

General Fire Inspection Checklist

The following inspection checklist covers Fire Code requirements for new construction and remodel projects and includes most of what will be inspected for a Fire Final/CO Inspection. Not every listed inspection will relate to your project. Please keep in mind this checklist is for guidance only and may not address every situation or violation that could arise. Please consult the locally adopted code in your jurisdiction for additional information on these Fire Code requirements.

***INSPECTIONS THAT SHOULD BE COMPLETED/PASSED BEFORE FINAL INSPECTION (IF APPLICABLE):**

Fire Lane Inspection

Hydrant Flow Test

Hydro & Visual Inspections for Sprinkler System

Fire Alarm Testing/Acceptance

Commercial Vent Hood; Smoke, 1st and 2nd Wrap and Acceptance

HVAC Duct Detector Inspection (typically performed with the Alarm testing)

Fire Wall Inspection

Emergency Responder Radio Coverage

Note: Construction should be complete, utilities must be turned on, and an approved set of stamped plans must be on site before calling for the Final Inspection

SITE AND EXTERIOR INSPECTION ITEMS

- Building address visibility
- Fire lanes and access roads
- Fire department connections and hydrant location and accessibility
- Knox Box location and contents
- Labeling of FDC, fire lanes and riser room
- Impact protection for gas meter/piping

BUILDING: EXIT AND EGRESS

- Adequate number of exits and width of corridors
- Exit doors open from the inside and are free of obstruction
- Exit signs are present, placed appropriately and operational with battery backup
- Emergency egress lighting is present, operational and meets the requirements for illumination
- Proper installation and usage of exit hardware

BUILDING: STORAGE, STOCK AND HAZARDOUS MATERIALS

- Storage placement - Not within 24" of the ceiling if unsprinkled, 18" if sprinkled
- Combustible storage prohibited in electrical rooms and boiler/mechanical/riser room restrictions
- High piled storage requirements if products displayed over 12' in height
- Hazardous materials kept in acceptable quantities
- Compression gas cylinders labeled, capped and secured
- All rooms with hazardous material must be properly labeled
- Hazardous chemical storage should have separation of incompatible materials

FIRE PROTECTION: SPRINKLER

- Adequate coverage in all required areas
- Controls and equipment are readily available
- Heads in working condition, free of paint and debris
- Wrench/spare components present in the Riser Room
- Riser/Pump rooms labeled

FIRE PROTECTION: ALARM

- Control panel/annunciator panel in normal condition with no errors or alert codes
- Duct detectors properly installed
- When required, fire alarm system is monitored by an approved supervising station per NFPA 72
- Room(s) containing FACP properly labeled

FIRE PROTECTION: KITCHEN HOOD

- Hood system properly installed
- Fuel shutoff present
- Serviced every six months by a licensed Fire Extinguishment Servicing Company
- Hoods, grease removal devices, fans, ducts and other components are clean and inspected at required intervals

FIRE PROTECTION: FIRE EXTINGUISHERS

- Locations reviewed for code compliance
- Travel distance not exceeded
- Mounted at correct height with proper labeling/signage
- Tested/Inspected annually
- Readily accessible
- Class K extinguisher provided for cooking areas

MECHANICAL AND ELECTRICAL

- Electrical outlets, switches and j-boxes have proper cover plates
- Overcurrent protection present where required
- Extension cords are not in use as fixed wiring solutions
- Electrical rooms labeled properly
- Access/clearance to electrical panels
- Above ceiling HVAC unit labels on ceiling grid

OTHER INSPECTION ITEMS

- Attic storage and unsafe conditions
- Where required, fire safety and evacuation plans are posted/maintained
- Other signage items; room/door labels, occupancy load posting, etc.
- Premises housekeeping - clear of combustibles, rubbish, unmanaged vegetation and other fire and tripping hazards
- Fire wall labeling above ceiling grid