

GENERAL FIRE INSPECTION REQUIREMENTS for EXISTING BUILDINGS

The following checklist represents some general fire inspection components, yet does not encompass all aspects of the Fire Code. **This checklist is provided to give you the opportunity to correct deficiencies in your facilities prior to a Fire Department inspection.** You may contact the Pueblo West Fire Department Division Chief of Prevention/Inspections at (719) 547-7337 for assistance.

Exterior of Building

- The address shall be sized and located so that it is readily visible from the street. The numbers must also be in contrast to the building color.
- Exits from the building must be clear to an open area, not blocked by parking or vegetation.
- Grounds must be clear of debris.
- Dumpsters must be at least 5 feet away from combustible building or overhanging eaves.
- Gas meter must be protected (with posts) if in an area where it could be damaged.
- Is there a KNOX box on the building? If so, are the correct keys inside?

Interior of Building

Capacity Signs

- Capacity signs must be displayed at the main entrance to each space.
- All assemblies must have their capacity rating reviewed. If your facility no longer has a sign or needs to have the capacity reassessed, please contact the Fire Prevention Bureau at (719) 553-2830.

Exit Doors / Door Hardware

- In places of Public Assembly, with a capacity of 100 persons or more, the doors shall have approved panic hardware on all designated exit doors. Other locking devices are not allowed.
- In places of Public Assembly, with a capacity of 51 - 99 persons, offices, factories, stores and storage buildings, there must be at least two approved exits and the doors must swing in the direction of egress. These doors shall have hardware that only one motion would be required to unlatch and open the door. Some examples of this are: panic hardware, lever handles, push pads, etc., (one motion and go).

Exception:

The main entry door (which includes the main door to a tenant space) is permitted to be equipped with a thumb turn OR a key operated locking device from the egress side provided: **ALL OF THE FOLLOWING ARE REQUIRED:**

1. A readily visible durable sign is posted on the egress side on or adjacent to the door stating:

THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED.

The sign shall be in letters 1 inch high on a contrasting background.

2. The use of the key-operated locking device is revocable for due cause.

- All doors designated as exits must have a minimum 32" clear width when fully open.
- Loose props such as wedges cannot be used to hold open exit doors during hours of occupancy. If an exterior exit door needs to be held open, a prop attached to the door may be installed.

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Interior of Building

(Continued)

Aisles

- ___ Aisles leading to an exit door shall not have less than 44" clear width.
- ___ Aisles shall not be obstructed.
- ___ Where tables and chairs are used, access shall be maintained to all aisles.

Exit Signage and Emergency Lighting

- ___ All exits must be clearly indicated with an approved exit sign.
- ___ To ensure continued illumination for a duration of not less than 90 minutes, the illuminated exit signs and emergency lights must have a primary and back-up power source in case of power loss. The back-up power source can be from storage batteries, an on-site generator or the like.
- ___ The entire exit path (including immediately outside the exit door) must be lighted at all times.

Fire Extinguishers

- ___ You must have the proper type of fire extinguishers. The size, type and location are determined by the hazards they are intended to protect. A minimum Type 2A:10BC is required in most cases.
- ___ Ensure that all extinguishers are inspected, certified and tagged annually by a qualified contractor. The contractor will advise you on the required size, type and location.
- ___ All fire extinguishers must be accessible and mounted **within the following range:** The mounting bracket of the extinguisher should be no less than 3 feet and no more than 5 feet above the floor.

Compressed Gas Cylinders

- ___ All compressed gas cylinders in use or storage, (full or empty) shall be adequately secured to prevent falling or being knocked over. We encourage the use of chain(s) for this purpose. Rope and bungee cords have a stretch component and are subject to degradation by fire. The cylinders can also be nested together or in rack storage.

Storage

- ___ Storage of combustible materials must be kept at least 24 inches from the ceiling and at least 36 inches from gas fired or heat producing appliances, e.g. furnace, water heater, etc.
- ___ Combustible or flammable liquids not in retail size containers are prohibited from being in a public assembly building unless properly stored in an approved flammable storage cabinet. This includes fuels contained in weed trimmers, lawn mowers, snow throwers etc.

Electrical

- ___ Doors of rooms containing electrical control panels and equipment must have approved signage.
- ___ Clearance to panel is required. Minimum 30 inches side to side and 36 inches in front.
- ___ Panel must be mounted securely on the wall.
- ___ Panel door must close and latch.
- ___ All openings in panel must be covered.
- ___ The main disconnect must be labeled.
- ___ All junction boxes, outlets, switches, etc. must have cover plates installed.
- ___ Extension cords may not be used in lieu of permanent wiring.
- ___ Temporary cords may not run through walls, floors, ceilings, doorway, across aisles, or under rugs.

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Life Safety Systems

(If applicable)

Sprinkler System

- ___ Exterior fire department hose connection is unobstructed and location is visible from the street.
- ___ Doors of rooms containing sprinkler control valves must have approved signage.
- ___ The sprinkler system (including standpipes and/or fire pump) must be tested, certified and tagged annually by a licensed contractor.
- ___ The inspection report must be available on site and a copy forwarded to our office.
- ___ All system components must have proper signage.
- ___ All control valves must be accessible: Minimum 30 inches side to side and 36 inches in front.
- ___ All valves must be supervised and/or chained in the open position.
- ___ Spare sprinkler box must be provided with spare sprinklers and wrench.
- ___ Fire department hose connections must have protective caps in place.
- ___ Nothing may be attached to or suspended from any part of the sprinkler system.
- ___ A horizontal plane of clearance, free of any decoration, display, or storage, must be maintained, at least 18 inches, below all sprinkler heads.

Fire Alarm System

- ___ Doors of rooms containing fire alarm control panels must have proper signage.
- ___ The fire alarm system, must be tested, certified and tagged annually by a licensed contractor.
- ___ The inspection report must be available on site and a copy forwarded to our office.
- ___ All system components must be maintained and shall operate properly.

Commercial Cooking Operations

- ___ All cooking operations must be properly protected with a certified hood and suppression system.
- ___ Deep fat fryers must have a 16 inch separation (horizontal or vertical) to open flames. A steel baffle that is 8 inches taller than the open flame may be installed where separation is less than 16 inches.
- ___ The system must be tested and certified biannually.
- ___ The inspection report must be available on site and a copy forwarded to our office
- ___ Hand pull must be located properly, on the way out of the hood area.
- ___ All cooking equipment and components (hoods, ducts, filters, etc.) must be free of grease:
- ___ Kitchens utilizing deep fat or oil fryers must have a Type "K", wet chemical extinguisher Specifically for the fryers and a 40 BC dry chemical extinguisher for all other hazards in the kitchen.

Emergency Generator

- ___ The generator and any enclosure must be have approved signage or placarding for any hazards.
- ___ The emergency generator must be maintained and operate properly.
- ___ The generator test log must be available on site.