 44 inches (1118 mm) wide. 2. Aisles that are in high-piled storage areas exceeding 2,500 square feet (232 m2) in area, not open to the public and protected by a sprinkler system designed for multiple-row racks, shall be not less than 24 inches (610 mm) wide. <p><u>3206.10.1.2 Nonsprinklered buildings.</u> Aisles in nonsprinklered buildings shall be not less than <u>96 inches (2438 mm) wide.</u></p>
606	<p>Cease storing combustible materials in boilers, equipment/electrical rooms, exits etc.</p> <p><u>CFC 315.2.3 Equipment rooms.</u> Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.</p>
607	<p>Combustible storage in attics, concealed spaces & under-floor areas shall be protected as required</p> <p><u>CFC 315.3.4</u> - Attic, under floor, and concealed spaces used for storage of combustible materials shall be protected on the storage side as required for one-hour fire-resistive construction or fire sprinklers. Openings shall be protected with assemblies that are self-closing and of noncombustible or solid wood core not less than 1 3/4 inch in thickness. Storage shall not be placed on exposed wood joists.</p>

608	<p>Maintain combustible materials in an orderly fashion</p> <p><u>CFC 315.2 Storage in buildings.</u> Storage of combustible materials in buildings shall be orderly. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.</p> <p><u>CFC 315.2.2 Means of egress.</u> Combustible materials shall not be stored in exits or exit enclosures.</p>
609	<p>Storage shall be separated from heaters/heating devices by distance or shielding so that ignition cannot occur.</p> <p><u>315.3 Storage in buildings.</u> Storage of materials in buildings shall be orderly and stacks shall be stable. Storage of combustible materials shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.</p>
610	<p>Keep outdoor combustible storage 10' from property line (3' if <6' high)</p> <p><u>CFC 315.4 Outside storage.</u> Outside storage of combustible materials shall not be located within 10 feet (3048 mm) of a property line.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> 1. The separation distance is allowed to be reduced to 3 feet (914 mm) for storage not exceeding 6 feet (1829 mm) in height. 2. The separation distance is allowed to be reduced when the <i>fire code official</i> determines that no hazard to the adjoining property exists.
611	<p>Keep materials susceptible to spontaneous combustion in listed disposal container</p> <p><u>CFC 304.3.1 Spontaneous ignition.</u> Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a <i>listed</i> disposal container. Contents of such containers shall be removed and disposed of daily.</p>
612	<p>Keep combustible waste inside appropriate containers</p> <p><u>CFC 304 and California Code of Regulations Section 3.19 (b)</u> All combustible waste material and rubbish shall be stored in approved containers or shall be stored in a manner approved by the enforcing agency as being consistent with standard fire prevention practices until such waste material and rubbish is removed from the premises or otherwise disposed of in a proper manner.</p>
613	<p>Container storage of rubbish</p> <p><u>CFC 304.3.2 Capacity exceeding 5.33 cubic feet.</u> Containers with a capacity exceeding 5.33 cubic feet (40 gallons) (0.15 m³) shall be provided with lids. Containers and lids shall be constructed of noncombustible materials or of combustible materials with a peak rate of heat release not exceeding 300 kW/m² where tested in accordance with ASTM E1354 at an incident heat flux of 50 kW/m² in the horizontal orientation.</p> <p>Exception: Wastebaskets complying with Section 808</p>
614	<p>Dumpsters > 200 Gallons must be outside, 5' from eaves, walls or openings</p> <p><u>CFC 304.3.4 Capacity of 1 cubic yard or more.</u> Dumpsters with an individual capacity of 1.0 cubic yard [200 gallons (0.76 m³)] or more shall not be stored in buildings or placed within 5 feet (1524 mm) of combustible walls, openings or combustible roof eave lines unless the dumpsters are constructed of noncombustible materials or of combustible materials with a peak rate of heat release not exceeding 300 kW/m² when tested in accordance with ASTM E1354 at an incident heat flux of 50 kW/m² in the horizontal orientation.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> 1. Dumpsters in areas protected by an <i>approved automatic sprinkler system</i> installed throughout in accordance with <u>Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.</u> 2. Storage in a structure shall not be prohibited where the structure is of Type I or IIA construction, located not less than 10 feet (3048 mm) from other buildings and used exclusively for dumpster or container storage. [Dumpster enclosures]

Systems	
800	<p>Commercial cooking equip requires Type I hood & fire extinguishing system <u>CFC 609.3.3.2 Grease accumulation.</u> If during the inspection it is found that hoods, grease-removal devices, fans, ducts or other appurtenances have an accumulation of grease, such components shall be cleaned.</p>
801	<p>Maintain protection systems according to original installation standards <u>CFC 901.4 Installation.</u> Fire protection systems shall be maintained in accordance with the original installation standards for that system. Required systems shall be extended, altered or augmented as necessary to maintain and continue protection where the building is altered, remodeled or added to. Alterations to fire protection systems shall be done in accordance with applicable standards.</p>
802	<p>Keep fire systems in operative condition <u>CFC 901.6 Inspection, testing and maintenance.</u> Fire detection, alarm and extinguishing systems, hydrants, and standpipes shall be maintained in an operative condition at all times, and shall be replaced or repaired where defective. Nonrequired <i>fire protection systems</i> and equipment shall be inspected, tested and maintained or removed.</p>
803	<p>Residential Smoke Alarms in apartment and hotel/motel sleeping room 907.2.10 Single- and multiple-station smoke alarms. Listed single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with Sections 907.2.10.1 through 907.2.10.7 and NFPA 72. Exception: For Group R occupancies. A fire alarm system with smoke detectors located in accordance with this section may be installed in lieu of smoke alarms. Upon actuation of the detector, only those notification appliances in the dwelling unit or guest room where the detector is actuated shall activate.</p>
804	<p>Maintain fire protection systems <u>CFC 901.4.1 Required fire protection systems.</u> Fire protection systems required by this code or the California Building Code shall be installed, repaired, operated, tested and maintained in accordance with this code. A fire protection system for which a design option, exception or reduction to the provisions of this code or the California Building Code has been granted shall be considered to be a required system.</p>
805	<p>Annual rolling fire door test <u>CFC 703.2.6 Testing.</u> Horizontal and vertical sliding and rolling fire doors shall be inspected and tested annually to confirm proper operation and full closure. A written record shall be maintained and be available to the <i>fire code official</i>.</p>
806	<p>5 YR service sprinklers and standpipes NFPA 25 Sections 5.1.1.2 & 6.1.1.2 <i>[California Code of Regulations, Title 19, Division 1, §904(a)] Required Inspection, Testing and Maintenance Frequencies.</i> <i>(a) All automatic fire extinguishing systems, including systems installed as an alternate to other building requirements, shall be inspected, tested, and maintained in accordance with NFPA 25 California Inspection, Testing, and Maintenance Standards.</i></p>
807	<p>Quarterly inspection for sprinklers NFPA-25 5.1 Fire Sprinkler systems shall be inspected quarterly in accordance with Table 5.1.1.2. <i>[California Code of Regulations, Title 19, Division 1, §904(a)] Required Inspection, Testing and Maintenance Frequencies.</i> <i>(a) All automatic fire extinguishing systems, including systems installed as an alternate to other building requirements, shall be inspected, tested, and maintained in accordance with NFPA 25 California Inspection, Testing, and Maintenance Standards.</i></p>
808	<p>Annual standpipe inspection NFPA 25 6.2.1 Standpipe and hose systems shall be inspected annually or as specified in Table 6.1.1.2. <i>[California Code of Regulations, Title 19, Division 1, §904(a)] Required Inspection, Testing and Maintenance Frequencies.</i> <i>(a) All automatic fire extinguishing systems, including systems installed as an alternate to other building requirements, shall be inspected, tested, and maintained in accordance with NFPA 25 California Inspection, Testing, and Maintenance Standards.</i></p>
809	<p>Every 6 mo. Service for fixed system</p>

	<p><u>CFC 904.12.5.2 Extinguishing system service.</u> Automatic fire-extinguishing systems shall be serviced not less frequently than every six months and after activation of the system. Inspection shall be by qualified individuals, and a certificate of inspection shall be forwarded to the fire code official upon completion.</p>
810	<p>Grease, filter, equipment for commercial cooking</p> <p><u>CFC 607.3.3 Cleaning.</u> Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals as required by Sections 607.3.3.1 through 607.3.3.3.</p> <ul style="list-style-type: none"> ➤ <u>607.3.3.1 Inspection.</u> Hoods, grease-removal devices, fans, ducts and other appurtenances shall be inspected at intervals specified in Table 607.3.3.1 or as approved by the fire code official. Inspections shall be completed by qualified individuals. <ul style="list-style-type: none"> ○ High-volume cooking operations such as 24- hour cooking, charbroiling or wok cooking – Every 3 months ○ Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers – Every 12 months <p>Cooking operations utilizing solid fuel-burning cooking appliances - Monthly</p>
811	<p>Maintain records of tests/inspections</p> <p><u>901.6.3 Records.</u> Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained.</p>
812	<p>Valves secured open</p> <p><u>NFPA 25-13.3.1.4</u> Valves controlling fire protection systems shall be locked in the open position.</p>

***** ADDITIONAL INSPECTION ITEMS and NOTES *****

Places of Assembly

--	Other than churches (which follow in the next page), most of the Places of Assembly we inspect are restaurants, mortuaries, gyms, theaters.
--	CFC 907.2.1 A Occupancies with 300 or more people, or 100+ persons above/below the exit discharge (first floor typically) require a full fire alarm system – manual pull stations and horn/strobes. Refer to FPB.
802	Fire Alarm in A Occupancies 901.6 Make sure the fire alarm panel is free of any trouble or supervisory signals and appears in good working order.
130	Christmas Trees permitted in Sprinklered buildings CFC 806.1.1 No real Christmas trees are allowed without fire sprinklers.
130	Christmas Tree Dryness CFC 806.1.1 Real Christmas trees must be managed properly: kept well-watered and removed when the tree starts drying out and dropping more needles than when fresh.
103	Draperies and Fabric Hangings Treated CFC Chapter 8 CCR T-19 3.08 (g): materials such as drapes and hangings must be treated in a manner approved by the State Fire Marshal. Such items should have a State Fire Marshal tag on them. Refer problems to the District Inspector.
118	Secured Base of Candles CFC 308.3.1 Candles or other decorative open flame devices on the table must have a secure base and if tipped over must self-extinguish

***** ADDITIONAL INSPECTION ITEMS and NOTES *****

Churches	
--	<p>Focus on common areas and exit paths, check fire lanes, look at areas containing special hazards such as larger assembly areas, and spot check offices, classrooms, closets, etc.</p> <p>Churches are often mixed occupancies. The unique issues related to churches are due to A and E occupancies – See below.</p> <ul style="list-style-type: none"> ➤ Classrooms used for K-12 education are E occupancies – <u>See the School section of this document</u> ➤ Classrooms used for religious education only are A-3 occupancies (Not E’s) ➤ Rooms in which people gather for worship with an occupant load over 50 are A-3 occupancies
--	<p>Fire Alarm Requirements - CFC 907.2.1 and 907.2.3: A Occupancies with 300 or more people and K thru 12 and E Occupancies with 50 or more persons require a full fire alarm system – manual pull stations and horn/strobes. Refer to FPB</p>
802	<p>Fire Alarm required in Group A and E Occupancies CFC 901.6 Fire Alarm systems shall be maintained as required by NFPA 72</p> <ul style="list-style-type: none"> ➤ Make sure the fire alarm panel is free of any trouble or supervisory signals and appears in good working order. ➤ Inspection, Testing, and Maintenance Reports should be found near FACP in a document jacket or document box.
130	<p>In A and E occupancies no real Christmas trees are allowed without fire sprinklers CFC 806.1.1 and CFC 806.1.3 Trees located in areas protected by an approved automatic sprinkler system installed in accordance with Section 903.3.1.1 or 903.3.1.2 shall not be prohibited in Groups A, E, M, R-1 and R-2. and the tree shall be removed from the building whenever the needles or leaves fall off readily when a tree branch is shaken or if the needles are brittle and break when bent between the thumb and index finger. The tree shall be checked daily for dryness. Not permitted in I-Occupancies.</p>
130	<p>Christmas Tree Dryness CFC 806.1.1 Real Christmas trees must be managed properly: kept well-watered and removed when the tree starts drying out and dropping more needles than when fresh.</p>
103	<p>Draperies and Fabric Hangings Treated CFC Chapter 8 CCR T-19 3.08 (g): materials such as drapes and hangings must be treated in a manner approved by the State Fire Marshal. Such items should have a State Fire Marshal tag on them. Refer problems to the District Inspector.</p>
118	<p>Candles for Ceremonial and Theatrical Purposes Only CFC 308.3 Candles In A occupancies open flames are not allowed except for ceremonial or theatrical purposes. Open flames should be referred to the district inspector, unless you know the use has been approved by the Fire Prevention Bureau.</p>
118	<p>Passing of Candles Prohibited CFC 308.1.7 No passing of handheld candles from one person to another is allowed. Exception: transfers involving bridal party members is allowed.</p>
702	<p>Temporary tents (has walls) greater than 400 sq. ft and Tent Canopies greater than 750 sq. feet require a permit. Refer to FPB if No Permit Onsite. CFC 3103.2 Approval required. Tents and membrane structures having an area in excess of 400 square feet (37 m2) shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.</p>

Day Care Facility Classification (Less than 24 hours) – Any Age

Occupancy Class	Number of persons	Age	Comments
R-3	≤14	Any age	Small Family Day Care (1-8 occupants) or Large Family Day Care (9-14 occupants) Located in provider's home.
I-4	>6	Under 2	Room(s) with children under 2 that are NOT on the same level as the exterior door and/or room(s) that do NOT have a direct exit to the outside.
E	6 -100	Under 2	Rooms are on the same level as the exterior doors and rooms having a direct exit to the exterior.
E	>6	2 and OVER	Children 2 years and older do not need physical assistance to exit in emergency limited to 1 st floor with exceptions per CBC 452.1.4
I-4	>6	2 and OVER	Children 2 years or older DO need physical assistance to exit in emergency.

Adult Day Care Facility Classification (Less than 24 Hours) - 18+ years of age.

Occupancy Class	Number of persons	Age	Comments
R-3	≤6	≥ 18	Located in provider's home, No special requirements
B	≤ 4	≥ 18	No special requirements
I-4	>5	≥ 18	Must have fire sprinklers

*** ADDITIONAL INSPECTION ITEMS and NOTES ***

Day Care Facilities

--	<u>Delayed egress systems may be allowed but many conditions apply. Please contact your District Inspector when you encounter delayed egress systems. The Fire Prevention Bureau will note them in our database and will work with the engine company inspector on that part of the inspection.</u>
132	<p>Clothing and personal effects in Corridors/Lobbies CFC 807.5.5.1 Clothing and personal effects shall not be stored in corridors and lobbies (I-4 Occupancies), except:</p> <ul style="list-style-type: none"> • an approved fire sprinkler system is present, or • an approved smoke detection system is present, or • Storage is in metal (noncombustible) lockers
103	<p>Decorative Material limited in Group E and I Occupancies CFC 807.2 In Group E and I occupancies decorative materials such as drapes and hangings must be treated in a manner approved by the State Fire Marshal. Such items should have a State Fire Marshal tag on them. These items may not exceed 10% of wall area.</p>
130	<p>Artwork and teaching Materials CFC 807.5.2.2 & CFC 807.5.2.3 In E occupancies, artwork and teaching materials in corridors are not to exceed 20% of the wall space (CFC 807.5.2.2). In classrooms the limit is 20% if unsprinklered, 50% if sprinklered (CFC 807.5.2.3)</p>
130	<p>Real Christmas Trees not Permitted in I-Occupancies CFC 801.1.1 I-occupancies cannot have real Christmas trees under any circumstances</p>
130	<p>Real Christmas Trees permitted in E-Occupancies when Sprinklered CFC 806.1.1 In E Occupancies, real Christmas trees are allowed only with fire sprinklers.</p>
130	<p>Christmas Tree Dryness CFC 806.1.1 Real Christmas trees must be managed properly: kept well-watered and removed when the tree starts drying out and dropping more needles than when fresh</p>

***** ADDITIONAL INSPECTION ITEMS and NOTES *****

Hotels, Motels, and Apartment Buildings

--	Focus on common areas and exit paths, FD access, look at areas containing special hazards such as assembly areas, pool chemical rooms, laundry rooms, and spot check offices, sleeping units in hotels/motels, closets, etc.
803	Smoke Alarms in Sleeping Rooms CFC 907.2.8 Smoke alarms are required in both common areas and individual apartments/sleeping rooms. Spot check in unit smoke alarms to verify their 10-year max life span has not expired.
310	Illuminated Exit Pathways <u>CFC 1008 Means of Egress Illumination</u> : Exit pathways including halls, corridors, lobbies - must be continuously illuminated (24/7) and supplied with backup power.
108	Maintain 1-Hour Rated Corridors <u>CFC 1020.1 Construction</u> : Doors to individual units must have fire rated doors and the integrity of the walls must be maintained 1020.1 Construction. Corridors shall be fire-resistance rated in accordance with Table 1020.1. The corridor walls required to be fire-resistance rated shall comply with Section 708 of the California Building Code for fire partitions.
118	Real Christmas Trees permitted in R-1, R-2 Occupancies when Sprinklered CFC 806.1.1 In R-1 and R-2 Occupancies, real Christmas trees are allowed only with fire sprinklers. Dwelling units of apartments, Christmas trees are permitted
118	Christmas Tree Dryness CFC 806.1.1 Real Christmas trees must be managed properly: kept well-watered and removed when the tree starts drying out and dropping more needles than when fresh
103	Draperies and Fabric Hangings Treated CFC Chapter 8 CCR T-19 3.08 (g): materials such as drapes and hangings must be treated in a manner approved by the State Fire Marshal. Such items should have a State Fire Marshal tag on them. Refer problems to the District Inspector.

Residential Care Facility Classification			
	Total Allowed	Non-Amb. or Bedridden	Type of care
R-3.1	6 or fewer	6 or fewer	Supervision and personal care
R-4	Not limited	6 or fewer	Supervision and personal care
I-1	Not limited	Not limited	Supervision and personal care
I-2	Not limited	Not limited	Nursing or medical care

*** ADDITIONAL INSPECTION ITEMS and NOTES ***	
Residential Care Facilities	
--	Focus on common areas and exit paths, FD access, look at areas containing special hazards such as kitchens and storage areas.
--	We cannot inspect R-3.1 occupancies (6 or less in a house) due to state law, but we can do familiarization visits and report observations. These facilities are required to comply with codes. Violations can be referred to the District Inspector if observed during these visits.
--	<u>Delayed egress systems are allowed but many conditions apply.</u> Please contact your District Inspector when you encounter delayed egress systems. The Fire Prevention Bureau will note them in our database and will work with the engine company inspector and/or facility (based on need) on that part of the inspection.
130	Christmas Trees not Permitted in R-4 and I Occupancies CFC 806.1.1 R-4 and I occupancies cannot have real Christmas trees under any circumstances
103	Draperies and Fabric Hangings Treated CFC Chapter 8 CCR T-19 3.08 (g): materials such as drapes and hangings must be treated in a manner approved by the State Fire Marshal. Such items should have a State Fire Marshal tag on them. Refer problems to the District Inspector.

***** ADDITIONAL INSPECTION ITEMS and NOTES *****

Schools

--	Focus on common areas and exit paths, FD access, look at areas containing special hazards such as assembly areas, science and shop classrooms, pool chemical rooms, and spot check offices, classrooms, closets, etc.
--	Issues that cannot be readily addressed by the school inspection staff should be referred to the District Inspector.
131	Artwork and teaching materials in corridors are not to exceed 20% of the wall space. In classrooms the limit is 20% if unsprinklered, 50% if sprinklered
103	Draperies and Fabric Hangings Treated CFC Chapter 8 CCR T-19 3.08 (g): materials such as drapes and hangings must be treated in a manner approved by the State Fire Marshal. Such items should have a State Fire Marshal tag on them. Refer problems to the District Inspector.
131	Clothing and personal effects stored in corridors CFC 807.5.2 Clothing and personal effects shall not be stored in corridors and lobbies, except: (807.5.2) <ul style="list-style-type: none"> • Corridors when approved fire sprinkler system present, or • Corridors when approved smoke detection system present, or • Storage in metal lockers
118	Real Christmas Trees in E Occupancies CFC 806.1.1 Real Christmas trees are permitted in E Occupancies when fire sprinklers are installed.
118	Christmas Tree Dryness CFC 806.1.1 Real Christmas trees must be managed properly: kept well-watered and removed when the tree starts drying out and dropping more needles than when fresh

Occupancy Classification

The Fire Code divides types of building uses into the Occupancy Classifications below

A	Places of Assembly, more than 49 people: restaurants, meeting rooms, etc.
B	General Business: business offices, veterinary clinics, post offices, etc.
E	Educational: K-12, and some day cares (See Day Care Classifications)
F	Factory and Industrial: Manufacturing, bakeries, movie and TV studios, etc.
H	Hazardous Materials: over specified thresholds, known as the Maximum Allowable Quantities
I	Institutional: Hospitals, nursing homes, some day cares, jails and holding cells, etc.
M	Mercantile: Display and sale of merchandise and incidental storage, motor vehicle repair garages that don't exceed hazardous materials Maximum Allowable Quantities
R	Residential: single/double family, apartments, hotels, motels, and condominiums
S	Storage: Warehouses, storage rooms
U	Utility and Miscellaneous: Tall fences, carports, barns, tanks, towers, sheds, etc.

Fire Code requirements can be broken into three categories:

1. Requirements that apply to **All Facilities**.
Example: Address signs
2. Requirements that apply to **Specific Activities/Situations** regardless of Occupancy Classification.
Example: Keep flammable liquids away from ignition sources
3. Requirements that apply to **specific Occupancy** Classifications
Example: Secondary containment for hazardous materials in H Occupancies

For many of the facilities the Fire Department inspects, and particularly the Engine Companies, knowing the occupancy classification is not necessary to do the inspection, such as B, F, M, and S Occupancies. The same requirements apply to all of them.

For other facilities, Occupancy Class does affect the code requirements we check during inspections:

- These facilities are recognizable by the type of uses they contain (restaurant, day care, church etc.).
- They often contain several multiple Occupancy Classes, for which a facility map is frequently the only clear way to record how individual rooms or areas are classified.
- If in doubt about the occupancy classification(s) of a facility, contact your Fire Prevention Bureau inspector.
- The following Inspection Guide tabs contain inspection directions, additional requirements and/or more specific violation information for these occupancies/uses.
 - Places of Assembly
 - Churches
 - Day Cares
 - Hotels, Motels, and Apartment Buildings
 - Residential Care Facilities
 - Schools
 - Commercial Kitchens - All

Basic Fire Extinguisher Selection, Numbers and Location

By local ordinance, the smallest fire extinguisher allowed in Livermore and Pleasanton is 2A:10B:C. Aside from this local standard, LPFD follows the Fire Code and NFPA regarding the required size, location, and travel distance for fire extinguishers. This section of the Guide provides information that describes when larger fire extinguishers are required.

Fire extinguisher requirements are based upon Class of the fire and Hazard levels, defined in NFPA Standard 10.

Fire Classes	
Class A Fires	Fires involving ordinary combustibles (wood, cloth, paper, rubber, and many plastics.)
Class B Fires	Fires involving flammable liquids, oils, greases, tars, oil-based paints, lacquers, and flammable gases.
Class C Fires	Fires involving energized electrical equipment
Class D Fires	Fires involving combustible metals (magnesium, titanium, sodium, etc.)
Class K Fires	Fires involving combustible cooking media (fats, oils, etc.)
Hazard Levels	
<u>Light (low) Hazard</u>	<ul style="list-style-type: none"> • Class A combustible materials, including furnishings, decorations, and contents, is of minor quantity. • Some offices, classrooms, churches, assembly halls, guestroom areas of hotels/motels, etc. • The majority of content items are either noncombustible or so arranged that a fire is not likely to spread rapidly. • Small amounts of Class B flammables used for duplicating machines, art departments, etc. are included in this classification
<u>Ordinary (moderate) Hazard:</u>	<ul style="list-style-type: none"> • Class A combustibles and Class B flammables are present in greater amounts than expected under light (low) hazard occupancies. • Some dining areas, mercantile shops and allied storage, light manufacturing, research operations, auto showrooms, parking garages, workshops • Warehouses containing noncombustible products (may contain small amounts of plastics) on wooden or certain plastic pallets, in ordinary cardboard cartons or in paper wrappings, or in slatted wooden crates, solid wooden boxes, multiple-thickness paperboard cartons with or without pallets.
<u>Extra (High) Hazard:</u>	<ul style="list-style-type: none"> • Class A combustibles and Class B flammables present, in storage, production use, and/or finished product is over and above those expected and classed as ordinary (moderate) hazards. • These occupancies could consist of woodworking, vehicle repair, aircraft and boat servicing, cooking area, individual product display showrooms, product convention center displays, and storage and manufacturing processes such as painting, dipping, coating, including flammable liquid handling. • Warehousing or in-process storage of other than Class I and Class II commodities (i.e. plastics as a part of product or package)

The following table specifies the minimum size, maximum travel distance to and the maximum square footage covered by fire extinguishers, based upon the Hazard level and Fire Class(es) of the area being protected.

- In general, fire extinguishers should be located near exit doors and in exit paths so that employees do not have to go deeper into a building to get a fire extinguisher, thus compromising their ability to exit should that be necessary.
- Fire extinguishers must be mounted on a hanger or bracket or fire extinguisher cabinet (CFC 906.7 & 906.8).
- Fire extinguishers having a gross weight of less than 40 pounds must be mounted so that the top is no more than 5 feet above the floor (CFC 906.9.1).
- Fire extinguishers having a gross weight of more than 40 pounds must be mounted so that the top is no more than 3.5 feet above the floor (CFC 906.9.2).
- The clearance between the floor and the bottom of the fire extinguisher must not be less than 4 inches (CFC 906.9.3).

Hazard Level	Minimum Fire Extinguisher Rating	Maximum Travel Distance to a Fire Extinguisher	Maximum Square Footage
Light hazard	2-A:10-B:C	75 feet	Maximum coverage of 3,000 square feet per unit of A (thus a 2-A extinguisher can cover 6000 sq. ft)
Ordinary hazard with moderate amounts of Class A combustibles and only minimal amounts of flammable/combustible liquids and gases. Examples: Kohl's, fabric stores	2-A:10-B:C	75 feet	Maximum coverage of 1,500 square feet per unit of A (thus a 2-A extinguisher can cover 3,000 sq. ft.)
Ordinary hazard with moderate amounts of flammable/combustible liquids and gases. Examples: Parking garages, small laboratories, and hardware stores	Option 1 2-A:10-B:C	30 feet	Maximum coverage of 1,500 square feet per unit of A (thus a 2-A extinguisher can cover 3,000 sq. ft.)
	Option 2 2-A:20-B:C	50 feet	
Extra hazard - all types	Option 1* 4-A:40-B:C	30 feet	Maximum coverage of 1,000 square feet per unit of A (thus a 4A extinguisher can cover 4,000 sq. ft.)
	Option 2 4-A:80-B:C	50 feet	
	*4-A:40-B:C may be hard to locate new – larger size is OK		
Commercial kitchens	2-A:1-B:C; K Recommend using throughout the restaurant	30 feet	Maximum coverage of 1,000 square feet per unit of A (thus a 4A extinguisher can cover 4,000 sq. ft.)

Note: A small, higher hazard operation (such as a spray booth) located in a larger area can be provided with an extinguisher specifically for that operation while the rest of the fire extinguishers in the area are rated for the overall hazard of the area.