

A Occupancy Check List

(Occupant load over 50 at restaurants, bars, taverns, theaters, indoor sporting venues)

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**

INTERIOR

General

- ☐ Occupant load sign is conspicuously posted near entrances of public assembly spaces **1004.3**
- ☐ A change of use/change of occupancy is obtained when required **102.3**

Compressed Gases

- ☐ Compressed gas cylinders are properly secured **5303.5.3**
- ☐ Caps are on when cylinders are not in use **5303.6.2**
- ☐ Physical protection is provided when cylinders are exposed to physical damage **5303.5.2**

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**

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**

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**
- ☐ Main entry door may have a key-operated lock from the egress side provided the lock readily distinguishable as locked and occupant load less than 300, a readily visible durable sign is posted above the door on egress side stating: "THIS DOOR TO REMAIN UNLOCKED WHEN THIS SPACE IS OCCUPIED" **1010.1.9.3**
- ☐ 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

- ☐ A fire evacuation plan is provided **403.2**
- ☐ Fire and evacuation drills are held at unexpected times under varying conditions **405.4**

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 **901.6.1**
- ☐ 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**
- ☐ Fire watch is required or evacuate the building when system is not in working order **901.7**
- ☐ Documentation of five year certification and regular maintenance reports shall be kept on-site **901.6.2**

Flaming Foods and Beverage Preparation

- ☐ Flammable and combustible liquids used in prep of flaming foods/beverages shall be dispensed from one of the following:
 - One ounce container; **or**
 - Container max 1-quart capacity w/controlled pouring device that limits the flow to 1-oz serving **308.1.8.1**
- ☐ Containers not in use are secured to prevent spillage **308.1.8.2**
- ☐ Flaming food and beverage service do not create a high flame **308.1.8.3**
- ☐ Pouring, ladling or spooning of liquids is restricted to a max height of 8 inches above the receiving receptacle **308.1.8.3**
- ☐ Prepared only in immediate vicinity of table being served and is not transported or carried while burning **308.1.8.4**
- ☐ Person preparing flaming foods or beverages has a wet cloth towel immediately available to smother flames **308.1.8.5**

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 **609.3.3.2**
- ☐ 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**
 - o A minimum of 10 feet from building doorway/opening with 1 exit
 - o 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 have a slip resistant surface and are securely attached **1003.4**
- ☐ Remove obstructions from path of egress **1003.6**
- ☐ Exits and exit enclosures (stairwells) are free of combustible material storage **315.3.2**
- ☐ Emergency exit lighting is provided **1008.2**
- ☐ Means of egress is illuminated when the building is occupied **1008.2**
- ☐ Dead end corridors do NOT exceed 20 feet where more than one exit is required **1020.4**
- ☐ A minimum of two exits are provided when the occupant load exceeds 49 **1006.1**

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**

Open Flame Devices and Candles

- ☐ Operational Permit required **105.6.3.4**
- ☐ Not used in Group A Occupancy **308.3**
 - Exceptions:
 - Group A Ceremonial or religious purposes.
 - On stages and platforms as a necessary part of a performance.
 - Candles on tables securely supported on substantial noncombustible bases, candle flames protected.
- ☐ Open flame decorative devices shall comply with all of **308.3.1**
- ☐ Candles and open flames shall not be used on or near decorative vegetation **806.4**

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