



Capital City Fire/Rescue

Fire Marshal's Office

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Readiness, Dedication, Service

PRE-INSPECTION CHECKLIST PROGRAM FOR ASSEMBLY OCCUPANCIES- please complete the week before inspection.

Public Assembly Areas (Sanctuaries, Gymnasiums, Cafeteria's, Multi-Purpose Rooms)

- Are exit signs illuminated and working properly?
- Is emergency exit lighting working properly?
- Are occupant load signs posted in a conspicuous location near the main entrance?
- Is seating arranged to facilitate quick exit in an emergency?
- Are aisles clear of obstructions?
- Are drapes/curtains and any/all decorations fire-resistive with appropriate tags in place?

Exits

- Are all exits maintained and accessible?
- Are the exits clear with no obstructions?
- Do doors swing easily?
- Are all exit hardware working easily?
- Is all emergency lighting working?
- All exit doors shall not have decorations on the door.
- Are surge protectors plugged directly into the wall, not interconnected or used with extension cords?
- Are electrical subpanels clear of decoration & obstruction? A working space of not less than 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment.

Maintenance/Custodial Closets, Rooms or Shops

- Are oil and paint rags stored in a metal container with a self-closing and tight-fitting lid?

- Is storage neat and orderly?
- Are electrical subpanels clear of decoration & obstruction? (clearance of 30" in width, 36" in depth, and 78" in height shall be provided in front of electrical service equipment)

Boiler/Mechanical/Electrical Rooms

- Is all storage cleared from these rooms?
- Are rooms clearly marked as to their purpose/use? (Fire alarm, electrical room)
- Are all fire rated assemblies in working condition? (self-closing doors working, no penetrations in fire rated walls)

General

- Are the top of portable fire extinguishers weighing less than 40lbs hung no more than 5' off the ground and accessible? (Weight over 40lbs hung no more than 3.5' off the top of the ground)
- Is access to the portable fire extinguisher free of obstruction?
- Is wiring safe and in good condition throughout the building?
- Are all cover plates intact on outlets, light switches and any junction boxes?
- Is storage height being maintained a minimum of 24" below ceiling in buildings without fire sprinklers or 18" below ceiling in building with fire sprinklers?
- Are surge protectors plugged directly into the wall not interconnected or used with extension cords?
- Are all ceiling tiles in place and there are no openings into attic space or area above the ceiling?

For those with classroom space-

- Is the seating arrangement such that it would facilitate quick evacuation if needed?
- Is artwork or any teaching material on the wall excessive? Artwork & teaching materials shall be limited on walls of classrooms to not more than 50% of the specific wall area to which they are attached. Curtains, draperies, fabric hangings & other similar combustible decorative materials suspended from walls or ceilings shall be flame resistant & shall not exceed 10% of the

specific wall or ceiling area to which they are attached.

- Is the ceiling free of hanging artwork, teaching or decorative material? The hanging or displaying of decorative materials from acoustical ceiling systems that are part of a fire-resistance-rated horizontal assembly, shall be prohibited.
- Are exits clear and accessible with no furniture, equipment or supplies obstructing access?
- Classroom exit doors shall not have decorations on the door.
- Are evacuation maps clearly posted near the door?
- Is storage >24” below the ceiling in buildings without fire sprinklers or >18” below the sprinkler head in buildings with fire sprinklers?
- Are extension cords in use? (extension cords are not allowed in place of permanent wiring)
- Are electrical cords protected in areas subject to environmental damage or physical impact?
- Are multi-plug adapters being used? (Multi-plug adapters, such as cube adapters, unfused plug strips etc.)
- Fire Drill Records and your Approved Evacuation Plan readily accessible for review?

Fire protection systems and equipment.

- Is the Fire Alarm System serviced and tagged within the past 12 months?
- Is the phone number to the alarm company posted on the panel?
- Is the Fire Alarm System clearly identified with no trouble light showing?
- Are all fire alarm pull stations clear and unobstructed?
- Is the Fire Sprinkler System serviced and tagged within the past 12 months?
- Are all fire sprinkler risers accessible, and if enclosed, are rooms clearly labeled?
- Are commercial kitchen hood extinguishing systems serviced and tagged within the past 12 months?
- Have kitchen hoods been cleaned recently & are they free of grease accumulation?
- Have all Fire Extinguishers been serviced and tagged within the last 12 months?