

Annual Fire Inspection Program Code Information

2023

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Fire Inspection Checklist

The following list is the standard checklist used during inspections. Other code requirements exist, and violations of these requirements may be cited during inspections when found.

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	Remove/treat drapes and/or other decorative materials in A, E, I, R-1, R-2, R3.1, and R-4 occupancies	CFC 806 & 807 CCR T-19 3.8
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 603.9
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-19 550
116	Provide an exit plan for 'A' Occ to include detailed seating plan, occ. load and load limit	CFC 403.2.1
117	Maintenance of Safeguards	CFC 108.1
118	Open flame in Assembly occupancy – candles and food	CFC 308.3 T19 3.25
119	No violations noted - PASS	
123	Unable to gain access after several attempts	
130	Christmas trees restricted in A, E, M, I and R occupancies	CFC 806.1.1-3
131	Artwork and teaching materials in E occupancies	807.5.2.2 & .3
132	Clothing and personal effects in E occupancies	807.4.3.1
Electrical		Code Reference
201	Comply with requirements for multiplug adapters and extension cords	CFC 603.5
202	Remove electrical cords through/under floors, walls, doors, ceilings	CFC 603.5.3
203	Maintain minimum access at panels (Minimum 30"W x 36"D x 78"H – larger for wider and high capacity panels)	CFC 603.4
204	Label electrical panels	CFC 603.4.1
205	Cease using unapproved/hazardous electrical equipment	CFC 603.2
206	Maintain motors in good condition free from excessive oil, dirt, waste and debris	CFC 603.7
207	Repair cover plates, outlets or other equipment	CFC 603.2.2
208	Power Taps shall be polarized/grounded, UL listed, and permanently installed	CFC 603.5.1/2
Exiting		Code Reference
301	Panic hardware in A, E, H, I-2, I-2.1	CFC 1010.2.9
302	Exit doors shall swing in the direction of exit travel when OL 50+ or H.	CFC 1010.1.2
304	Remove deadbolts or other hardware requiring more than a single action	CFC 1010.1.1 CFC 1010.2.5
305	Remove unauthorized locking devices (examples: bars on doors, delayed egress). Refer to Fire Prevention	CFC 1010.2

306	Doors & hardware, exit signs and exit illumination shall be maintained	CFC 1031.1
307	Exits shall not be obstructed	CFC 1031.2.1
308	Aisle widths shall be in accordance with the CFC	CFC 1018.1
309	Test emergency lights monthly for 30 seconds and annually for 90 minutes. Maintain records	CFC 1032.10
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
Portable Fire Extinguishers		Code Reference
501	Locate portable fire extinguishers in conspicuous locations, readily accessible	CFC 906.5
502	Service & tag annually. Last service date:	CFC 906.2
503	Mount with hangers/brackets or in cabinet	CFC 906.7
504	K-Class within 30 ft of cooking equipment	CCR T-19 573
505	Ensure unobstructed and unobscured	CFC 906.6
506	Height: Top < 5' from floor; Bottom > 4" from floor	CCR T-19 567.6
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 2A:10B:C per 6,000 sq. ft.; Travel < 75'	CFC 906.3 CCR T-19 568-570
510	Ordinary Hazard: One 2A:10B:C provided per 3,000 sq. ft.; Travel < 75'	CFC 906.3 CCR T-19 568-570
511	High Hazard: One 4A:40B:C per 4,000 sq. Ft.; Travel < 30'	CFC 906.3 CCR T-19 568-570
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 sprinkler deflectors throughout the building	CFC 315.3.1
604	Keep storage > 24" below ceiling in unsprinklered 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 31.4
611	Keep materials susceptible to spontaneous combustion in listed disposal container	CFC 304.3.1
612	Keep combustible wastes inside appropriate containers	CFC304 CCR T-19 3.19(b)
613	Container storage of rubbish: provide lids when > 40-gallon capacity	CFC 304.3.2
614	Keep dumpster 5' from eaves (unless they have fire sprinklers), comb. walls, openings	CFC 304.3.4
615	Maintain clear flue spaces or install pallet stops with permit.	CFC 3205.8 CFC 3208.3
616	Storage layout signage on the wall.	CFC 3201.3.2
Systems		Code Reference
800	Commercial cooking equip requires Type I hood & fire extinguishing system	CFC 607.2 CFC 903.2.11.5
801	Extend fire protection system	CFC 901.4
802	Repair fire protection systems	CFC 901.6 CCR T19-1.14
803	Provide required inspection, testing and maintenance for fire alarm systems	CFC 901.6

804	Provide required residential smoke alarms	CFC 907.2.8.3
805	Provide required annual T & M for fire doors/windows	CFC 703.4
806	Provide 5-year service of sprinklers and standpipes	CFC 903.5
808	Provide annual standpipe inspection for equipment the Fire Department will use.	CFC 903.5
809	Provide every 6 mo. service for dry chemical systems, including cooking hood systems	CFC 904.12.5.2
810	Maintain commercial cooking hood equipment and filters grease free	CFC 607.3.3
811	Maintain on-site private fire hydrants	CFC 901.6
812	Make fire sprinkler valve accessible and ensure locked	CFC 901.6
813	Provide spare fire sprinkler heads and wrench	CFC 901.6

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

Places of Assembly - General

--	Other than churches (which follow in the next page), most places of assembly we inspect are restaurants, along with a few other uses such as mortuaries, gyms, theaters. Such uses are an A Occupancy when the number of people (including staff) exceeds 49.
--	A Occupancies with more than 300 people require a full fire alarm system – manual pull stations and horn/strobes. Making sure all appears in good order at the alarm panel is particularly important in these situations.
--	Temporary tents should be referred to the District Inspector, unless you know the use has been approved by the Fire Prevention Bureau: A Fire Code Permit specifically listing the activity must be on-site.
130	In A occupancies real Christmas trees are ONLY allowed: <ul style="list-style-type: none">• In buildings with fire sprinklers, AND• When trees are treated and are tagged with a California State Fire Marshal tag
130	Real trees must be managed properly: <ul style="list-style-type: none">• Keep well-watered and remove when the tree starts drying out and dropping more needles than when fresh.• Stand must hold two days of water, be at least 2 inches deep, and hold the tree securely.
103	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. Refer problems to the District Inspector. T-19 3.08
118	Candles or other decorative flames on table must have a secure base and if tipped over must self-extinguish.

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

Churches

--	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.
--	Churches are very often mixed occupancies. The unique issues related to churches are due to A and E occupancies – See below.
--	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) when the occupant load of a room or group of rooms exceeds 49.
--	Rooms and area in which people gather for worship with an occupant load over 49 are A-3 occupancies
--	A Occupancies with more than 300 people and K-12 E Occupancies require a full fire alarm system – manual pull stations and horn/strobes. Making sure all appears in good order at the alarm panel is particularly important in these situations.
--	Temporary tents should be referred to the District Inspector, unless you know the use has been approved by the Fire Prevention Bureau: A Fire Code Permit specifically listing the activity must be on-site.
130	In A and E occupancies real Christmas trees are ONLY allowed: <ul style="list-style-type: none"> • In buildings with fire sprinklers, AND • When trees are treated and are tagged with a California State Fire Marshal tag
130	Real trees must be managed properly: <ul style="list-style-type: none"> • Keep well-watered and remove when the tree starts drying out and dropping more needles than when fresh. • Stand must hold two days of water, be at least 2 inches deep, and hold the tree securely.
103	In A 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. Refer problems to the district inspector. T-19 3.08
118	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: A Fire Code Permit specifically listing the activity must be on-site. CFC 308.1 and T19 3.25
118	No passing of hand held candles from one person to another is allowed (Exception: transfers involving bridal party members is allowed) CFC 308.1 and T19 3.25
119	No violations noted - PASS
123	Unable to gain access after several attempts
--	Temporary tents should be referred to the District Inspector, unless you know the use has been approved by the Fire Prevention Bureau: A Fire Code Permit specifically listing the activity must be on-site.

Day Care Facility Classification – Any Age			
Occupancy Class	Number of persons	Age	Comments/Requirements
R-3	≤14	Any age	Small Family Day Care (1-8) or Large Family Day Care (9-14) 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	7 -100	Under 2	Rooms are on the same level as the exterior doors and rooms with children under 2 have a direct exit to the outside.
E	>6	2 and OVER	Children 2 years and older who DO NOT need physical assistance to exit in emergency
I-4	>6	2 and OVER	Children 2 years or older DO need physical assistance to exit in emergency

Adult Day Care Facility Classification (18 years and older)			
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</u> 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.
132	Clothing and personal effects shall not be stored in corridors and lobbies, except: <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
103	In 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
131	In E occupancies, 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
130	I occupancies cannot have real Christmas trees under any circumstances
130	In E occupancies real Christmas trees are ONLY allowed: <ul style="list-style-type: none"> • In buildings with fire sprinklers, AND • When trees are treated and are tagged with a California State Fire Marshal tag
130	Real trees must be managed properly: <ul style="list-style-type: none"> • Keep well-watered and remove when the tree starts drying out and dropping more needles than when fresh. • Stand must hold two days of water, be at least 2 inches deep, and hold the tree securely.

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

Hotels, Motels, and Apartment Buildings

--	Single family homes and duplexes are not subject to routine inspections. Some multi-unit buildings are, in fact, single family homes. These will have individual fire water supplies. Any multi-unit residential building with one water supply for three or more units is required to be inspected annually.
--	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 detectors are required in both common areas and individual apartments/sleeping rooms. (You may want to spot check for the required in unit smoke detectors in some cases.) SMOKE DETECTORS ARE NOT REQUIRED IN COMMON AREAS OF FULLY FIRE SPRINKLERED BUILDINGS DUE TO FALSE ALARMS.
310	Exit paths – halls, corridors, lobbies - must be continuously illuminated (24/7) and supplied with back-up power
108	Corridors must be 1–hour rated: doors to individual units must have fire rated doors and the integrity of the walls must be maintained. Doors shall be self-closing and positive latching.
130	Real Christmas trees are ONLY allowed in common areas when: <ul style="list-style-type: none"> • In buildings with fire sprinklers, AND • When trees are treated and are tagged with a California State Fire Marshal tag <p>Real Christmas trees are ONLY allowed in individual units when:</p> <ul style="list-style-type: none"> • In buildings with fire sprinklers <p>Note: we do not routinely inspect individual apartment units.</p>
130	Real trees must be managed properly: <ul style="list-style-type: none"> • Keep well-watered and remove when the tree starts drying out and dropping more needles than when fresh. • Stand must hold two days of water, be at least 2 inches deep, and hold the tree securely.
103	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. Refer problems to the District Inspector.

Residential Care Facility Classification

Occupancy Class	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
R2.1	Not limited	Not limited	Personal Care - Assisted living

*** 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.
--	State law prohibits us from conducting routine inspections of R-3.1 occupancies (6 or less in a house). These occupancies do not appear in inspection assignments. We can do familiarization visits. These facilities are required to comply with codes, and 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 on that part of the inspection.
130	R-4 and I occupancies cannot have real Christmas trees under any circumstances. In R-2.1 occupancies real Christmas trees are ONLY allowed: <ul style="list-style-type: none"> • In buildings with fire sprinklers, AND • When trees are treated and are tagged with a California State Fire Marshal tag R-3.1 occupancies are allowed to have real Christmas trees
130	Real trees must be managed properly: <ul style="list-style-type: none"> • Keep well-watered and remove when the tree starts drying out and dropping more needles than when fresh. • Stand must hold two days of water, be at least 2 inches deep, and hold the tree securely.
103	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.

***** 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	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 in corridors or classrooms
132	Clothing and personal effects shall not be stored in corridors and lobbies, except: <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
130	In E occupancies real Christmas trees are ONLY allowed: <ul style="list-style-type: none"> • In buildings with fire sprinklers, AND • When trees are treated and are tagged with a California State Fire Marshal tag CFC 806.1 and T19 3.08
130	Real trees must be managed properly: <ul style="list-style-type: none"> • Keep well-watered and remove when the tree starts drying out and dropping more needles than when fresh. • Stand must hold two days of water, be at least 2 inches deep, and hold the tree securely.

Requirement Details

General Requirements	
100	<p>Self-Certification Given The option of having the facility mail in a self-certification of return to compliance rather than a re-inspection is available when the violations are:</p> <ul style="list-style-type: none"> • Very low risk of serious injury or death. Example: <ul style="list-style-type: none"> ○ Missing outlet cover – OK to use self-certification ○ Alarm panel in trouble – NOT ok to use self-certification <p>AND</p> <ul style="list-style-type: none"> • Are NOT violations from earlier inspection(s) that were never fixed.
101	<p>Provide address identification <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 <u>CFC 506.1/2 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>Remove/treat drapes and/or other decorative materials in A, E, I, R-1, R-2, R-3.1, R-4 Occupancies <u>CFC 806 and 807 and California Code of Regulations Title 19 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 materials 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. Exceptions:</p> <ol style="list-style-type: none"> 1. Cubicle 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
104	<p>Provide maximum occupancy sign in Assembly occupancies <u>CFC 1004.9 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 <u>CFC 503.4 and 503.2.1 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 <u>CFC 503.3 Marking</u> The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times.</p>
107	<p>Remove non-compliant space heaters <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, <i>R-2.1</i>, R-3, <i>R-3.1</i> and R-4. Use of portable unvented heaters in other occupancies shall be approved by the Fire Code Official.</p>

108	<p>Maintain fire-rated walls and doors <u>CFC 703.1 Maintenance.</u> The required <i>fire-resistance rating</i> of fire-resistance-rated construction (including walls, firestops, 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> <p>Hotels, Motels and Apartments: Corridors must be 1-hour rated: doors to individual units must have fire rated doors and the integrity of the walls must be maintained.</p>
109	<p>Provide stairway identification (≥ 3 stories) <u>CFC 1023.9 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.</p>
110	<p>Electric motors and filters shall be checked/kept in safe operating condition <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>
111	<p>Fire doors shall not be blocked and swinging doors shall close and latch. <u>CFC 705.2.2</u> <u>CFC 705.2.4 Door operation.</u></p>
113	<p>Approved access shall be provided and maintained for all fire equipment. <u>CFC 507.5.5 Clear space around hydrants</u> A 3-foot clear space shall be provided around the circumference of fire hydrants. <u>509.2 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.</p>
115	<p>Fire drills in 'E' Occupancies. § CCR T-19 550 A fire drill shall be conducted in each elementary and intermediate school at least once each month and in each secondary school not less than twice every school year. The fire drill shall be conducted in accordance with either (a) or (b).</p> <p>(a) The governing board may arrange for a fire department to conduct fire drills for the school. (b) The principal of each school shall conduct the fire drills. In this case, all pupils, teachers, and other employees shall be required to leave the building.</p>
116	<p>Provide an exit plan for 'A' occupancy to include detailed seating plan, occupant load, and load limit. <u>CFC 403.2.1 Seating plan</u> Shall include detailed seating plan, occupant load and occupant load limit.</p>
117	<p>Maintenance of Safeguards. <u>CFC 108.1</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.</p>

118	<p>Open flame in 'A' Occupancy: candles and food</p> <p><u>CFC 308.3 Group A occupancies.</u> Open-flame devices shall not be used in a Group A occupancy.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> 1. Open-flame devices are allowed to be used in the following situations, provided <i>approved</i> precautions are taken to prevent ignition of a combustible material or injury to occupants: <ol style="list-style-type: none"> 1.1. Where necessary for ceremonial or religious purposes in accordance with <u>Section 308.1.7.</u> See below. 1.2. On stages and platforms as a necessary part of a performance in accordance with <u>Section 308.3.2.</u> Refer to Fire Prevention. 1.3. Where candles on tables are securely supported on substantial noncombustible bases and the candle flames are protected <i>in dining establishments (italics State Fire Marshal restriction).</i> See below. <p>Refer heating of food in dining areas using open flame and flaming foods/drinks for which there is NOT permit on-site with specific conditions regarding these activities to Fire Prevention</p> <p><u>CFC 308.3.1 Open-flame decorative devices (i.e. Candles on dining tables).</u> Open-flame decorative devices shall comply with all of the following restrictions:</p> <ol style="list-style-type: none"> 1. Class I and Class II liquids and LP-gas shall not be used. 2. Liquid- or solid-fueled lighting devices containing more than 8 ounces (237 ml) of fuel must self-extinguish and not leak fuel at a rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over. 3. The device or holder shall be constructed to prevent the spillage of liquid fuel or wax at the rate of more than 0.25 teaspoon per minute (1.26 ml per minute) when the device or holder is not in an upright position. 4. The device or holder shall be designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. <p style="margin-left: 20px;">Exception: Devices that self-extinguish if tipped over and do not spill fuel or wax at the rate of more than 0.25 teaspoon per minute (1.26 ml per minute) if tipped over.</p> 5. The flame shall be enclosed except where openings on the side are not more than 0.375 inch (9.5 mm) diameter or where openings are on the top and the distance to the top is such that a piece of tissue paper placed on the top will not ignite in 10 seconds. 6. Chimneys shall be made of noncombustible materials and securely attached to the open-flame device. <p style="margin-left: 20px;">Exception: A chimney is not required to be attached to any open-flame device that will self-extinguish if the device is tipped over.</p> 7. Fuel canisters shall be safely sealed for storage. 8. Storage and handling of <i>combustible liquids</i> shall be in accordance with <u>Chapter 34.</u> 9. Shades, where used, shall be made of noncombustible materials and securely attached to the open-flame device holder or chimney. 10. Candelabras with flame-lighted candles shall be securely fastened in place to prevent overturning, and shall be located away from occupants using the area and away from possible contact with drapes, curtains or other combustibles. <p><u>CFC 308.1.7 and CCR Title 19 Section 3.25 Religious ceremonies.</u> When, in the opinion of the <i>fire code official</i>, adequate safeguards have been taken, participants in religious ceremonies are allowed to carry hand-held candles. Hand-held candles shall not be passed from one <i>person</i> to another while lighted. [Note: we do allow passing of candles by wedding parties, but not guests]</p>
119	<p>No violations noted - PASS</p>
123	<p>Unable to gain access after several attempts.</p> <p>Unstaffed facilities without ready availability of business staff are not assigned to Engine Companies. Facilities that are staffed part time with local personnel are assigned to Engine Companies. Engine Companies are expected to make a good faith effort, including phone calls, to schedule inspections at these sites. When facilities are referred to Fire Prevention due to inability to make access, the referral documentation MUST list the attempts made to gain access, including phone numbers and dates. This will assist Fire Prevention build upon the efforts made by the Engine Companies.</p>

130 CFC 806.1.1 Christmas Trees - Restricted occupancies. Summary

Occupancy	Not allowed	Allowed with Fire Sprinklers	Allowed with Fire Sprinklers and Tree Treated and Has SFM Tag	Allowed
I and R-4	X			
R-1 Individual Units		X		
R-1 Common Areas			X	
A, E, M and R-2.1			X	
R-3.1				X

CFC 806.1.2 Support devices. The support device that holds the tree in an upright position shall be of a type that is stable and that meets all of the following criteria:

1. The device shall hold the tree securely and be of adequate size to avoid tipping over of the tree.
2. The device shall be capable of containing a minimum two-day supply of water.
3. The water level, when full, shall cover the tree stem at least 2 inches (51 mm). The water level shall be maintained above the fresh cut and checked at least once daily.

CFC 806.1.3 Dryness. 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.

131 **Artwork and Teaching Materials in E Occupancies**

CFC 807.5.2.2 Artwork in corridors. Artwork and teaching materials shall be limited on walls of corridors to not more than 20% of the wall area.

CFC 807.5.2.3 Artwork in classrooms. Artwork and teaching materials shall be limited on walls of classrooms to not more than 50% of the wall area.

132 **Clothing and Personal effects**

CFC 807.4.3.1 Storage in corridors and lobbies. Clothing and personal effects shall not be stored in *corridors* and lobbies.

Exceptions:

1. *Corridors* protected by an *approved automatic sprinkler system* installed in accordance with Section 903.3.1.1.
2. *Corridors* protected by an *approved smoke detection system* installed in accordance with Section 907.
3. Storage in metal lockers, provided the minimum required egress width is maintained

Electrical

201	<p>Comply with requirements for multiplug adapters and extension cords</p> <p><u>CFC 604.4 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.</p> <p><u>CFC 604.5 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>
202	<p>Remove electrical cords through/under floors, walls, doors, ceilings</p> <p><u>CFC 604.4 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.</p> <p><u>CFC 604.5 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 clearance at electrical panels (Minimum 30" W and 78" H – will be larger for wider or 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>CFC 604.8</p>
207	<p>Repair cover plates, outlets, and/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>CFC 604.4.1/2 Power Taps.</u> Power taps shall be polarized/grounded, UL listed and permanently installed</p>

Exiting

301	<p>Panic hardware in A, E, H, I-2, I-2.1</p> <p><u>CFC 1010.1.10. Panic and fire exit hardware.</u> 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, I-1 or I-2.1 occupancies shall not be provided with a latch or lock other than panic hardware or fire exit hardware.</p> <p>Exceptions: A main exit of a Group A occupancy shall be permitted to have locking devices in accordance with Section 1010.1.9.4, Item 2. See item 305 below for code language.</p>
302	<p>Exit doors shall swing in the direction of exit travel when OL 50+ or H.</p> <p><u>CFC 1010.1.2. Direction of swing.</u> Pivot or side-hinged swinging doors shall swing in the direction egress travel where serving a room or area containing an occupant load of 50 or more persons or a Group H Occupancy.</p> <p><i>When panic hardware is required, the doors must, by definition, swing in the direction of egress travel.</i></p>

304	<p>Remove deadbolts or other hardware requiring more than a single action <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> <p>Examples:</p> <ul style="list-style-type: none"> • Slide bolts • Deadbolts with thumb latches
305	<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.</p> <p><i>Other than compliant door hardware and systems, devices that impede egress shall not be installed on doors. Examples include, but are not limited to:</i></p> <ul style="list-style-type: none"> • Security bars • Delayed egress systems <p>Refer delayed egress systems and/or on-going security concerns to Fire Prevention.</p>
306	<p>Doors & hardware, exit signs and exit illumination shall be maintained <u>CFC 107.1 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.</p> <p>Exit paths – halls, corridors, lobbies - must be continuously illuminated (24/7) and supplied with back-up power</p> <p><u>CFC 1008.2 Illumination required.</u> The <i>means of egress</i>, including the <i>exit discharge</i>, shall be illuminated at all times the building space served by the <i>means of egress</i> is occupied.</p> <p>Exceptions:</p> <ol style="list-style-type: none"> 1. Occupancies in Group U. 2. <i>Aisle accessways</i> in Group A. 3. Dwelling units and sleeping units in Groups R-1, R-2 and R-3. 4. Sleeping units of Group I, <i>R-2.1 and R-4</i> occupancies. <p><u>CFC 1013.3 Illumination.</u> Exit signs shall be internally or externally illuminated. <u>CFC 1031.4 Exit signs.</u> Exit signs shall be installed and maintained in accordance with <u>Section 1104</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>
307	<p>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>
308	<p>Aisle widths shall be in accordance with CFC <u>CFC 1018.1 Aisles</u> Aisles and aisle accessways serving as a portion of the exit access in the means of egress system shall comply with the requirements of this section. Aisles or aisle accessways shall be provided from all occupied portions of the exit access that contain seats tables, furnishings, displays and similar fixtures or equipment. The minimum width or required capacity of aisles shall be unobstructed.</p> <p><i>Contact your Fire Prevention inspector is you have questions regarding required aisles widths in specific occupancies.</i></p>
309	<p>Test emergency lights monthly for 30 sec & annually for 90 min. Maintain records. <u>CFC 108.2 Testing and operations.</u> Equipment requiring periodic testing or operation to ensure maintenance shall be tested or operated as specified in this code. CONTINUED ON NEXT PAGE <u>CFC 108.2.1 Reinspection and testing.</u> Where any work or installation does not pass an initial test or inspection, the necessary corrections shall be made so as to achieve compliance with this code. <u>CFC 108.3 Recordkeeping.</u> A record of periodic inspections, tests, servicing and other operations and maintenance shall be maintained on the premises or other approved location for not less than 3 years, or a different period of time where specified in this code or referenced standards. Records shall be made available for inspection by the fire code official, and a copy of the records shall be provided to the fire code official on request.</p>

Hazardous Materials

401	<p>Secure compressed gas cylinders <u>CFC 5303.5.3 Securing compressed gas containers, cylinders and tanks</u> Compressed gas containers, cylinders, tanks and systems shall be secured against accidental dislodgement.</p> <p><i>This can be accomplished in a variety of ways: among the most common: wide and tight metal band or two tight chains (1/3 and 2/3 height). Single chains on cylinders are not acceptable due to the ability of cylinders to slide out.</i></p> <p><i>Cylinders can also be securely attached to mobile carts intended for that purpose.</i></p>
402	<p>Post NFPA placards <u>CFC 5003.5 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>.</p>
407	<p>Utilize flammable liquid cabinets (required for > 10 gal for building maintenance purposes). <u>CFC 5704.3.4.4 Liquids for maintenance and operation of equipment</u>. In all occupancies, quantities of flammable and combustible liquids in excess of 10 gallons used for maintenance purposes and the operation of equipment shall be stored in liquid storage cabinets.</p>

Portable Fire Extinguishers

501	<p>Portable extinguishers shall be located in conspicuous locations, readily accessible. <u>CFC 906.5</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.</p> <p><u>CFC 906.9 Extinguisher installation.</u> The installation of portable fire extinguishers shall be in accordance with <u>Sections 906.9.1 through 906.9.3.</u></p>
502	<p>Service and tag annually</p> <p><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, Section 575.1</i></p>
503	<p>Mount with hangers/brackets or in cabinet</p> <p><u>CFC 906.7 Hangers and brackets</u> Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on hangers or brackets supplied. Hanger or brackets shall be securely anchored to the mounting surface in accordance with the manufacturer's installation instructions</p> <p><u>CFC 906.8 Cabinets</u> Cabinets used to house portable fire extinguishers shall not be locked. Exceptions:</p> <ul style="list-style-type: none"> • Where extinguishers are subject to malicious use or damage are provided with a means of ready access • In Group I-3 occupancies and mental health areas of I-2 occupancies access to portable fire extinguishers shall be permitted to be locked or to be located in staff locations provided that the staff has the keys.
504	<p>K-class within 30 feet of cooking equipment</p> <p><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.</u></p> <p>[California Code of Regulations, Title 19, Division 1, §573(a) through (c)] Fire Extinguisher Size and Placement for Commercial Cooking Operations.</p> <p>(a) <i>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></p> <p>(b) <i>Maximum travel distance shall not exceed 30 feet (9.15 m) from the hazard to the extinguishers.</i></p> <p>(c) <i>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>Ensure unobstructed and unobscured.</p> <p><u>CFC 906.6.</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>Mounting height</p> <p><u>California Code of Regulations, Title 19, Section 567.6</u> Fire extinguishers with a gross weight not exceeding 40 pounds shall be installed so that the top of the fire extinguisher is not more than 5 feet above the floor. Fire extinguishers having a gross weight greater than 40 pounds (except wheeled extinguishers) shall be so installed that the top of the fire extinguisher is not more than 3.5 feet above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4 inches.</p>
507	<p>Cabinets shall not be locked without a ready means of access.</p> <p><u>CFC 906.8 Cabinets</u> Cabinets used to house portable fire extinguishers shall not be locked. Exceptions:</p> <ul style="list-style-type: none"> • Where extinguishers are subject to malicious use or damage are provided with a means of ready access <p>In Group I-3 occupancies and mental health areas of I-2 occupancies access to portable fire extinguishers shall be permitted to be locked or to be located in staff locations provided that the staff has the keys.</p>
508	<p>Install extinguishers where required.</p> <p><u>CFC 906.1 Where required.</u> Portable fire extinguishers shall be installed in the following locations.</p> <ol style="list-style-type: none"> 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>The last two pages of this Inspection Guide for detailed size and spacing information</p>

509	Light hazard: One 2A:10B:C provided per 6,000 sq.ft.; Travel ≤75 ft. <u>CFC 906.3 Size and distribution and CCR Title 19 Sections 568-570</u> <i>The last two pages of this Inspection Guide for detailed size and spacing information</i>
510	Ordinary hazard: One 2A:10B:C provided per 3,000 sq.ft.; Travel ≤75 ft. <u>CFC 906.3 Size and distribution and CCR Title 19 Sections 568-570</u> <i>The last two pages of this Inspection Guide for detailed size and spacing information</i>
511	High hazard: One 4A:40B:C provided per 4,000 sq.ft.; Travel ≤30 ft. <u>CFC 906.3 Size and distribution and CCR Title 19 Sections 568-570</u> <i>The last two pages of this Inspection Guide for detailed size and spacing information</i>

Storage	
601	Remove combustibile materials stored under enclosed stairs without 1 hr rating <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. Exception: 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. 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.
602	Secure storage racks <u>CFC 3205.1 Rack structures.</u> The structural integrity of racks shall be maintained. <i>Racks should be secured to the floor with bolts through the footplates. Each footplate should contain at least two bolts. Bolts should cover the hole, not just catch a part of the circumference of the hole. Bolts should be in good condition.</i>
603	Keep storage > 18" below fire sprinkler deflector throughout the building. <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 or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings
604	Keep storage > 24" below ceiling in unsprinklered building <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 or a minimum of 18 inches (457 mm) below sprinkler head deflectors in sprinklered areas of buildings
605	Maintain aisle widths in high piled combustibile storage areas <u>3206.10 Aisles.</u> Aisles providing access to <i>exits</i> and fire department access doors shall be provided in <i>high-piled storage areas</i> exceeding 500 square feet (46 m ²), in accordance with <u>Sections 3206.9.1 through 3206.9.3.</u> Aisles separating storage piles or racks shall comply with NFPA 13. Aisles shall also comply with <u>Chapter 10.</u>
606	Cease storing combustibile materials in equipment rooms – boilers, mechanical, electrical rooms, etc. <u>CFC 315.3.2/3 Equipment rooms.</u> Combustibile material shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.
607	Combustibile storage in attics, concealed spaces & under-floor areas shall be protected as required. Attic, under-floor and concealed spaces used for storage of combustibile materials shall be protected on the storage side as required for 1-hour fire-resistance-rated construction. Openings shall be protected by assemblies that are self-closing and are of noncombustibile construction or solid wood core no less than 1 3/4 inches in thickness. Storage shall not be placed on exposed joists. <u>CFC 315.3.4</u> Exceptions: 1. Areas protected by approved automatic sprinkler systems 2. Group R-3 (single family homes) and Group U Occupancies.
608	Maintain combustibile materials in an orderly fashion and away from exits <u>CFC 315.3 Storage in buildings.</u> Storage of combustibile materials in buildings shall be orderly. <u>CFC 315.3</u> Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur. <u>CFC 315.3.2 Means of egress.</u> Combustibile materials shall not be stored in exits or exit enclosures.

609	Storage of combustible materials shall be separated from heaters/heating devices by distance or shielding so that ignition cannot occur. <u>CFC 315.3</u>
610	Keep outside combustible material storage 10' from property line (3' if < 6' high) <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. Exceptions: <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. Refer questions to Fire Prevention
611	Keep materials susceptible to spontaneous combustion in listed disposal container <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.
612	Keep combustible wastes inside appropriate containers <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.
613	Container storage of rubbish. <u>CFC 304.3.2</u> Containers with a capacity exceeding 5.32 cubic feet (40 gallons) shall be provided with lids.
614	Keep dumpster 5' from eaves (unless they have fire sprinklers), comb. walls, openings <u>CFC 304.3.4 Capacity of 1.5 cubic yard or more.</u> Dumpsters with an individual capacity of 1.5 cubic yard [200 gallons (0.76 m ³)] or more shall not be stored in buildings or placed within 5 feet (1524 mm) of combustible walls, openings or combustible roof eave lines. Exceptions: <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] 3. Dumpsters or containers that are located adjacent to buildings where the exterior area is protected by an approved automatic sprinkler system
615	Maintain clear flue spaces or install pallet stops with permit. <u>CFC 3205.8 Housekeeping and Maintenance – Flue Spaces</u> Flue spaces shall comply with Section 3208.3 <i>Section 3208.3 specifies where flue spaces are required and how wide they must be. Section 3205.8 requires them to be maintained clear of obstructions. Assume spaces between racks are required flue spaces.</i>
616	Storage layout signage on the wall. <u>CFC 3201.3.2 Approved storage layout</u> A floor plan, of legible size, shall be provided, mounted on a wall and protected for damage. The floor plan shall be mounted in a approved location and show the following: <ol style="list-style-type: none"> 1. Locations, dimensions and rack layout of high-piled storage areas. 2. Design storage height for each storage area. 3. Types of commodities (general description, such as stuffed toys in cardboard cartons, engine blocks on wood pallets). 4. Commodity clearance between top of storage and the sprinkler deflector for each storage arrangement. 5. Aisle dimension between each storage array. 6. For palletized and solid-piled storage, the maximum pile volume for each storage array. 7. Location and classification of commodities in accordance with Section 3203 (<i>Class I, II, III, IV or High Hazard</i>). 8. Location of required fire department access doors. 9. Location of valves controlling the water supply of ceiling and in-rack sprinklers.

Fire Protection Systems

800	<p>Commercial cooking equipment requires Type I hood & Fire extinguishing system <u>CFC 607.2 Where required.</u> 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. 903.2.11.5 Commercial cooking operations. An <i>automatic fire extinguishing system</i> shall be installed in a commercial kitchen exhaust hood and duct system where an <i>automatic sprinkler system</i> is used to comply with <u>Section 904.2.2</u>. <i>Fire sprinklers under the hood OR an Ansul type hood system are allowed.</i></p>
801	<p>Extend fire protection system <u>CFC 901.4 Installation.</u> <i>Fire protection systems</i> 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 whenever the building is altered, remodeled or added to. <i>Alterations to fire protection systems</i> shall be done in accordance with applicable standards.</p>
802	<p>Repair fire protection system <u>CFC 901.6 Inspection, testing and maintenance.</u> Fire detection and alarm systems, emergency alarm systems, gas detection systems, fire-extinguishing systems, mechanical smoke exhaust systems and smoke and heat vents 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>Provide required inspection, testing and maintenance for fire alarm systems <u>CFC 901.6 Inspection, testing and maintenance.</u> Fire detection and alarm systems, emergency alarm systems, gas detection systems, fire-extinguishing systems, mechanical smoke exhaust systems and smoke and heat vents 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>
804	<p>Provide required residential smoke alarms. Smoke alarms are required in both common areas and individual apartments/sleeping rooms. <u>CFC 907.2.8.3 Smoke alarms.</u> Every apartment and hotel/motel sleeping room shall have a smoke alarm. Single- and multiple-station smoke alarms shall be installed in accordance with <u>Section 907.2.11</u>. <i>You may want to spot check for the required in unit smoke detectors in some cases.</i></p>
805	<p>Provide required annual testing and maintenance for fire doors and windows <u>CFC 703.4 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>Provide 5-year service of sprinklers and standpipes <u>CFC 903.5 Testing and maintenance</u> <i>See chart next page for references</i></p>
808	<p>Provide annual standpipe inspection for equipment the Fire Department will use. <u>CFC 903.5 Testing and maintenance</u> <i>See chart next page for references</i></p>
809	<p>Provide every 6 months service for dry chemical systems, including cooking hood systems <u>CFC 904.12.5.2 Extinguishing system service</u> <i>See chart next page for references</i></p>
810	<p>Maintain commercial cooking hood equipment and filters grease free <u>CFC 607.3.3 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>
811	<p>Maintain on-site private fire hydrants <u>CFC 901.6 Inspection, testing and maintenance.</u> Fire detection, alarm and extinguishing systems 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>
812	<p>Make fire sprinkler valve accessible and ensure locked <u>CFC 901.6 Inspection, testing and maintenance.</u> Fire detection, alarm and extinguishing systems 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>
813	<p>Provide spare fire sprinkler heads and wrench <u>CFC 901.6 Inspection, testing and maintenance.</u> Fire detection, alarm and extinguishing systems 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>

Testing and Maintenance Frequency Requirements

System Type	Every Six-Month	Annual	5-Year	Reference
Water Based Fire Sprinklers		X	X	CCR, Title 19, Division 1, Chapter 5
Standpipes		X		CCR, Title 19, Division 1, Chapter 5
Fire Alarms		X		NFPA 72, Chapter 14
Fire Doors and Windows		X		NFPA 80, Chapter 5
Fire Hydrants		X		CCR, Title 19, Division 1, Chapter 5
CO2 Systems		X		NFPA 12, Chapter 4, Section 4.8
Clean agent (example: Halon 1301 System)	X			NFPA 12A, Chapter 6
Hood and Duct Systems (Dry Chemical)	X			NFPA 17, Chapter 11
Wet Chemical	X			NFPA 17A, Chapter 8
Smoke and heat vents		X		NFPA 204, Chapter 12

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

High-Piled Combustible Material Commodity Classifications

High-pile storage of combustible materials is defined as storage of combustible materials in closely packed piles or combustible materials on pallets, in racks or on shelves where the top of storage is greater than 12 feet in height. In the case of some high-hazard products, the fire code official can reduce that height to 6 feet (more on this below).

Overview

The Fire Code looks at not only the product being stored, but how it is packaged and whether it is in or on a container to determine applicable requirements. The combination of the product, packaging material and containers is defined as the **commodity** being stored.

Commodity – Examples of the Three Parts	
Product - item being stored	Coffee mugs, engine blocks, plywood, toilet paper, etc.
Packaging materials around the item	Cardboard boxes with or without dividers, shrink wrap around boxes, boxes with foam peanuts, etc.
Containers	Wood or plastic pallets; plastic, cardboard or paper bin boxes; wooden crates; etc.

The Fire Code identifies three groups of plastics. The amount of these plastics present, and whether or not they are expanded into foam, is used in the evaluation of the hazards presented by commodities.

Group A	Heat of combustion much higher than ordinary combustibles and a burning rate higher than that of Group B plastics. Examples: <ul style="list-style-type: none"> • ABS • Polypropylene • Polyethylene
Group B	Heat of combustion and burning rate higher than that of ordinary combustibles, but not as high as those of Group A plastics. Examples: <ul style="list-style-type: none"> • Nylon • Silicon Rubber
Group C	Heat of combustion and burning rate similar to those of ordinary combustibles. Examples: <ul style="list-style-type: none"> • Melamine • PVC

Hazard Levels

The level of hazard presented by commodities varies significantly. The Fire Code divides commodities into five classes of increasing hazard:

- Class I
- Class II
- Class III
- Class IV
- High-Hazard (the group that the fire code official can regulate as high-piled storage at 6 feet instead of 12 feet)

Commodity Classification: Definitions and Examples

Commodity classification is used to determine applicable Fire Code requirements. Knowing the commodity classes stored in a building gives a quick overview of the fire hazards present. Contact your district inspection if you have questions regarding commodity classification.

Class I: non-combustible products with a limited amount of combustible packaging/containers
Non-combustible products in ordinary corrugated cartons with or without single-thickness dividers, or in ordinary paper wrappings, with or without wood pallets. The amount of Group A plastics is limited to 5% by weight if non-expanded, 5% by volume if expanded (foam).
Examples of products when packaging/containers do not exceed Class I standards: <ul style="list-style-type: none">• Alcoholic beverages not exceeding 20% alcohol in non-combustible containers• Electric motors• Ceramics• Foods in non-combustible containers• Non-combustible liquids in plastic containers having less than a 5-gallon capacity• Metal furniture with minimal plastic trim
Class II: non-combustible products with a moderate amount of combustible packaging/containers
Non-combustible products in slatted wooden crates, solid wooden boxes, multiple-thickness paperboard cartons or equivalent combustible packaging material with or without wood pallets. The amount of Group A plastics is limited to 5% by weight if non-expanded, 5% by volume if expanded (foam).
Examples of products when packaging/containers do not exceed Class II standards: <ul style="list-style-type: none">• Salt, cartoned• Dry cell batteries (without lithium or exotic metals) in blister packs, cartoned• Alcohol, up to 20%, in plastic containers greater than 5 gallons and wall thickness up to ¼ “• Housing materials (such as sinks, countertops) non-combustible cartoned or crated• Shock absorbers, metal dust cover• Non-combustible liquids, glass bottles or jars, cartoned
Class III – ordinary combustibles with a limited to moderate amount of combustible packaging
Products of wood, paper, natural fiber cloth, or Group C plastics or products thereof, with or without wood pallets. Packaging can include any of the packaging allowed for Class I and II commodities. The amount of Group A plastics is limited to 10% by weight if non-expanded, 10% by volume if expanded (foam).
Examples: <ul style="list-style-type: none">• Charcoal – NOT mineral spirit impregnated, bagged• Tissue products, plastic wrapped, cartoned• Fresh meat in plastic trays• Box spring, minimal plastic material• Cartons, corrugated, flat unassembled in neat piles• Dry foods (such as cereal, baked goods, candy, coffee) bagged or cartoned

Class IV – Commodities that present a greater fire hazard than ordinary combustibles

Includes:

- Non-combustible products or Class III products containing Group A plastics (see limit below) in ordinary corrugated cartons.
- Non-combustible products or Class III products with Group A packaging.
- Group B plastics
- Free-flowing Group A plastics with or without wood pallets

Packaging can include any of the packaging allowed for Class I and II commodities.

The amount of non-free flowing Group A plastics is limited to 15% by weight if non-expanded, 25% by volume if expanded (foam).

Examples:

- Box spring in plastic wrapper
- Nail polish, up to 2-ounce glass bottles, cartoned
- Cartons, corrugated, partially assembled
- Matches, paper type, cartoned
- Fiberglass insulation, paper-backed rolls, bagged or unbagged
- Ammunition, small arms and shotgun, cartoned

High-Hazard – Commodities that burn at an intensity far greater than ordinary combustibles and/or which present significant challenges to fire suppression

Commodities presenting a special fire hazards not present in Class I, II, III or IV products. Group A plastics in excess of 15% by weight if non-expanded, 25% by volume if expanded (foam) of the commodity.

Examples:

- Carpet tiles, cartoned
- Toys, stuffed; foam or synthetic
- Tissue products, plastic wrapped, uncartoned
- Mattresses and pillows containing foam plastic
- Rolled carpet
- Charcoal – mineral spirit impregnated, bagged
- Milk, any container, in solid plastic crates

Basic Fire Extinguisher Selection, Numbers and Location

By local ordinance, the smallest fire extinguisher allowed in Livermore and Pleasanton is 2A10B: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 table below 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.

- 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, compromising their ability to exit should that be necessary.
- Fire extinguishers must be mounted on the wall, or a post, or placed on shelves.
- 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.
- 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.
- The clearance between the floor and the bottom of the fire extinguisher must not be less than 4 inches (2007 CFC 906.9).

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.

Fire Extinguisher Spacing and Coverage			
Hazard Level	Minimum Fire Extinguisher Rating	Max 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 6,000 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 (high) 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 through-out 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.)