



INSPECTION CHECKLIST

Common Fire & Life Safety Deficiencies

C = Complies with Code; N = Does Not Comply with Code; NA = Not Applicable
MSFC (2015 Minnesota State Fire Code) NFPA (National Fire Protection Assoc.)



PROPERTY / BUSINESS NAME: _____

ADDRESS: _____ DATE: _____

C N NA

EXTERIOR:

- Fire Lanes marked with signs and clear of vehicles. (MSFC 503.3)
- Address visible on front of building and sized per safety policy. (MSFC 505.1) Address Numbers (min. 4" ht.)
- Combustible accumulations/storage acceptable - Dumpsters exceeding 1.5 CY. (MSFC 304.2, MSFC 315.3, MSFC 304.3.3)
- Knox Box present/maintained if required. (MSFC 506)
- FDC Sign/maintained, 3 foot clearance horizontally/vertically, Caps present or install locking caps. (MSFC 912)
- Gas meter/piping protected against vehicle impact. (MSFC 312, 603.9)

EXIT FEATURES / MEANS OF EGRESS / INTERIOR ADDRESSES:

- Adequate number of exits (MSFC 1004, 1005, 1015, 1019, 1027)
- Exits, aisles & corridors free of obstructions (MSFC 1030.3)
- Exit Signs & Emergency Lighting present & operational when 2 or more exits required (MSFC 1011, 1027.3, 1006, 1027.5)
- Interior finish acceptable. (MSFC 803, 804)
- Exit corridors rated. (MSFC 1018.1, 1027.4.2)

LOCKS / DOORS & STAIRWAYS:

- Door Hardware; single operation shall release the door from the egress side (MSFC 1008.1.9.1)
- Main Entrance Locks; double key with signage allowed on Group A <300, B, F, M, S and Churches (MSFC 1008.1.9.3)
- Delayed Egress Locks installed per code with sprinklers or smoke detection except Group A, H, and Assembly E (MSFC 1008.1.9.7)
- Manual Flush/Surface Bolts not allowed. (MSFC 1008.1.9.4)
- Stairway doors serving no more than 4 floors can lock from side opposite egress side (MSFC 1008.1.9.11)
- Panic Hardware for Group A, E over 50 occupants and any Group H. (MSFC 1008.1.10)

FIRE EXTINGUISHERS:

- Readily accessible not blocked / obstructed (MSFC 906.5)
- Travel distance not exceeded-typically not more than 75 feet from a fire extinguisher (MSFC 906.1, 906.3)
- Mounted with top handle 42" above floor. (MSFC 906.9) Minimum 4" off floor
- Tested/inspected at least annually by approved licensed contractor. (MSFC 901.6.1)

ELECTRICAL:

- No electrical hazards, No open junction boxes, No open-wiring splices (MSFC 605.1, 605.6)
- Appliances/fixtures in good condition. (MSFC 605.7)
- Power Strips properly used with overcurrent protection present per UL 1363. (MSFC 605.4.1)
- Multi-plug adapters not used. (MSFC 605.4)
- Extension cords not substituted for fixed wiring, only used with portable appliances. (MSFC 605.5)
- Temporary wiring is allowed for 90 days for electrical power and lighting installations. (MSFC 605.9)
- Access/clearance to electrical panels - 30 inches in width, 36 in front and 78 inches in height. (MSFC 605.3)
- Electrical control panel room doors signed stating ELECTRICAL ROOM with 1 inch letters. (MSFC 605.3.1)

STORAGE:

- Storage neat and orderly. (MSFC 315.3)
- Combustible storage prohibited in electrical equipment rooms, restricted to not <36in in boiler/mechanical rooms (MSFC 315.3.3)
- Storage maintained; non-sprinkler 2' below ceiling, sprinkler 18" below head. (MSFC 315.3.1)
- Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container. (MSFC 304.3.1)
- Decorations (foams, curtains, drapes, hangings) to be flame resistant in Group A occupancies. (MSFC 807.1, 807.4.2)

UTILITY / MECHANICAL / HVAC:

- Adequate clearance between combustibles and appliances (18 inches from gas heaters) (MSFC 305.1, 603.5.3.1)
- Dryers vents, lint traps cleaned on a regular basis. Exhaust vent piping installed per mechanical code (MSFC 102.7, NFPA 1-11.5.1.9)

CONSTRUCTION FEATURES:

- Fire rated construction present/maintained. (MSFC 703.1)
- Rated fire doors operational, self-closing and latching. (MSFC 703.2)
- Vertical openings/shafts connecting more than 2 stories enclosed or protected. (stairways, elevators, shafts) (MSFC 704)

FIRE ALARM & DETECTION SYSTEMS:

- Control panel/annunciator panel in normal condition showing no trouble or alarm conditions (MSFC 901.6, 901.7)
- Detectors properly installed. (MSFC 907.3)
- Ceiling tiles are in place to prevent delay in smoke detector activation (MSFC 901.11)
- Tested/inspected at least annually with annual report available at the building (MSFC 907.8)

SPRINKLER SYSTEM:

- Sprinkler Control Room/Area and control valves readily accessible. (MSFC 509.2)
- Sign on door stating SPRINKLER CONTROL ROOM or FIRE PUMP ROOM in 1 inch letters. (MSFC 509.1)
- Valves locked open. PIV wrench and padlock installed. (MSFC 903.4.4) or sealed/supervised.
- System and valves supervised by monitoring company with sprinkler heads >20 (MSFC 903.4)
- Wrench/spare sprinklers present. (MSFC 903.3, NFPA 13)
- Ceiling tiles are in place to prevent delay in sprinkler head activation. (MSFC 901.11)
- Tested/inspected at least annually with annual report available at the building. (MSFC 901.6.1 and NFPA 25)

OTHER FIRE PROTECTION SYSTEMS:

- Standpipes existing buildings shall be inspected and tested per NFPA 25. (MSFC 901.6 & NFPA 25)
- Fire hoses inside Class II standpipe hose cabinets shall be removed and threaded cap installed. (MSFC 901.6 & NFPA 25)
- Commercial Kitchen hood ducts/filters are clean (MSFC 104, 304, 609.3.3, NFPA 96)
- Commercial Kitchen Hood system fuel and electrical shutoff present. (MSFC 904.11.2)
- Commercial Kitchen Hood system properly maintained/services, fire suppression tested every 6 months. (MSFC 904.11.6)
- Existing Rubbish and Linen Chutes protected with fire sprinklers. (MSFC 903.2.11.2)
- Existing Rubbish Chutes protected with fusible link and closing device at bottom of chute in trash room (MSFC 701, 704)

HAZARDOUS MATERIALS:

- Compressed gas cylinders secured. (MSFC 5303.5)
- Safety Data Sheets (SDS) available on site. (MSFC 5003.4)

FLAMMABLE / COMBUSTIBLE LIQUIDS:

- No liquids stored/kept near exists. (MSFC 5704.3.3.3)
- No smoking or open flame in areas storing flammable/combustible liquids. (MSFC 5704.2.4)
- Flammable/Combustible liquids in quantities >10 gals for maintenance/operation in flammable liquids cabinet. (MSFC 5704.3.4.4)
- Quantities <=10 gals in approved container, nonmetallic cans meet UL 1313. (MSFC 5704.3.4.4)

PUBLIC SAFETY IN-BUILDING RADIO COMMUNICATIONS & AED LOCATIONS

Locations of any radio communication problems (MSFC 510) in building and AED Locations

BUILDING FEATURES:

- Fire Apparatus Access Roads – 150' of all portions of building
 - (City code requirements) 20' min width, 13'6" min vertical,
 - All weather surfaces, Dead-end turn-a-rounds to meet Highway Standards
- Access to Building Openings and Roofs – Not blocked
- Private Service mains – 6" minimum
 - Install to NFPA 24
 - Flush & Hydro Test water line (150 psi/2hrs)
 - Hydrant locations
- Fire Protection Systems – Automatic Fire Sprinklers (were required)
 - Install to NFPA 13 (annual test/inspections)
 - Fire panel w/Monitoring
 - Freeze up prevention
 - Fire Extinguisher installation per code

ORDERS/COMMENTS:

- Jeff Karrow, Fire Chief/Fire Marshal, 320.808.3590, jkarrow@alexandriamn.city
- Lynn Timm, Building Official, 320.759.3644, ltimm@alexandriamn.city
- Mike Schmidt, Building Inspector, 320.759.3639, mschmidt@alexandriamn.city