

# INSPECTION CHECKLIST

## Business Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements

Y N

### EXTERIOR:

- Fire Lanes marked/unobstructed (IFC 503.3, 503.4)
- Address visible (IFC 505.1)
- Fire hydrants/water supply accessible (IFC 508)
- Combustible accumulations/storage acceptable (IFC 304.2, IFC 315.3)
- F.D. key box present/maintained (IFC 506)
- F.D. connections visible/maintained (IFC 912)
- Gas meter/piping protected against impact (IFC 312, 603.9)
- Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (IFC 304.3.3)

### EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits (IFC 1004.4, 1015, 1019, 1027.23)
- Exits, aisles, & corridors free of obstructions (IFC 1028.3)
- Exit doors open from inside (IFC 1008.1.8)
- Exit signs present (IFC 1011, 1027.3)
- Emergency lighting present & operational (IFC 1006, 1027.5)
- Interior finish acceptable (IFC 803, 804)
- Exit corridors rated (IFC 1017.1, 1027.17.1)

### CONSTRUCTION FEATURES:

- Fire rated construction present/maintained (IFC 703.1)
- Incidental use areas separated/sprinklered (IFC 705.3)
- Rated fire doors operational (IFC 703.2)
- Vertical openings protected (IFC 704.2)

### STORAGE:

- Storage neat and orderly (IFC 315.2)
- Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (IFC 315.2.3)
- Attic storage (IFC 315.2.4)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (IFC 315.2.1)
- Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (IFC 304.3.1)

### FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (IFC 3405.2.4)
- Not stored/kept near exits (IFC 3404.3.3.3)
- No sources of ignition (IFC 3404.2.4)
- Quantities >10 gals in cabinet (IFC 3404.3.4.4)
- No basement storage unless sprinklered (IFC 3404.3.5.1)
- Adequate ventilation (IFC 3405.3.7.5.1)

### FIRE EXTINGUISHERS:

- Readily accessible (IFC 906.5)
- Travel distance not exceeded (IFC 906.1, 906.3)
- Tested/inspected at least annually (IFC 901.6.1)

Y N

### HAZARDOUS MATERIALS:

- Compressed gas cylinders secured (IFC 3003.5)
- Rooms/areas properly labeled (IFC 2703.5)
- Acceptable quantities (IFC 2703.1.1)
- Separation of incompatible materials (IFC 2703.9.8)

### UTILITY/MECHANICAL/HVAC:

- Shut off valves present on gas appliances (IFC 603.1)
- Approved piping, connections & appliances used (IFC 603.1.2)
- Combustion air supply/venting present (IFC 603.1)
- Adequate clearance between combustibles and appliances (IFC 305.1, 603.5.3)
- Commercial hood ducts/filters are clean (IFC 904.11.6.3)

### SPRINKLER SYSTEM:

- Coverage is adequate (IFC 903.3.1)
- Controls are readily accessible (IFC 903.3.1)
- Valves locked open (IFC 903.4.4)
- System and valves supervised [>20 sprinklers new, ≥ 100 in existing] (IFC 903.4)
- Heads in good condition (IFC 903.3.1)
- Wrench/spare sprinklers present (IFC 903.3.1)
- Tested/inspected at least annually (IFC 901.6.1)
- Riser/pump rooms labeled (IFC 510.1)

### FIRE ALARM & DETECTION SYSTEMS:

- Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (IFC 901.6, 901.7)
- Detectors properly installed (IFC 907)
- Tested/inspected at least annually (IFC 907.20)
- Fire alarm system installed where required (IFC 907.2.9, 907.3.5)

### OTHER FIRE PROTECTION SYSTEMS:

- Standpipes needed (IFC 905)
- Standpipes/hose in good condition (IFC 905.2)
- Adequate coverage (IFC 905.2)
- Hood system fuel shutoff present (IFC 904.11.2)
- Hood system properly maintained/serviced (IFC 904.11.6)

### ELECTRICAL:

- No electrical hazards (IFC 605.1, 605.6)
- Appliances/fixtures in good condition (IFC 605.7)
- Overcurrent protection present (IFC 605.1)
- Power taps not used (IFC 605.4)
- Extension cords not substituted for fixed wiring (IFC 605.5)
- Power strips properly used (IFC 605.4)
- Access/clearance to electrical panels (IFC 605.3)
- Electrical Rooms labeled (IFC 605.3.1)

## CODE SUMMARY

### *Business Occupancies*

**COMMON OCCUPANT LOAD FACTORS (MSFC 1004.1.1):**

<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Business areas</td> <td style="width: 50%;">100 sq. ft/person (gross)</td> </tr> <tr> <td>Assembly (chairs only)</td> <td>7 sq. ft/person (net)</td> </tr> <tr> <td>Assembly (tables/chairs)</td> <td>15 sq. ft/person (net)</td> </tr> <tr> <td>Courtrooms</td> <td>40 sq. ft/person (net)</td> </tr> </table>	Business areas	100 sq. ft/person (gross)	Assembly (chairs only)	7 sq. ft/person (net)	Assembly (tables/chairs)	15 sq. ft/person (net)	Courtrooms	40 sq. ft/person (net)	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Exercise Areas</td> <td style="width: 50%;">50 sq. ft/person (gross)</td> </tr> <tr> <td>Parking Garages/Areas</td> <td>200 sq. ft./person (gross)</td> </tr> <tr> <td>Mechanical Areas</td> <td>300 sq. ft/person (gross)</td> </tr> <tr> <td>Storage Areas</td> <td>300 sq. ft/person (gross)</td> </tr> </table>	Exercise Areas	50 sq. ft/person (gross)	Parking Garages/Areas	200 sq. ft./person (gross)	Mechanical Areas	300 sq. ft/person (gross)	Storage Areas	300 sq. ft/person (gross)
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EGRESS FEATURES:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2	IFC 1005.1
Egress Width – Other (in./occupant)	0.2	0.15	IFC 1005.1
Minimum Aisle Width – Public Areas (in.)	36	36	Refer to IFC 1005.1 for actual figures
Minimum Aisle Width – Non-Public Areas (in.)	36/28	36/28	IFC 1014.4.1.2 (Can be 28" for aisle serving less than 50 people)
Common Path of Travel – new (ft.)	75	100	IFC 1014.3 incl. Exception 1 & 2
Common Path of Travel – existing (ft.)	75	100	IFC 1027.19
Dead-End Limit – new (ft.)	20	50	IFC 1017.3 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	50	50	IFC 1027.17.4 Unlimited allowable if length < (2.5 x width)
Exit Access Travel Distance (ft.)	200	300	IFC 1016.1 – N; 1027.18 – E
Corridor Fire-Rating Req. – new (hr.)	1	0	For > 30 occupants. IFC 1017.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 30 occupants. IFC 1027.17.1

**COMMON OCCUPANT LOAD FACTORS:**

- 2nd Exit Required - more than 50 occupants (IFC 1015.1) OR common path of travel exceeds 75 ft (non-sprinklered)/ 100 ft sprinklered (IFC 1015.1) OR all stories above 2nd story (IFC 1019.2)
- 3rd Exit Required - 501 to 1,000 occupants (IFC 1019.1)
- 4th Exit required - 1,001 or more occupants (IFC 1019.1)

**SPRINKLER SYSTEM REQUIRED:**

Not required UNLESS by building code height & area limits, high-rise or windowless/basement/below grade area provisions. Can be an alternative to fire department access roads and inadequate water supplies.

**FIRE ALARM SYSTEM AND DETECTION REQUIRED (IFC 907.2.2, New Construction Only):**

Fire alarm and detection system required where:

- Occupant load of 500 or more.
- Occupant load of 100 or more above or below the lowest level of exit discharge.
- Building contains an outpatient clinic.

Automatic detection (heat or smoke) is required in boiler rooms, furnace rooms, shops, laundry rooms, kitchens, mechanical rooms, electrical rooms, trash collection rooms, storage rooms, and similar areas (not required if sprinklered).