

Annual Fire Inspection Fire and Life Safety Checklist

Below are minimum fire and life safety requirements that the Fire Department will assess when conducting an annual fire inspection. This list is intended to help properties maintain code-compliant, safe properties and is not an exhaustive list. Not all items apply to all buildings.

Property Access

- Fire lanes are clearly marked and free of obstructions
- Security gates are functional

Knox Box

- Present and functional. Keys provided in Knox Box are updated and functional

Exterior - Labeling

- Street number and unit number is plainly visible and legible from street
- Any rooms containing mechanical, electrical, and fire protection equipment identified with appropriate signage

Exterior - Fire Protection Systems

- 3-foot unobstructed clear space is maintained around hydrant(s), backflow(s), and FDC(s).
- FDC(s) are clearly visible and accessible, caps on, connections swivel freely
- Signage present on FDC, is legible, and indicates the address and area(s) served

Exterior - Storage

- Open flame cooking devices not operated on combustible balconies or within 10 feet of combustible construction. Portable outdoor gas-fired heating appliances no less than 5 feet from building(s) or on exterior balcony
- Storage of combustible rubbish creating a nuisance, hazard or extreme fire load

Means of Egress

- Path of egress is continuous, free of obstructions or diminished width

Exit Signs & Emergency Lighting

- Exit signs are illuminated at all times and visible
- Exit signage is provided with emergency back-up power

Exit Doors

- Egress doors readily distinguishable, easily recognizable as doors and operable without a key, special knowledge or effort. Free of deadbolts or similar hardware.

Fire Rated Doors & Fire Door Assemblies

- Fire rated doors close from the full-open position and latch automatically
- No obstructions, including door stops, are present

Wall Penetrations

- The fire-resistance-rated construction is free from penetrations

Fire Extinguishers

- Minimum 2-A:10-BC extinguisher present at maximum travel distance to extinguisher 75-feet in a conspicuous location along normal path of travel, unobstructed or obscured from view
- Extinguishers shall have the California State Fire Marshal tag attached showing annual certification and all safety pins and tamper seals are attached

Interior Fire Protection Systems

- Fire protection systems will have clear access, legible signage, gauges functional, bracing present and no signs of corrosion, flow and tamper switch cover in place and wiring intact
- 5-year certification tag affixed to sprinkler riser. Provide current 5-year report to City of Carlsbad Fire Prevention office
- Sprinkler heads are free from paint, corrosion, damage, obstruction, etc.

Fire Alarm

- Fire detection and alarm systems are maintained and in operable condition at all times
- Fire alarm has been serviced annually. Annual maintenance, inspection and testing sticker affixed to panel.
- Manual pull stations, where present, are readily accessible and unobstructed

Electrical & Mechanical

- Storage, trash and other materials are removed so that 3-foot clearance in front of electrical equipment is provided
- Relocatable power taps polarized/grounded, directly connected to a permanently installed receptacle, free of damage
- Extension cords are not permanent wiring, not extended through walls, ceilings, floors, etc., in good condition without splices or damage

Storage & General Hazard

- Combustible storage will not be stored boiler rooms, mechanical rooms, electrical equipment rooms, under-floor, under stairwell, or other concealed space
- Flammable liquids (i.e. gasoline) stored in listed/approved safety can
- Proper ventilation is provided for dryers and absence of excessive lint

Elevators

- Has required signage directing to stairways and not to use elevator in fire emergency
- Fire service keys are available in Knox Box