



*Safeguarding lives, property, and the environment through prevention, education, and emergency response.*

## Fire & Life Safety Checklist

The Office of the Fire Marshal has developed this checklist of common fire code violations to review prior to your inspection. This list does not include all potential fire and life safety hazards or violations but represents those most commonly found during routine inspections. Codes referenced are in accordance with the 2018 International Fire Code, NFPA referenced standards, and the Bainbridge Island Municipal Code.

### FIRE PROTECTION SYSTEMS

- Fire alarm systems have been tested within the last 12 months by a qualified, licensed contractor. *(IFC 907.8.5 / NFPA 72 14.3.1)*
- Fire sprinkler systems have been tested within the last 12 months by a qualified, licensed contractor. *(IFC 901.6.1 / NFPA 25 5.1.1.2)*
- Commercial Kitchen Hoods systems have been cleaned within the last 6 months by a qualified contractor. A tag indicating when the hood was last cleaned, and by whom, is required to be present on the hood. *(IFC 607.3.3.1)*
- Kitchen hood fire suppression systems have been tested within the last 6 months by a qualified contractor. *(IFC 904.12.5)*

### FIRE EXTINGUISHERS

- Fire extinguishers have a tag indicating service by a qualified fire protection contractor, or a receipt proving purchase, within the last 12 months. *(IFC 906.2 / NFPA 10 7.3.1.1)*
- Fire extinguishers are clearly visible, easily accessible, and located not further than 75-feet of travel distance from any point in the building. *(IFC 906.3)*
- Fire extinguishers are installed securely on a bracket or housed in a cabinet, with the top not more than 5 feet above the floor. *(IFC 906.7)*

### EXITS

- Exit doors should open easily without use of a key or special knowledge or effort. Repair exit door hardware that is non-operable or difficult to operate. *(IFC 1010.1.9)*
- Remove obstructions from exit ways, exit doors, aisles/hallways, and stairways. *(IFC 315.3.2)*
- Exit signs and emergency lighting fixtures should light up when you press the test button. *(IFC 1008.3.4)*



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### **ELECTRICAL**

- Electrical hazards including loose, damaged or modified electrical wiring or other conditions that create shock or fire hazards should be eliminated. *(IFC 604.1)*
- Multiplug outlets should be replaced with power strips that include a reset switch and are plugged directly into an outlet. *(IFC 604.4)*
- Extension cords are not to be used for permanent wiring. Extension cords should be replaced with power strips that include a reset switch and are plugged directly into an outlet. *(IFC 604.5)*
- Provide cover plates for all junction boxes, light switches, and plug outlets. *(IFC 604.6)*
- Main electric room is clearly labeled, and control panel is unobstructed and easily accessible, with a clear space no less than 30 inches wide and 36 inches deep. *(IFC 604.3)*

### **STORAGE**

- Combustible storage is not allowed in boiler rooms, mechanical rooms, electrical equipment rooms, and fire command centers, including fire alarm panel and fire sprinkler riser rooms. *(IFC 315.3.3)*
- Reduce storage on shelves to 24 inches below ceiling in a non-sprinklered building or 18 inches below ceiling in a sprinklered building. *(IFC 315.3.1)*
- All compressed gas cylinders are secured – full or empty – whether in use or stored. *(IFC 5303.5.3)*

### **FIRE DEPARTMENT ACCESS**

- Addresses are posted and legible from the street or road fronting the property. Suite numbers are also posted and legible. Numbers are a minimum of 5 inches high and ½ inch wide. *(IFC 505.1/BIMC 12.16.070)*
- Rooms containing fire protection equipment (fire alarm panels, fire sprinkler controls, etc.), and electrical disconnect rooms are properly identified for fire department access. *(IFC 509.1)*
- Fire Lane designations are clearly posted. *(IFC 503.3)*