



**FIRE and LIFE SAFETY INSPECTION REPORT**

Occupancy/ FD #: \_\_\_\_\_ Map #: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business phone number: \_\_\_\_\_

Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Business contact person: \_\_\_\_\_

Occ Group: \_\_\_\_\_ Sq. Ft: \_\_\_\_\_ Const. Type: \_\_\_\_\_ Sprinklers: \_\_\_\_\_ Alarms: \_\_\_\_\_ Fixed: \_\_\_\_\_

Permits: \_\_\_\_\_ Special Notes: \_\_\_\_\_

<b>A. Exterior Assessment</b>	<b>E. Fire Alarm System</b>	<b>I. Kitchen Suppression</b>
1 - Building number not posted	1 - Alarm Service Report	1 - Cleaning of hood and duct
2 - Obstructed FDC	2 - Devices obstructed	2 - Illegal cooking operation
3 - Obstructed fire hydrant	3 - Alarm Maintenance	3 - Six month service needed
4 - Gas meter protection	<b>F. Flammable/Combustible Liquids</b>	<b>J. Automatic Sprinkler</b>
5 - Storage proximity	1 - Storage cabinet	1 - Annual service needed
6 - Storage under eaves	2 - Improper housekeeping	2 - FDC cap needed
<b>B. Exits</b>	3 - No storage area	3 - Hanging material
1 - Exit travel	4 - Close to heating appliance	4 - Sprinkler clearance
2 - Exits obstructed	5 - Fueled equipment	5 - Provide sprinkler protection
3 - Panic hardware	6 - Oily rags	6 - Damaged/Painted heads
4 - Number of exits	7 - Compressed gas tanks	7 - Spare heads and/or wrench
5 - Unapproved locking devices	8 - Equipment rooms	
6 - Openable without tight grasping or twisting		<b>K. Fuel Dispensing</b>
<b>C. Exit Lighting and Signs</b>	<b>G. Electrical</b>	1 - Fire extinguisher
1 - Exit signs battery backup	1 - Extension cord usage	2 - Emergency shutoff
2 - Exit signs required	2 - Electrical panel labeling	3 - Provide signage
3 - Emergency lighting	3 - Portable heaters	4 - Replace hoses
4 - Exit sign burnt out	4 - Improper power strip usage	<b>L. Hotel/Apartments</b>
5 - "to remain unlocked" sign	5 - Power Panel obstructed	1 - Evacuation routes
<b>D. Extinguishers</b>	6 - No cover plate	2 - Fire alarm system
1 - Class K extinguisher	7 - Multi-plug adapter	3 - Smoke detectors
2 - Number of extinguishers		
3 - Extinguisher placement	<b>H. Fire Walls and Doors</b>	
4 - Extinguisher obstructed	1 - Restrained fire door	
5 - Extinguisher maintenance	2 - Breached wall or ceiling	<b>M. No apparent Violations</b>
6 - Signs indicating location	3 - Fire assembly needs repair	1 - No apparent Violations

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Inspector's Name: \_\_\_\_\_ Inspector's Phone #: \_\_\_\_\_

Received by \_\_\_\_\_ E-mail address: \_\_\_\_\_

- Compliance with the preceding requirements shall be effective immediately.**  
 A re-inspection shall be conducted on/or after \_\_\_\_\_ days to verify full compliance.
- You are hereby notified to remedy the conditions as stated above immediately.**  
 After the conditions have been abated, mail a copy of the notice within \_\_\_\_\_ days including a signature certifying completion.

I CERTIFY THAT THE VIOLATIONS SPECIFIED ABOVE HAVE BEEN CORRECTED.

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

This Fire Inspection report also serves as your invoice.

Please remit payment in the amount of \$ \_\_\_\_\_ within 30 days.

## **A. EXTERIOR ASSESSMENT**

1. Approved addresses or building numbers shall be provided for all new and existing buildings in such a position as to be plainly visible and legible from the street fronting the property. Numbers shall contrast with their background. Numbers shall be a minimum of **4 inches** high with a minimum stroke width of 0.5 inch. **IFC 505.1**
2. Fire department connections shall not be obstructed. They shall have 3 feet of clearance. **IFC 912.3**
3. Fire hydrants shall not be obstructed including the parking of vehicles. A minimum of **3' clear space** around the circumference of a hydrant shall be maintained. **IFC 507.5.5**
4. Vehicle impact protection required by this code shall be provided by posts that comply with **IFC 312.2** or by other approved physical barriers that comply with **IFC 312.3**
5. Outside storage. Outside storage of combustible materials shall not be located within 10 feet of a property line. **IFC 315.3**
6. Combustible materials stored or displayed outside of buildings that are protected by automatic sprinklers shall not be stored or displayed under non-sprinklered eaves, canopies or other projections or overhangs. **IFC315.3.1**

## **B. EXITS**

1. Exits shall not pass through kitchens, storerooms, restrooms, or closets. Exit doors shall swing in the direction of travel when serving any hazardous area or an occupant load of 50 or more. **IFC 1014.2, 1027.2, 1027.3, 1027.4**
2. Exits shall not be obstructed in any manner and shall remain free of any material or matter where its presence would obstruct or render the means of egress hazardous **IFC 1014.2**
3. Panic hardware shall be of an approved type, and is required in occupancies A and E when the exit and exit access doors from rooms have an occupant load of 50 or more. H occupancies shall not have a lock or latch unless equipped with panic hardware. **IFC 1008.1.10**
4. Spaces with one means of egress- The minimum number of Exits for occupancy loads 1-500 is 2; 501-1000 is 3; More than 1000 is 4. **IFC 1014.1, 1018.1, 1018.2**
5. Except as specifically permitted by this section egress doors shall be readily operable from the egress side without the use of a key or special knowledge or effort. **IFC 1008.1.9**
6. Exit doors shall be openable without tight grasping or twisting of the wrist – no twist type locks. **IFC 1008.1.9.1**

## **C. EXIT LIGHTING AND SIGNS**

1. Exit signs shall be illuminated at all times. To ensure continued illumination for not less than 90 minutes in case of primary power loss. **IFC 1006.3, 1023.1, 1011.5.3**
2. Exit signs shall be installed when two or more exits are required. They shall be installed at the required exits from the room or area and when otherwise necessary to clearly indicate the direction of egress. NOTE: Main exterior exit doors, which obviously and clearly are identifiable as exits, need not be signed. Exit signs must be internally or externally illuminated by two lamps or be self-luminous. **IFC 1011.2**
3. Maintain emergency lighting (replace burned out bulbs and/or dead batteries) **IFC 1006.3, 1024**
4. Maintain exit sign lights (replace burned out bulbs) **IFC 1011**
5. A readily visible durable sign is posted on the egress side of or adjacent to the door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". The sign shall be in letters 1 inch high on a contrasting background. **IFC 1008.1.9.3**

## **D. EXTINGUISHERS**

1. Extinguisher must be within 30 feet of cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher. **IFC 904.11.5**
2. Where required. Portable fire extinguishers shall be installed in all Group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies. You must have at least one extinguisher per floor, with a maximum travel distance of not more than 75 feet. **IFC 906.1**
3. Extinguishers shall be mounted with the supplied hangers at a distance of at least 4 inches off the floor and no higher than 5 feet. **IFC 906.9**
4. Fire extinguishers shall not be obstructed or obscured from view or access. **IFC 906.6**
5. All fire extinguishers on the premises shall be subjected to maintenance at least annually and when specifically indicated by an inspection. All extinguishers shall be recharged after use or as indicated by an inspection or when performing maintenance. **IFC 901.6 and NFPA 10**
6. Extinguishers shall not be obscured without signs indicating their location. **IFC 906.5**

## **E. FIRE ALARM SYSTEM**

1. Provide annual fire alarm service report **IFC 907.9** and **NFPA 10**
2. Initiating devices shall be installed in a manner that provides accessibility for periodic maintenance. **IFC 907**
3. Fire alarm systems shall be maintained in operable condition at all times (power on, batteries connected, trouble and/or alarm indicators not lighted.) **IFC 907** and **NFPA 10**

## **F. FLAMMABLE/COMBUSTIBLE LIQUIDS**

1. Where other sections of this code require that liquid containers be stored in storage cabinets, such cabinets and storage shall be in accordance with **Sections 3404.3.2.1 through 3404.3.2.3** of the **IFC**.
2. Storage of combustible material in buildings shall be orderly. **IFC 3404.3.3.5.3**
3. Combustible materials shall not be stored in attics, stairways or under-floor and concealed spaces unless protected on the storage side as required for one-hour fire resistive construction. **IFC 315.2.4**
4. Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur. **IFC 315.2**

5. Fueled equipment, including but not limited to motorcycles, mopeds, lawn-care equipment and portable cooking equipment, shall not be stored, operated or repaired within a building. **IFC 313.1**

6. Approved metal waste cans equipped with self-closing lids shall be provided wherever rags or waste are impregnated with finishing material. **IFC 1503.4.3**

7. Compressed gas containers, cylinders and tanks shall be secured to prevent falling caused by contact, vibration or seismic activity. **IFC 3003.5.3**

8. Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. **IFC 315.2.3**

## **G. ELECTRICAL**

1. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords shall be used only with portable appliances. **IFC 605.5**
2. Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating **ELECTRICAL ROOM** or similar approved wording. **IFC 605.3.1**
3. The heating element or combustion chamber shall be permanently guarded so as to prevent accidental contact by persons or material. **IFC 605.10**
4. Re-locatable power taps shall be of the polarized or grounded type, equipped with over current protection, and shall be listed. Re-locatable power taps shall be directly connected to a permanently installed receptacle. **IFC 605.4.1-2**
5. A working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment. **IFC 605.3**
6. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes. **IFC 605.6**
7. Multiplug adaptors, such as cube adaptors, unfused plug strips or any other device not complying with the ICC Electrical Code shall be prohibited. **IFC 605.4**

## **H. FIRE WALLS AND DOORS**

1. Discontinue the practice of wedging, blocking or otherwise restraining the fire door(s) which must be maintained self-closing and remain in the closed position. **IFC 703.1, 703.2.2**
2. The required fire-resistance rating of fire-resistance-rated construction (including walls, fire stops, shaft enclosures, ceilings, partitions and floors) shall be maintained. **IFC 703.1**
3. Swinging fire doors shall close from the full-open position and latch automatically. **IFC 703.2.3**

## **I. KITCHEN SUPPRESSION**

1. **Cleaning.** Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. **IFC 609.3**
2. A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors. **IFC 609.2**
3. Extinguishing systems shall be serviced at least every six months or after activation of the system. **IFC 904.11.6.2**

## **J. AUTOMATIC SPRINKLERS**

1. Automatic fire-extinguishing systems shall be inspected and tested at least annually. **IFC 107.1**
2. Fire department connection caps shall be in place and in good condition. **IFC 901.6**
3. Sprinkler piping shall not be subjected to external loads by materials either resting on the pipe or hung from the pipe. **NFPA 25- 5.2.2.2**
4. Storage height shall be lowered so that it is no closer than 18 inches below sprinkler heads. **IFC 315.2.1**
5. Fire protection systems required by this code or the International Building Code shall be installed, repaired, operated, tested and maintained in accordance with this code. **IFC 901.4.1**
6. Any sprinkler shall be replaced that has signs of leakage; is painted, corroded, damaged, or loaded; or in the improper orientation. **NFPA 13- 6.2.6.2.2 and NFPA 25- 5.2.1.1.2**
7. Spare heads (no fewer than 6) and a wrench shall be provided. **NFPA 13- 6.2.9.1**

## **K. FUEL DISPENSING**

1. Approved portable fire extinguishers with a minimum rating of 2-A:20-B:C shall be provided and located such that an extinguisher is not more than 75 feet from pumps, dispensers or storage tank fill-pipe openings. **IFC 2205.5**
2. Emergency shutoff devices shall be provided within 100' of, but not less than 20' from dispensers. Such devices shall be distinctly labeled as **EMERGENCY FUEL SHUTOFF**. **IFC 2203.2**
3. Signs prohibiting smoking, dispensing into unapproved containers and requiring vehicle engines to be stopped during fueling shall be conspicuously posted within sight of each dispenser. **IFC 2205.6**
4. Equipment maintenance and inspection. Motor fuel-dispensing facility equipment shall be maintained in proper working order at all times in accordance with **IFC Sections 2205.2.1 through 2205.2.3**.

## **L. HOTEL/APARTMENTS**

1. A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required exit door from a sleeping room. (Except in apartment houses.) **IFC 404.2-4**
2. An approved automatic fire detection system shall be installed in accordance with the provisions of this code and **NFPA72**. **IFC 907.1.2**
3. Single- or multiple-station smoke alarms shall be installed in all of the following locations in Group R-1: 1. In sleeping areas. 2. In every room in the path of the means of egress from the sleeping area to the door leading from the sleeping unit. 3. In each story within the sleeping unit, including basements. **IFC 907.2.11**

## **X. NO APPARENT VIOLATIONS**

1. No apparent Fire Code violations were observed or noted during this inspection.