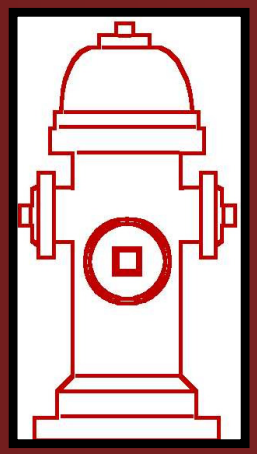
# Self Inspection
# Fire Prevention Planning

## Sacramento Fire Department



UPDATED 01/04/2010

# DISCLAIMER <u>PLEASE READ</u>

- This power point is intended only to be used as an informational supplement for general members of the public.
- It was developed to provide additional information in the subject of fire prevention.
- It is **<u>NOT</u>** the intent of this power point to identify or mitigate all fire hazards a building may experience.
- It is **<u>NOT</u>** the intent of this power point to limit or define the scope to which the Fire Department conducts fire inspections.

# Access and Premises

**Will fire department personnel be able to access your property in the event of an emergency?**

- **Knox Box**
  - Accessible, visible, and operable.
  - Access keys current.
  - Electric perimeter vehicle access gates equipped with working knox box switches.
  - Manual (non-electric) perimeter vehicle access gates equipped with knox padlock.

# Access and Premises

**Will fire department personnel be able to access your property in the event of an emergency?**

- **Address of Buildings**
  - Clearly visible and legible from street or road fronting property.
  - Rooms, suites, and units properly identified and clearly marked.

# Access and Premises

**Will fire department personnel be able to access your property in the event of an emergency?**

**Clearly visible and legible from street or road fronting property.**

# Access and Premises

**Will fire department personnel be able to access your property in the event of an emergency?**

**Rooms, suites, and units properly identified and clearly marked.**

# Access and Premises

**Will the fire department be able to locate and access the nearest hydrant or FDC?**
**How prepared is your property for an emergency?**

- **Hydrants, FDC, PIV**
  - Visible, accessible, and operable.
  - 3 ft. clearance required around all hydrants.
  - FDC (Fire Dept. Sprinkler Connection) and PIV (Post Indicator Valve) labeled to the building which they are connected.

# Access and Premises

**Will the fire department be able to locate and access the nearest hydrant or FDC?**
**How prepared is your property for an emergency?**

**FDC (Fire Dept. Connection) and PIV (Post Indicator Valve) labeled to the building which they service.**

P.I.V.

F.D.C.

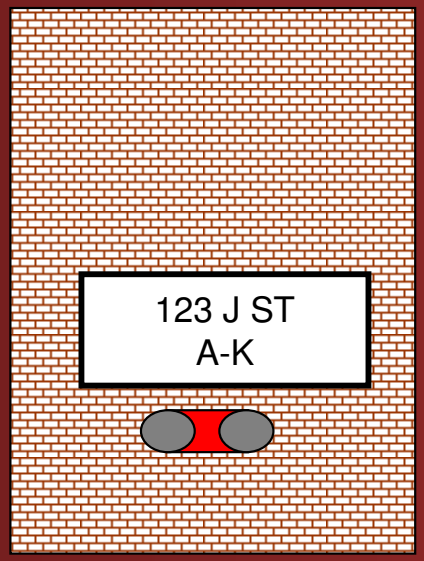
**PIV shall have wrench with break away lock secured.**
**FDC shall have approved plugs or caps properly secured over outlets.**

**3 ft. clearance required around all hydrants.**

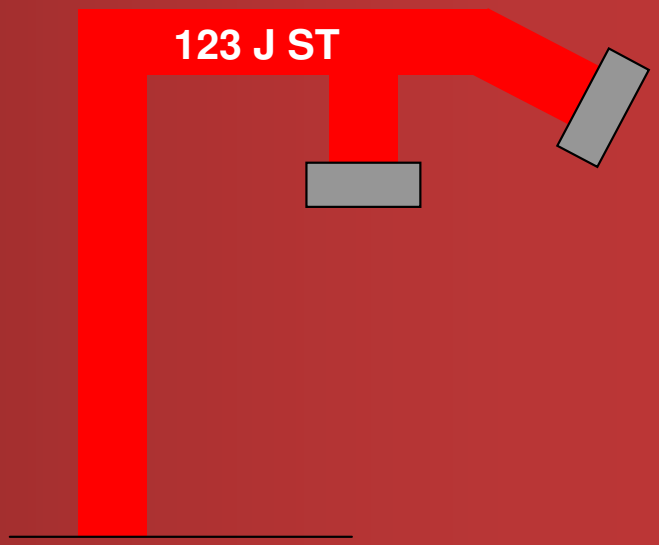
# Access and Premises

**Will the fire department be able to locate and access the nearest hydrant or FDC?**
**How prepared is your property for an emergency?**

Example of labeling when FDC is located on exterior of building wall.
This set up is commonly found around Downtown Sacramento.




Another example of how to label the Fire Department Connection (FDC).



# Access and Premises

**Will fire department vehicles and apparatus have adequate clearance and access to roads and parking lots around your property?**

- **Fire Lanes**
  - Adequately marked and identified "NO PARKING FIRE LANE" **OR** provide signage which states "NO PARKING FIRE LANE"
  - Curb shall be painted bright red. Curb shall be marked with white lettering at least 3 inch in height provided at least every 25 ft.
  - Fire apparatus access roads require minimum unobstructed 20 ft. width and minimum unobstructed vertical clearance of 13.5 ft.

# Permits

**Is your building functioning and operating safely within the scope of which it is permitted?**
**Has there been any renovations or reconstruction?**

- **Are assembly occupant load signs required?**
- **Has there been a change of use or occupancy type?**
- **Contact Fire Prevention if you are missing fire operational permits.**
- **Situations which may require permit from Sacramento Fire Dept.**

- Spraying or dipping (e.g. Spray Booth)
- Hot Work Operations
- High Piled Combustible Storage
- Explosives
- Candles/Open Flames in Assembly Areas
- Dust producing operations
- Flammable / Combustible Liquid
- Hazardous Materials
- Places of Assembly 50 or more
- Aerosol Products
- Refrigeration Equipment
- Tire Storage

# Hazardous Materials Storage, Use, Handling

**Are hazardous materials being used, stored, and handled properly within your building?**

- **Flammable Liquid Cabinets**
  - Flammable and combustible liquid used for maintenance purposes and the operation of equipment shall be stored in an approved flammable liquids cabinet when quantity exceeds 10 gallons.

# Hazardous Materials Storage, Use, Handling

**Are hazardous materials being used, stored, and handled properly within your building?**

- **Compressed Gas Cylinders**
  - Properly secured with a chain or stand.
  - Properly labeled.
  - Located away from exits.

# Hazardous Materials Storage, Use, Handling

**Are hazardous materials being used, stored, and handled properly within your building?**

- **Material Safety Data Sheets (MSDS)**
  - Available and accessible on property for hazardous materials/chemicals used on premises.
  - MSDS updated regularly and information kept current.

# Fire Protection System

**What regular maintenance is being performed on your systems to ensure they will function correctly in the event of an emergency?**

- **Automatic Fire Sprinkler System**
  - Proof and documentation of 5 Year Service Certification.
  - Serviced and maintained in operating condition.
    - (e.g. annually)
  - Water controls valves are locked in the open position and unobstructed. Should be equipped with tamper switches supervised by the fire alarm control panel.

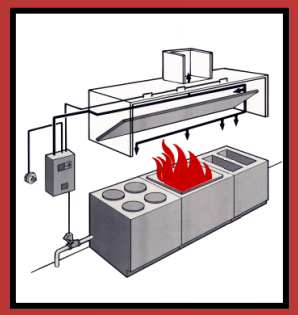
# Fire Protection System

**What regular maintenance is being performed on your systems to ensure they will function correctly in the event of an emergency?**

- **Fire Alarm System**
  - Proof and documentation of annual inspection, testing, and maintenance service of fire alarm system by qualified fire alarm testing company per NFPA 72.

# Fire Protection System

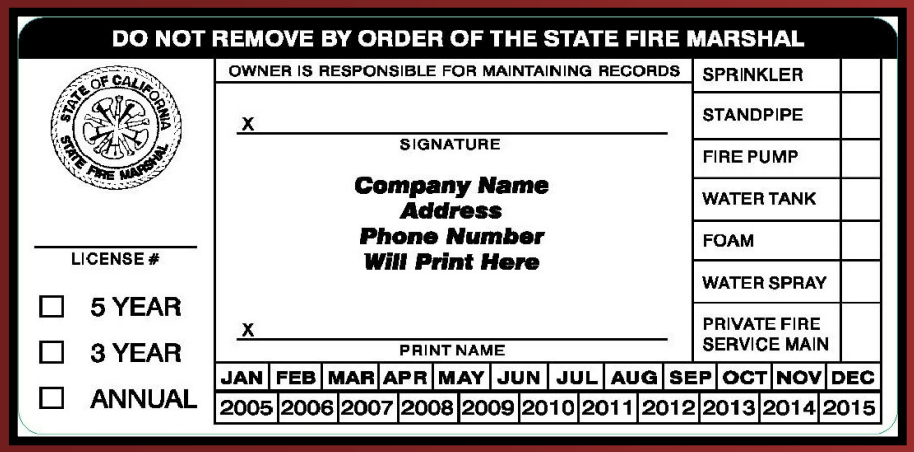
**Is your commercial cooking hood and duct system UL 300 compliant?**

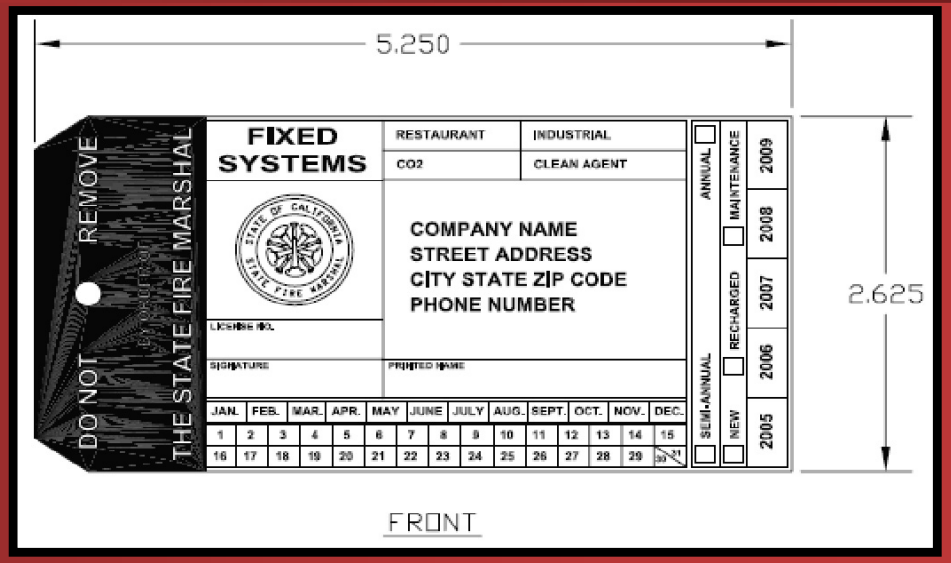


- **Commercial Cooking Hood and Duct Fire Suppression System**
  - System serviced and tagged every 6 months.
  - Required to be UL 300 compliant by Jan. 1, 2008. Please visit http://osfm.fire.ca.gov for additional information.
  - Kitchen range hoods, vents, fans, ducts, and filters are maintained in proper condition and free of grease.

- **Class K Fire Extinguisher**
  - Located within 30 ft. of cooking appliances.

# Fire Protection System




**RECALLS OSFM Fire Protection System Components**
http://osfm.fire.ca.gov/strucfireengineer/strucfireengineer_recalls.php

**UL 300 Commercial Cooking Upgrade Bulletin by OSFM**
http://osfm.fire.ca.gov/informationbulletin/pdf/2007/020707ProtofRestaurantCooking20Areas.pdf

# Exits

**Will occupants of your building be able to exit safely in the event of an emergency?**

- **Exit Doors and Hardware**
  - Identified, operable, and unobstructed.
  - Completely self closing and self latching.
  - Readily openable from inside without use of key or special knowledge or effort.
  - Fire doors are not to be propped open with wedges, stoppers, or anything else. They may be held open with approved magnetic door holders only if they are tied into the fire alarm control panel and release upon the activation of a fire alarm.

# Exits

**Have fire doors been compromised by occupants or employees jeopardizing the safety of everyone in the building?**

NO

NO

NO

# Exits

**Will occupants of your building be able to exit safely in the event of an emergency?**

- **Emergency Lighting and Exit Signage**
  - Back up power supply tested by pressing the test button for 30 seconds.
  - Maintained and operable.

# Portable Fire Extinguishers

**Do you know where the closest extinguisher is right now?**
**Are extinguishers easily accessible and visible?**

- **Portable Fire Extinguisher (P.F.E.)**
  - Accessible and unobstructed.
  - Visible with appropriate signage.

- **Minimal Size P.F.E.**
  - All fire extinguishers must have a rating of at <u>LEAST</u> 2A:10BC and weight of 5 lbs.
  - Special hazard occupancies or areas may require a higher rated or special type of fire extinguisher.

# Portable Fire Extinguishers

**Do you know where the closest extinguisher is right now?**
**Are extinguishers easily accessible and visible?**

- **Travel Distance To An Extinguisher**
  - Maximum **travel distance** from anywhere in the building to an extinguisher must be less than or equal to 75 ft.

# Portable Fire Extinguishers

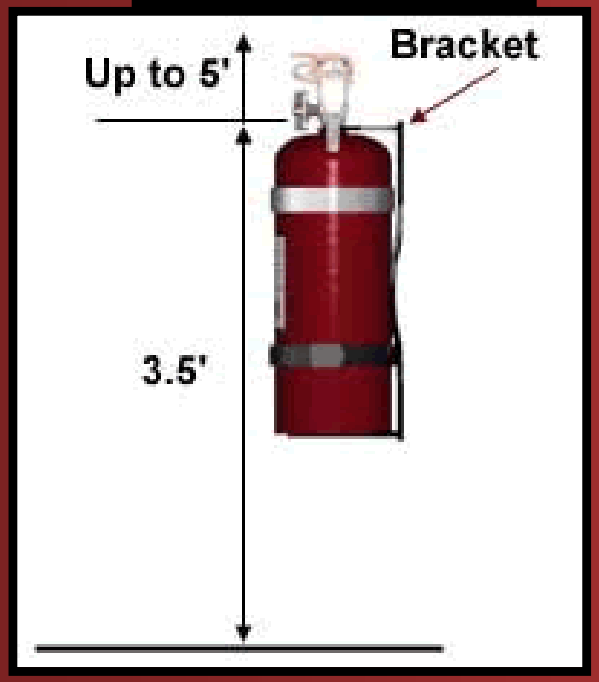
**Do you know where the closest extinguisher is right now?**
**Are extinguishers easily accessible and visible?**

- **Mounting**
  - P.F.E. is less than 40 lbs.
    - Shall be installed so that the top of extinguisher is less than 5 ft. above the floor.
  - P.F.E. 40 lbs. or more
    - Shall be installed so that the top of the extinguisher is less than 3.5 ft. above the floor.
  - Clearance between floor and P.F.E. shall be no less than 4 inches.

# Portable Fire Extinguishers

**Do you know where the closest extinguisher is right now?**

**Are extinguishers easily accessible and visible?**




**Clearance between floor and P.F.E. shall be no less than 4 inches.**

# Portable Fire Extinguishers

**Have they been serviced and inspected to ensure that they will operate when needed?**

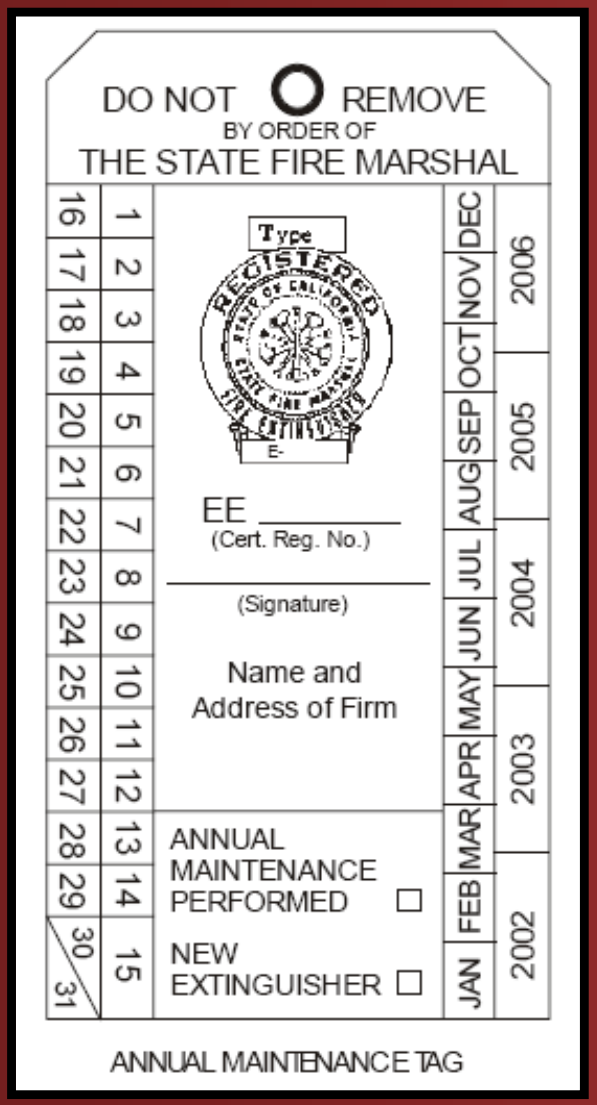
- **Service and Tag**
  - The P.F.E. must have a tag which certifies that the extinguisher was last inspected and serviced within the past 365 days.
  - Fire extinguishers must be serviced on an annual basis.
  - Fire extinguishers must be serviced after they are discharged or used.

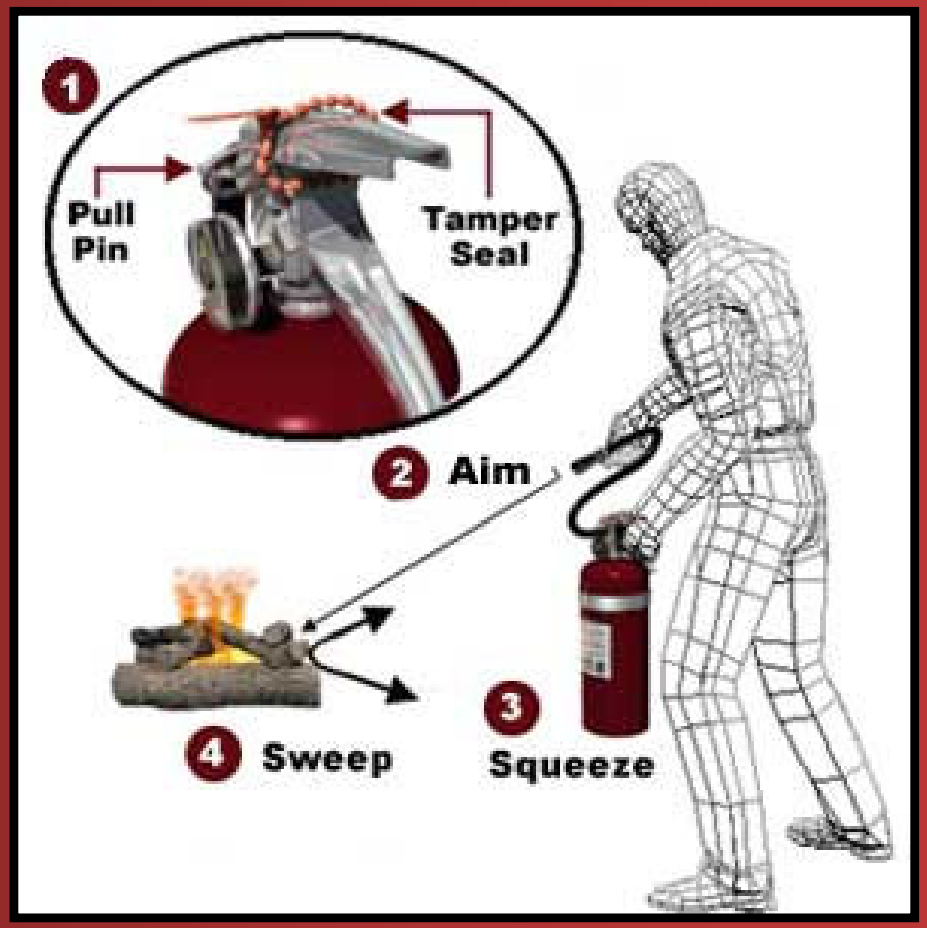
# Portable Fire Extinguishers

**Do you know where the closest extinguisher is right now?**

**Are extinguishers easily accessible and visible?**

**Have they been serviced and inspected to ensure that they will operate when needed?**

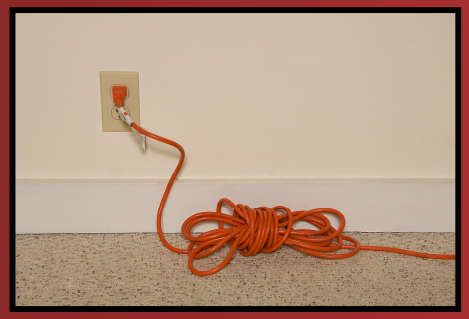


# Electrical

**Are you using extension cords and power strips in a safe manner?**

- **Extension Cords**
  - Shall not be used as substitute for permanent wiring.
  - Approved extension cords may be used for temporary wiring of portable appliances for no longer than 90 days.
  - No daisy chaining. (refer to slide #31)



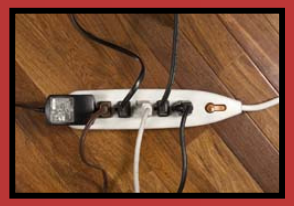
# Electrical

**Are you using extension cords and power strips in a safe manner?**

- **Extension Cords**
  - Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, floors, under doors or floor coverings; or be subject to environmental or physical damage.

# Electrical

**Are you using extension cords and power strips in a safe manner?**



- **Surge Suppressor**
  - Approved UL listed surge suppressor (also referred to as power strip or power tap) with over-current protection may be used.
  - Shall be directly connected to permanently installed receptacle.
  - Devices that are plugged into a power strip shall not exceed the total amperage limitations as specified by the manufacturer specifications.
  - No daisy chaining. (refer to slide #31)

# Electrical

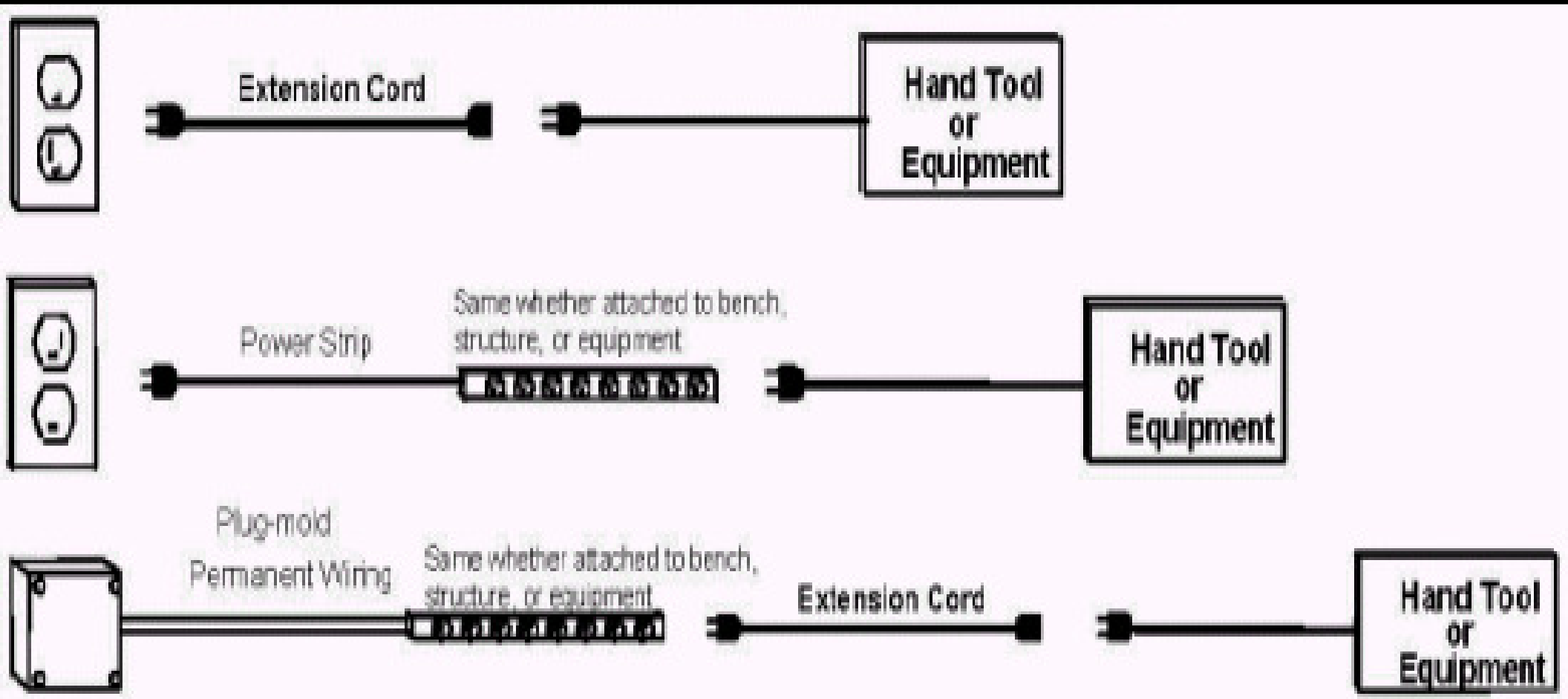
**Are you using extension cords and power strips in a safe manner?**

- **Daisy Chaining IS <u>NOT</u> ACCEPTABLE!**
- **What is daisy chaining?**
  - Plugging an extension cord into another extension cord.
  - Plugging a power strip into another power strip.
  - Plugging an extension cord into a power strip or vice versa.

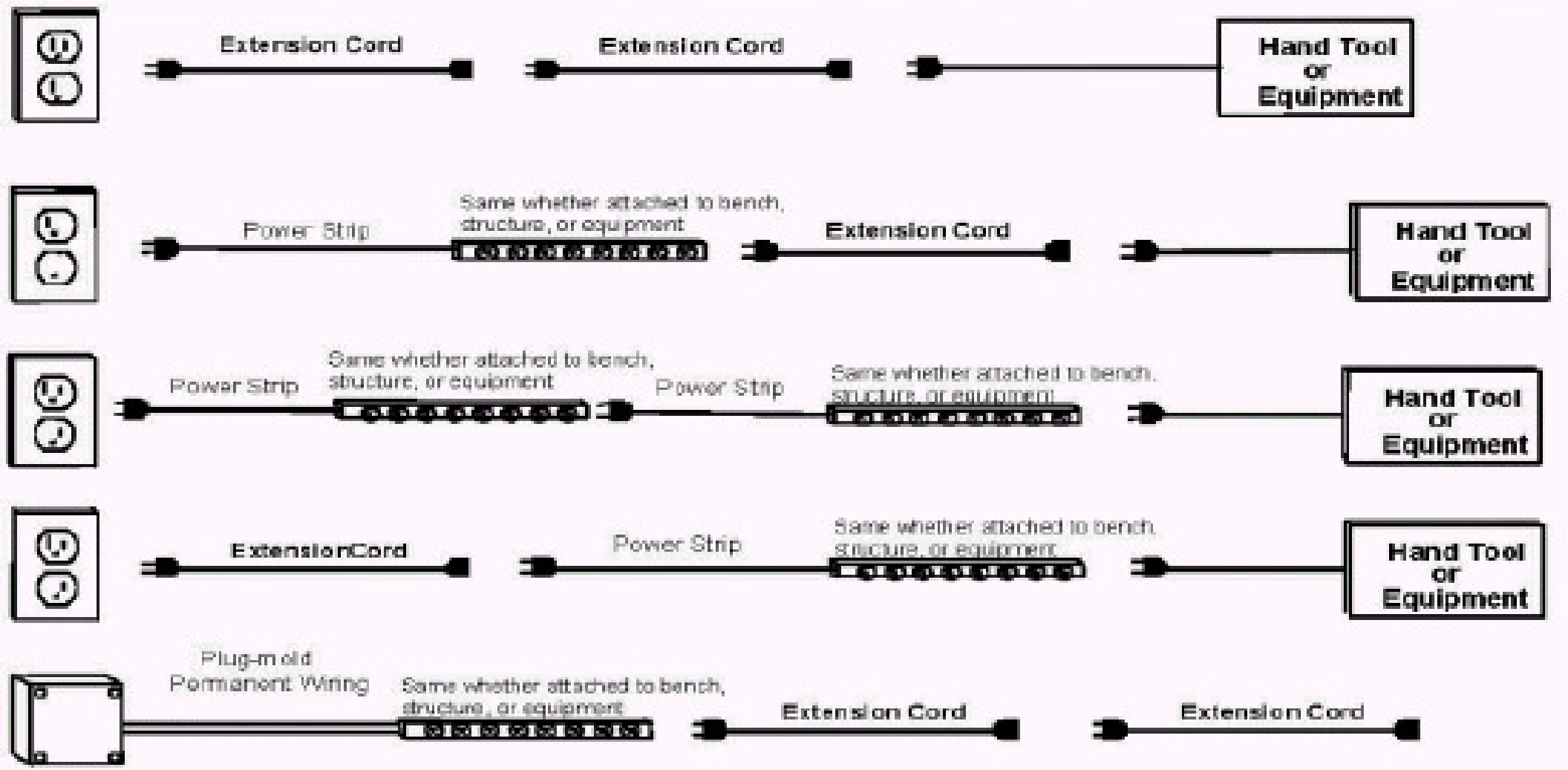
*** See following slides for additional information***

# ACCEPTABLE COMBINATIONS

***NOTE*** EXTENSION CORDS MAY ONLY BE USED FOR TEMPORARY WIRING!!!

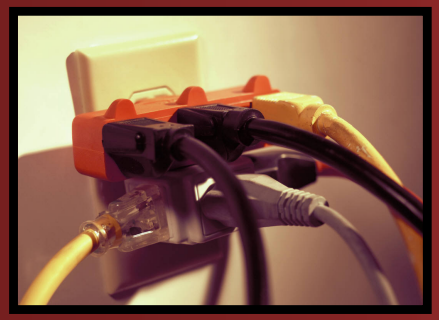


# *UNACCEPTABLE* COMBINATIONS DAISY-CHAIN

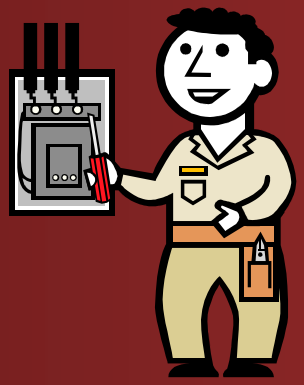


# Electrical

- Multiplug Adapters
  - NOT ALLOWED



- Have additional electrical outlets installed by a certified licensed electrician if required to energize permanent appliances.



# Electrical

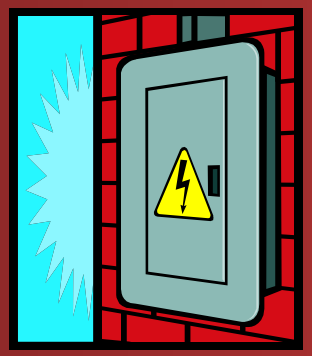
- **Electrical Panels and Electrical Rooms**
  - 30 inches of clearance from electrical panels.
  - No combustible storage allowed in electrical closets.

NO

YES

# Electrical

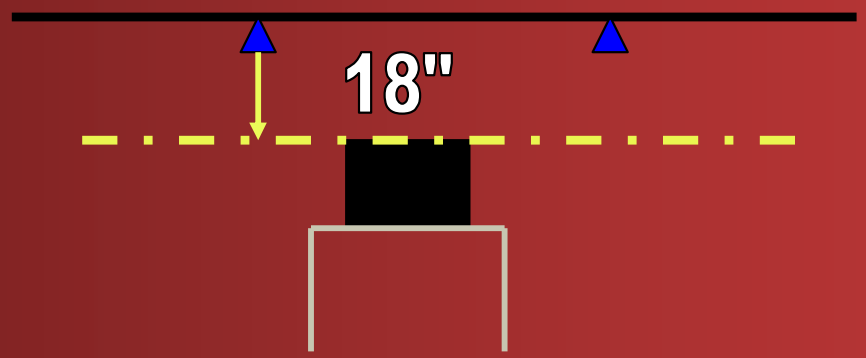
- **Electrical Outlets, Switches, and Junction Boxes**
  - Ensure equipped with proper cover.
  - Missing or damaged covers must be replaced.
  - Open circuit breaker slots must be filled with approved filler plates.



# Storage and Housekeeping

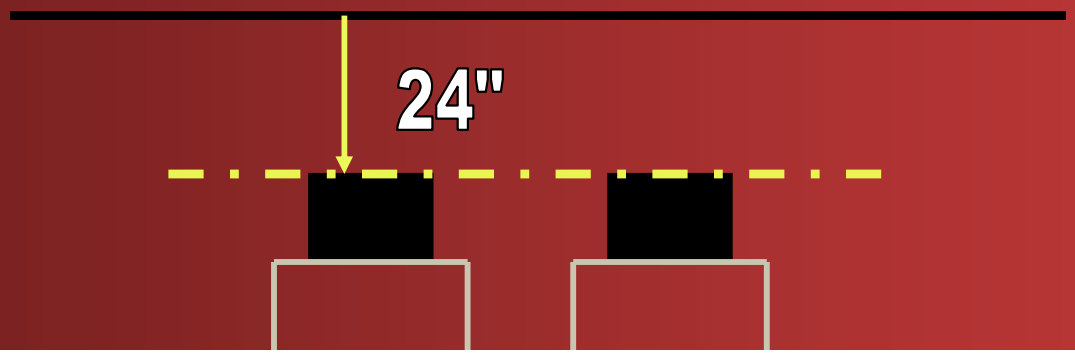
**Is trash thrown out on regular basis to avoid accumulation?**
**Are items being stored in areas where storage is not permitted?**

- **Required Minimum Clearance from Storage to Ceiling**
  - 18 inches between deflector and top of storage in **sprinklered** buildings.




- **NOTE - ESFR SPRINKLERS REQUIRE 36 INCHES OF CLEARANCE.**

  - 24 inches between ceiling and top of storage in **non-sprinklered** buildings.



# Storage and Housekeeping

**Is trash thrown out on regular basis to avoid accumulation?**
**Are items being stored in areas where storage is not permitted?**

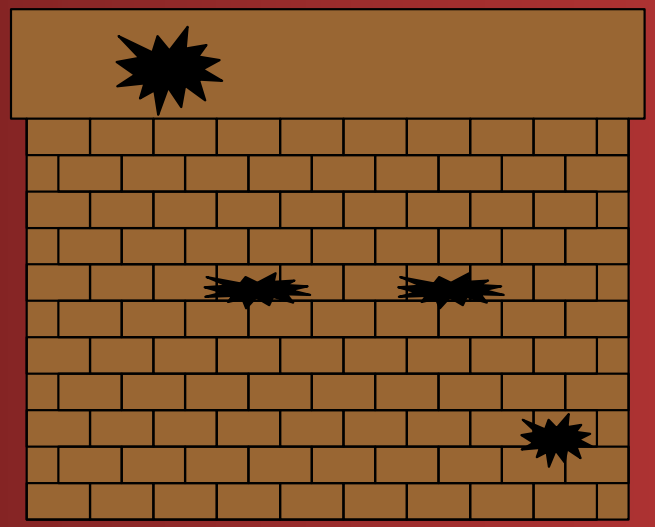
- **Trash Removal**
  - Remove rubbish and waste materials from building on daily basis.

- **Storage Not Permitted**
  - Not permitted in boiler rooms, mechanical rooms, electrical rooms, exit passageways, stairways, and corridors.

# Fire Resistive Construction

**Have the fire resistive elements of your building been compromised or damaged?**

- **Holes in Ceiling and Walls of Fire Resistive Construction**
  - Holes in walls may be caused by forklifts, power trucks, or accidentally by individuals. Repair these holes immediately to restore the fire resistive properties of the wall.
  - Missing ceiling panels shall be replaced and repaired immediately.



# Fire Resistive Construction

**Have you added decorative features to the building and taken the proper required precautions?**

- **Drapes, Curtains, Hangings, Drops, and Christmas Trees**
  - Must be treated with fire retardant in group A, E, I, R-1, R-2, and R-6 occupancies. Inside dwelling units of R-1 are excluded.
  - Documentation of fire proofing should be kept on site.
  - Fire Department may request that proof of such documentation be provided.

- **Fire Retardant Treating of Decorative Materials**
  - (e.g. drapes, curtains, hangings, drops, and Christmas trees)
  - http://osfm.fire.ca.gov/codeinterpretation/pdf/2006/06_074.pdf

# Sacramento Fire Department Fire Prevention Division

## Important Numbers

- Schedule Appointment for Fire Permit Inspection
  - (916) 808-6685
- New Construction Inspection Requests
  - (916) 808-1643
- Plan Check and Questions
  - (916) 808-5612
- Fire Code Violation Tip Line
  - (916) 808-7273
- Weed Abatement
  - (916) 808-5417
- Main Office
  - (916) 808-1300
- Office FAX
  - (916) 808-1677
- Online
  - www.sacfire.org/
    - PREVENTION