

SHERIDAN FIRE-RESCUE

Commercial Occupancy Pre-Inspection Checklist

Some of the most essential fire codes that are included in the annual Fire Safety Inspection by the Sheridan Fire-Rescue Department are listed herein. Commercial property owners and managers should continuously review this checklist for the safety of the general public, employees and emergency responders. The IFC and NFPA numbers referenced are Fires Codes which will be enforced in the City of Sheridan.

Fire Protection Systems Inspection, Testing and Maintenance

- ◇ Fire alarm systems, sprinklers and fire pumps shall be inspected, tested and serviced annually. (IFC 907.8.5)
- ◇ Records of all fire protection system inspections, tests and maintenance shall be kept on the premises for review by the Fire Official. (IFC 907.8.5)
- ◇ Fire protection systems shall be maintained in an operative condition at all times. (IFC 907.8.5)
- ◇ Emergency lighting and exit sign lighting shall be tested every month. Records shall be kept on the premises for review by the Fire Official. (NFPA 101-31-1.3.7) (IFC 604.5.1)
- ◇ Emergency generator systems shall be routinely inspected, operated and serviced per NFPA 110 & 111. All records shall be kept on the premises for review by the Fire Official. (IFC 604)
- ◇ Commercial cooking fire protection systems shall be tested at least every 6 months. (IFC 904.11.6.2)
- ◇ Hoods, grease removal devices, fans, ducts, etc. shall be cleaned to bare metal. Cleaning shall be recorded, and records shall state the extent, time and date of cleaning. Records shall be maintained on premises. (IFC 909.3.3)
- ◇ Private hydrants shall be inspected, serviced and flow tested annually. (IFC 507.5.3)

Exits

- ◇ Exit doors shall be unlocked when building is occupied. (IFC 1008.1.9.3)
- ◇ Exit signs, doors, halls shall not be visually or physically obstructed by storage, decorations, furnishings, snow or ice. (IFC 1027.5)
- ◇ Exit signs shall be illuminated. (IFC 1011.6.3)

- ◇ Exit ways shall be illuminated at all times the building is occupied including during commercial power failures. (IFC 1006.3 & 604.2)
- ◇ Fire doors, smoke dampers and other fire resistance barriers and assemblies shall not be modified or otherwise impaired from the proper operation at any time. (IFC 703.2)

Combustible and Flammable Material Storage

- ◇ Combustible materials (cardboard, paper, plastics, kerosene, paint, etc.) shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms. (IFC 315.3.3)
- ◇ Combustible materials shall not be stored in exit ways, hallways, stairways or exit enclosures. (IFC 1027.5)
- ◇ Outside dumpsters shall be kept at least 5 feet away from combustible walls, window, doors, overhangs and lid shall be closed. (IFC304.3.3)
- ◇ Combustible storage shall be at least 2 feet below the ceiling or 18 inches below sprinkler heads. (IFC 315.3.1)
- ◇ Compressed gas containers, cylinders and tanks shall be secured to prevent falling. (IFC 5303.5.3)
- ◇ Flammable materials (gasoline, propane, alcohol, etc.) shall not be stored indoors. Including fuel tanks of motorcycles, lawn-care equipment or cooking equipment, etc. (IFC 313)

Building Maintenance

- ◇ All private hydrants, fire lanes, fire department connections (FDC) and control valves shall be clear, labeled, visible and unobstructed, including snow removal. (IFC 503, 509, 507.5.3)
- ◇ The building address shall be clearly visible from the street, minimum 4 inches in height with a contrasting background. (IFC 505.1)
- ◇ A Knox box with all entrance and interior keys for emergency access is required for all structures that automatically dial 911. (IFC 506)
- ◇ Fire-resistance-rated construction shall be maintained. (IFC 703.1)
- ◇ Occupant load signs must be legible, permanent and posted in conspicuous location. (IFC 1004.3)
- ◇ Door Labels are required for accesses to Electrical, Furnace, Sprinkler, Mechanical, and Generator rooms and to the roof. (IFC 509, 605.3.1)
- ◇ Candles and other open flames are restricted in commercial properties without a special permission from the Fire Official. (IFC 308)

Electrical

- ◇ A working space of not less than 30 inches wide (or width of equipment), 36 inches deep and 78 inches high shall be provided in front of electrical service equipment. No storage within this workspace. (IFC 605.3)
- ◇ “Power strips or surge protectors” shall be UL listed, polarized, grounded and equipped with over current protection.) and shall be directly connected to a permanently installed receptacle. No “daisy chaining”. (IFC 605.4.2)
- ◇ “Power strips” cords shall not extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental or physical damage. (IFC 605.5)
- ◇ Extension cords, Multi-plug adapters and flexible cords shall not be a substitute for permanent wiring. (IFC 605.5)
- ◇ All Electrical Boxes shall be properly covered. (IFC 605.6)
- ◇ Portable electric heaters shall be UL listed and plugged directly into a permanent wall receptacle, not into an extension cord, power strip or adapter. They must be positioned at least three feet away from combustibles. (IFC 605.10)

Portable Fire Extinguishers

- ◇ A minimum of one 2A-10:BC portable fire extinguisher shall be provided within 75 feet of travel distance from anywhere in the business on each floor. (IFC 906.3-NFPA 10)
- ◇ A Class K fire extinguisher shall be mounted within 30 feet of commercial food equipment using vegetable or animal oils (IFC 904.11.5)
- ◇ Fire extinguishers shall not be obstructed and shall be in a conspicuous location. When visually obstructed, approved signs shall be provided to indicate location. (IFC 906.6)
- ◇ Fire extinguishers shall be mounted on wall with hanger at least 4” above the floor and no more than 60” above the floor. (IFC 906.7, 906.9)
- ◇ Annual, certified inspections of all extinguishers are required. (IFC 906.2)