



SAMPLE

**TOWN OF CAIRO
BUILDING & CODE ENFORCEMENT**

Fire Safety and Property Maintenance Inspection Checklist

Pass	Fail	N/A	Item No.	Item	Description
			1	Premises Identification	The property address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Each character shall be not less than 4 inches high with a minimum stroke width of 1/2 inch. BC501.2, FC505.1, R319.1.
			2a	Exterior Property Maintenance and Access	Exterior property and premises, shall be free from any accumulation of rubbish or garbage. PM308.1,
			2b		Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing such rubbish in approved containers. PM308.2.
			2c		No inoperative or unlicensed (i.e., unregistered) motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. PM302.8,
			2d		Any/all structures must be in good repair, be kept clean, be structurally sound, and must be treated to prevent decay. PM302.7, PM304.1
			2e		Exterior access should be clear. FC304
			2f		Fire Department connection (if provided) should be clearly visible and readily accessible. BC912.2, BC912.4

			2g		<p>Lockbox (if provided) should be accessible and have proper keys for complete building access.</p> <p>FC506</p>
			2h		<p>Fire hydrants should be visible and accessible.</p> <p>BC3308.2, EBC1503.3</p>
			3a	Vehicle Impact Protection	<p>Outdoor above-ground propane tanks, fire department connections, flammable and combustible liquids).</p> <p>BC912.4.3, FC312, FC2307.5.2, FC6107.4, FC6109.13, FG412.8.3, MC304.7, MC1402.2, RM1307.3.1, RG2408.3</p>
			3b		Fire Department Connections
			3c		Flammable or Combustible Liquids
			3d		Other Items requiring impact protection
			4a	Means of Egress (Exits)	<p>All exit doors, corridors and stairs should be clear and unobstructed.</p> <p>BC1010.1.2.1, BC1013.1, BC1022, FC1013.1, FC1022, FC1031</p>
			4b		<p>All exit doors should readily open from the inside without the use of a key or special knowledge or effort.</p> <p>Exits with sliding dead bolt locks, hasps, or lock bars are prohibited.</p>
			4c		<p>The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants.</p> <p>All means of egress should be properly illuminated when the building is occupied. All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress</p> <p>Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel.</p> <p>Exit signs must be in place, be illuminated, and have a backup power supply.</p>

					Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign. Intervening means of egress doors within exits shall be marked by exit signs.
			4d		Pivot or side-hinged swinging doors shall swing in the direction of egress travel where serving a room or area containing an occupant load of 50 or more persons or a Group H occupancy.
			4e		All required fire doors must be self-closing and latch in the closed position.
			5	Fire Alarm	<p>Documentation that the fire alarm system was serviced and a functional performance test performed by a state licensed fire alarm contractor within the past year should be available at the time of the inspection.</p> <p>A copy of this documentation must be supplied to the Code Enforcement Officer.</p> <p>BC907</p>
			6a	Smoke Alarms	<p>Smoke alarms shall be installed in accordance with code requirements for the Occupancy Classification of the subject space.</p> <p>In general, there needs to be a smoke alarm or smoke detector connected to an alarm system located on every floor including basements.</p> <p>Apartment houses need to have a smoke detector in every bedroom and one located outside of the bedroom.</p> <p>BC907.2.11.5, PM704.2.2, FC1102.1.2</p>
			6b		<p>Where more than one smoke alarm is required to be installed within an individual <i>dwelling unit</i> or <i>sleeping unit</i> in Group R or I-1 occupancies, the smoke alarms shall be interconnected in such a manner that the activation of one alarm will activate all of the alarms in the individual unit.</p> <p>Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm.</p> <p>Smoke alarms in existing areas are not required to be interconnected where alterations or repairs do not result in the removal of interior wall or ceiling finishes exposing the structure, unless there is an attic, crawl space or basement available that could provide access for interconnection without the removal of interior finishes.</p>

			7a	Carbon Monoxide Alarms	<p>Carbon monoxide detection shall be provided in dwelling units, sleeping units and classrooms served by a fuel-burning furnace.</p> <p>Carbon monoxide detection shall be allowed to be installed outside of each separate sleeping area in the immediate vicinity of the sleeping unit where the sleeping unit or its attached bathroom does not contain a fuel-burning appliance and is not served by a forced air furnace.</p> <p>Carbon monoxide alarms and/or carbon monoxide detectors shall not be required in a building or structure that contains no carbon monoxide source.</p> <p>In a dwelling unit or sleeping unit that contains a carbon monoxide source, a carbon monoxide alarm shall be provided on each story that contains a sleeping area.</p> <p>The carbon monoxide alarm shall be located within 15 feet of the sleeping area.</p> <p>More than one carbon monoxide alarm shall be provided where necessary to assure that no sleeping area on such story is more than 15 feet away from a carbon monoxide alarm.</p> <p>In addition, a carbon monoxide alarm shall be provided within each sleeping area that contains a carbon monoxide source.</p> <p>For Commercial Buildings, combination carbon monoxide / smoke alarm shall not be deemed to satisfy the requirements of this Fire Code Section FC915.3.</p> <p>Combination carbon monoxide / smoke detectors installed in carbon monoxide detection systems shall be an acceptable alternative to carbon monoxide detectors provided such combination detectors are listed in accordance with UL 2075 and UL 268.</p> <p>Carbon monoxide alarms and carbon monoxide detectors installed in a building or structure constructed prior to January 1, 2008 may be battery operated, cord-type or direct plug.</p> <p>BC915, FC915</p>
			7b		<p>When more than one carbon monoxide alarm is required to be installed within an individual dwelling unit, sleeping unit, or sleeping area, all carbon monoxide alarms in such dwelling unit, sleeping unit, or sleeping area shall be interconnected.</p>
			8	Fire Sprinkler/Standpipe System	<p>Documentation that the fire sprinkler system was serviced and a functional performance test performed by a state licensed fire sprinkler contractor within the past year should be available at the time of the inspection.</p> <p>A copy of this documentation must be supplied to the Code Enforcement Officer.</p>

			9a	General Fire Safety and Interior Maintenance	There should be 18" inches of clearance of combustibles below the sprinkler heads.
			9b		There should be 24" inches of clearance of combustibles below the ceiling without a sprinkler system.
			9c		All combustible materials should be at least three feet away from heating appliances (e.g., furnaces, hot water heaters).
			9d		Combustibles are not to be stored in exits, electrical rooms, mechanical rooms, or under a staircase.
			9e		Electrical and Mechanical Rooms shall be so labeled.
			9f		Flammable liquids and/or hazardous chemicals must be stored in proper containers.
			9g		Pressurized tanks must be secured from tipping/falling.
			9h		Aisles must be kept clear with a minimum 36" width.
			10a	Portable Fire Extinguishers, Cooking Hood Extinguisher Systems, and Special Suppression Systems (Kitchen Wet Chemical, Clean Agent, Etc.)	<p>Extinguishers are required based on the type of hazard at the facility.</p> <p>A minimum rating of 2-A:10-B:C is required.</p> <p>All extinguishers shall be visible and readily accessible. Signage shall denote portable fire extinguisher locations.</p> <p>Unless otherwise stated, there should be one extinguisher for every 3,000 sq.ft. of floor area and the minimum travel distance to an extinguisher shall be 75 feet.</p> <p>FC906</p>
			10b		Commercial kitchens cooking with fats and/or with deep oil fryers must be equipped with a Class K extinguisher located within 30 feet of cooking equipment.
			10c		<p>Extinguishers must be checked annually by a certified inspection company.</p> <p>Extinguishers must be tagged annually to show the end-date of the certification. Extinguishers should have been inspected and tagged within the last twelve months.</p>

					Extinguishers should be checked monthly by facility staff.
			10d		Extinguishers must be wall mounted. The minimum height off the floor shall be 4 inches. If 40 lbs. or less, the maximum height off the floor shall be 5 feet. If more than 40 lbs., the maximum height off the floor shall be 3.5 feet.
			10e		Commercial cooking hood extinguisher systems must be inspected every 6 months by a certified inspector. A copy of this documentation must be supplied to the Code Enforcement Officer.
			10f		Commercial cooking hoods must be professionally cleaned every 6 months. Cleaning records shall be posted for review.
			10g		Commercial cooking hoods should be inspected monthly by facility staff.
			11a	Electrical	Wall outlets and switches should have covers. There should be no exposed wiring.
			11b		Light fixtures should have working bulbs in them.
			11c		There must be 30" deep, 36" wide, and 78" high free space in front of electrical and mechanical panels/equipment for proper servicing.
					Permanent use of extension cords is not permitted. If extension cords are used temporarily, they shall be heavy-duty, grounded, and in good condition. If multiple items need to be plugged in, power strips with built-in circuit breakers should be used and plugged directly into a permanent receptacle.
			12	Elevators	Elevators must be inspected annually. A copy of this documentation must be supplied to the Code Enforcement Officer.
			13	Fire Safety and Emergency Evacuation Plans	Fire Safety and Emergency Evacuation Plans shall be up to date and posted in Group A occupancies.

					<p>A copy of the fire safety plan shall be maintained at the facility at all times.</p> <p>The fire safety and evacuation plan required by the Fire Code of New York State shall include special employee actions, including fire protection procedures necessary for residents, and shall be amended or revised upon admission of any resident with unusual needs.</p> <p>FC403, FC 404</p>
			14	Employee Training and Response Procedures	<p>Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and not less than annually thereafter.</p> <p>Records of training shall be maintained and available for inspection by the Code Enforcement Officer.</p> <p>FC 406</p>
			15a	Heat Producing Appliances	<p>Only UL-Listed portable electric heaters should be used, and only on a temporary basis.</p>
			15b		<p>All electrical portable heaters should have a clear space on all sides of at least 36 inches.</p>
			15c		<p>All gas-fired heat-producing appliances (furnaces, water heaters, etc.) should have a clear space from combustibles of at least 36 inches on all sides.</p>
			15d		<p>All gas-fired heat-producing appliances should have vents properly installed and maintained.</p>
			15e		<p>Proper clearance of combustibles should be maintained from all light fixtures.</p>
			15f		<p>All compressed gas containers (tanks) should be secured to prevent them from falling over.</p>

