



MILPITAS FIRE DEPARTMENT
FIRE PREVENTION DIVISION

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INSPECTION CHECKLIST GROUP A OCCUPANCIES

Examine Housekeeping Issues

Verify that:

1. Storage of combustible materials is orderly.
2. Storage is separated from heaters or heating devices by distance or shielding.
3. Storage is at least 18 inches below sprinkler head deflector or 2 feet below ceiling in nonsprinkled areas.
4. Exits and exit enclosures are kept free from combustible materials.
5. Boiler, mechanical and electrical equipment rooms are kept free from combustible materials.
6. Any attic, under-floor and concealed spaces used for storage of combustible materials is protected on storage side as required.
7. Outside storage of combustible materials is not located within 10 feet of property line unless exception allows.
8. Combustible waste containers larger than 40 gallons have lids constructed of metal or approved combustible material.
9. Dumpsters and containers more than 40.6 cubic feet stored outside and not within 5 feet of combustible walls, openings or under eave lines.
10. Oily rags or other materials subject to spontaneous ignition are stored in a listed disposal container and removed daily as required.
11. Any liquid- or gas-fueled vehicles, boats, or motorcraft present are properly maintained.
12. Hoods, grease removal devices, fans and ducts are clean and records available.
13. All extinguishing systems over commercial cooking shall comply with UL 300.
14. Any portable unvented fuel-fired heating equipment being used are not present.

Examine Miscellaneous Areas

Verify that:

1. Approved address numbers are plainly legible and visible from the street fronting the property.
2. Knox box is properly installed, if required.
3. Fire apparatus roads are unobstructed.
4. Fire apparatus roads are not less than 20 feet; with a minimum height unobstructed of 13 feet 6 inches.
5. Occupant loads are posted.
6. Operational permit obtained for a place of assembly.
7. Candles or other open flame devices being used with a permit.
8. An approved fire safety and evacuation plan has been prepared and is maintained.
9. Emergency evacuation drills have been conducted quarterly by all employees and records have been maintained.

Examine Fire Protection System

1. One 2A fire extinguisher installed in low hazard office areas per 6,000 square feet.
2. One 2A fire extinguisher installed in moderate areas per 3,000 square feet.
3. The maximum travel time distance to an extinguisher is 75 feet.
4. Extinguishers are located in conspicuous locations where they will be readily accessible and immediately available for use.
5. Extinguishers are not obstructed or obscured from view.
6. Hand-held extinguishers are either housed in cabinets or installed on hangers or brackets.
7. Fire extinguishers are installed so that their tops are no more than 5 feet above the floor if less than 40 pounds and if over 40 pounds no more than 3.5 feet above the floor.
8. Additional required extinguishers are in place.
9. All fire extinguishers have current service tag indicating service was conducted.
10. Cooking equipment involving vegetable or animal oils and fats is protected by a Class K-rated portable fire extinguisher provided within 30 feet of commercial cooking equipment.
11. A Type I hood is installed at or above all commercial food cooking appliances and domestic cooking appliances used for commercial purposes and producing grease vapors.

12. A Type I commercial kitchen exhaust hood and duct system has an approved automatic fire extinguishing system.
13. Automatic fire extinguishing systems over cooking appliances are serviced every six months and proof has been supplied.
14. Activation of the cooking fire suppression system automatically shuts down the fuel or electrical supply to cooking equipment.
15. Fusible links and automatic sprinkler heads over commercial cooking appliances replaced annually unless glass bulb type.
16. A manual activation device is located near the cooking area means of egress, 4 to 5 feet above the floor and 10 to 20 feet away from the kitchen exhaust system.
17. All valves on the sprinkler system are electronically supervised or locked.
18. All sprinkler heads or cover plates are clear of paint unless part of factory-installed paint when head was produced.
19. All fire detection, alarm, and extinguishing system are being maintained in an operative condition.
20. Records for all system inspections, tests, and maintenance for the last three years available if requested.
21. A 3-foot clearance has been maintained around all fire hydrants unless otherwise approved.
22. Fire alarm system have been properly maintained in an operative condition.

Examine Electrical System

Verify that:

1. Relocatable power taps are of the polarized or grounded type and are equipped with overcurrent protection and listed.
2. Relocatable power taps are directly connected to a permanently installed receptacle.
3. Relocatable power taps do not extend through walls, ceilings, floors, under doors or floor coverings, or are subject to damage.
4. Extension cords do not serve as substitute for permanent wiring.
5. Extension and flexible cords are not affixed to the structure, extended through walls, ceiling or floors.
6. Extension cords, if temporary, are plugged directly into an approved receptacle power tab or multiplug adapter.
7. Any extension cord only serves one portable appliance unless an approved multiplug extension cord is used.
8. Extension cords do not contain splices or damage.

9. Extension cords are grounded if serving grounded portable appliances.
10. Extension cord ampacity is greater than the rated ampacity of the portable appliance served by the cord.
11. Proper working spaces are being maintained in and around service equipment.
12. All electrical boxes and wiring are properly covered.
13. Electrical motors are maintained free from excessive accumulation of oil, dirt, waste, and debris.
14. Temporary wiring is only used for less than 90 days unless for construction, remodeling, repair, or demolition of a building.
15. Temporary wiring is properly attached.
16. No multiplug adapters, such as cube adapters, unfused plug strips or any other device prohibited by the Electrical Code are present.
17. Doors into electrical control panel rooms are properly marked with a sign.

Examine Exits

Verify that:

1. The occupant load has been determined based on the use and area of the building.
2. The correct occupant load in all assembly areas has been posted near the main exit with a clearly legible permanent sign.
3. The minimum required exits are present for the occupant load.
4. Doors swing in the direction of egress travel if occupant load is more than 50.
5. Egress doors are readily openable from the egress side without the use of a key or special knowledge or effort.
6. Latches are not present for occupant load more than 50 unless it is panic hardware or fire exit hardware.
7. Means of egress are illuminated at all times building is occupied.
8. Exit signs are internally or externally illuminated or of approved self-luminous type.
9. Exit signs are visible under emergency illumination conditions.
10. Exits and exit access doors are marked by an approved exit sign visible from any direction of egress travel where required.
11. Exit signs are no further than 100 feet from any point in a corridor.
12. Exit signs are properly illuminated for a duration of not less than 90 minutes by testing on proper back-up supply.

13. Means of egress do not have any obstructions in the required width areas.
14. Means of egress are not reduced in width along the path of egress travel.
15. Exit doorways are not less than 32 inches in width or 28 inches in existing buildings.
16. Aisles are of proper width.
17. Exit passageways are of sufficient width for occupant load.
18. Power photo-electric actuated exit doors be opened manually if there is a loss of power, and it does not take more than 50 pounds to set the door in motion.
19. Installed panic hardware is rated to unlatch with a maximum of 15 pound force applied to the bar and can be set in motion with 30 pounds of force.
20. Two exits, if required for rooms or space, properly spaced apart.
21. Manually operated flush bolts or surface bolts are not installed on exit doors.
22. Exit access corridors, passageways, exit stairways, rooms, exit discharge areas, with two or more required exits are illuminated in case of power failure.
23. Access-controlled entrance egress doors properly identified, installed correctly, and have a manual unlocking device.
24. The building has not been altered to reduce the required number of exits.

Examine Hazardous Materials Area

Verify that:

1. Class I liquids in excess of 5 gallons inside or 10 gallons outside are properly permitted.
2. Storage of incompatible materials is separated properly if in containers over 5 pounds or 0.5 gallon.
3. Shelf storage of flammable and combustible liquids is orderly.
4. Class I flammable liquids are not located in the basement unless below the MAQ for open-use and the basement is sprinkled.
5. Flammable and combustible liquids used for maintenance or operation of equipment exceeding 10 gallons is stored in a liquid storage cabinet.
6. Cylinders not more than 250 cubic feet in size are present and only for maintenance or operation of equipment.
7. Hazardous material has posted placard.

8. Rooms or cabinets containing compressed gases are properly identified with signage.

Examine Additional Fire Protection Issues

Verify that:

1. Fire doors and smoke barrier doors are not blocked or otherwise made inoperable.
2. Fire door assemblies have not been modified.
3. Swinging fire doors close from the full open position and latch automatically.
4. Horizontal and vertical sliding and rolling fire doors have been inspected and tested annually and written proof is available.
5. Magnetic hold-open devices are being maintained or are kept closed.
6. Decorative furnishings including cut trees (Christmas tree) are prohibited indoors unless fire retardant treated and bear the tag of an approved licensed applicator registered with the California State Fire Marshal.
7. Curtains, draperies, hangings and other decorative materials suspended from walls or ceiling are flame resistant.
8. Fire-resistance-rated assemblies are protected by self-closing or automatic-closing doors of approved construction meeting the fire protection requirements of the assembly.
9. Business that handles hazardous materials in excess of 55 gallons; 200 cubic feet or 500 pounds must be a disclosure and inventory.
10. Verify and review the hazardous materials management plan. Site plan is accurate; container sizes are correct; all controls and emergency equipment is present and operational.
11. Verify the hazardous materials inventory statement includes all chemicals regulated and includes manufacturers name; chemical name; hazard classification; MSDS or equivalent; CAS number; maximum quantity stored.