



DELRAY BEACH FIRE RESCUE ANNUAL INSPECTION CHECKLIST

Business owners or managers can avoid common fire code violations by reviewing and complying with the following requirements from the current Florida Fire Prevention Code.

Note that exceptions or exemptions may apply. This checklist covers general violations for all occupancy types; please also refer to additional lists for your specific occupancy type. This checklist is not intended to cover all possible code requirements.

- 1) **Street address** shall be clearly marked, and visible from the roadway. Numbers or letters shall be a minimum of 6 inches in height for commercial occupancies and 4 inches for residential and in contrasting color from the background on which they are displayed. (NFPA 1:10.11.1.2)
- 2) Where required, an **Access Box** shall be provided for Fire Department access. These boxes shall contain keys or other devices necessary for the fire department to gain access into a structure in the event of an emergency during non-business hours. It is the responsibility of the property operator to notify the fire department and provide new keys or devices any time a lock is changed or re-keyed. (NFPA 1:18.2.2.1)
- 3) **Fire Hydrants** must always be visible and accessible. A 36 in. (914 mm) clear space shall be maintained around the circumference of fire hydrants except as otherwise required or approved. A clear space of not less than 60 in. (1524 mm) shall be provided in front of each hydrant connection having a diameter greater than 2½ in. (64 mm). (NFPA 1:18.5.7.1 and 18.5.7.2)
- 4) **Fire Department Connection (FDC)** shall be inspected quarterly to verify the following: (NFPA 12 13.8.1) Fire department connections are visible and accessible. Couplings or swivels are not damaged and rotate smoothly. Plugs or caps are in place and undamaged. Gaskets are in place. Identification signs are in place. Check valve is not leaking. Automatic drain valve is in place and operating properly. Fire department connection clapper(s) is in place and operating properly. Interior of the connection is inspected for obstructions. Visible piping supplying the fire department connection is undamaged.
- 5) **Fire lanes:** The required width of a fire apparatus access road shall not be obstructed in any manner, including by the parking of vehicles. (NFPA 1:18.2.4.1.1)
- 6) **Exit doors** The operation of the releasing mechanism shall release all latching and all locking devices of the door leaf with not more than one motion in a single linear or rotational direction. Any such locking mechanism shall not require special knowledge, keys, or tools to operate. Locks must not be less than 34" and not more than 48" high. (NFPA 1:14.5.2.3.1 and NFPA 1:14.5.2.3.2)
- 7) **Means of egress** are clear and unobstructed and continuously maintained. Approved exits shall not be blocked by stock or merchandise at any time. No obstruction by railings, barriers, or gates shall divide the means of egress into sections appurtenant to individual rooms, apartments, or other occupied spaces. Where the AHJ finds the required path of travel to be obstructed by furniture or other movable objects, the authority shall be permitted to require that such objects be secured out of the way or shall be permitted

to require that railings or other permanent barriers be installed to protect the path of travel against encroachment. (NFPA 1:14.4.2.2)

8) Where required, every **exit sign** shall be suitably illuminated by a reliable light source. Every sign required by 7.10.1.2, 7.10.1.5, or 7.10.8.1, other than where operations or processes require low lighting levels, shall be suitably illuminated by a reliable light source. Externally and internally illuminated signs shall be legible in both the normal and emergency lighting mode. (NFPA 101:7.10.5.1)

9) **Emergency lights** are illuminated by an accepted means. These lights shall be backed up by battery power in the event of an electrical outage. (NFPA 1:14.12.2.1)

10) **Combustible waste** cannot be allowed to build up inside or outside the building in any manner that will pose a fire hazard. For example, piles of empty cardboard boxes should not be allowed to pile up against the back wall of a business, especially near an exit. (NFPA 1:19.1.2)

11) **Aisles, walkways, stairways, or other paths leading to exits** must be clear and unobstructed. Approved exits, or the pathways leading to them, must not be blocked by stock or merchandise at any time. (NFPA 101:7.5.1.1)

12) **Fire Extinguishers** are required, and should be readily accessible and visible locations, not tucked inside offices, under counters or in closets. Even new ones must be serviced and tagged annually by a licensed fire extinguisher dealer. Please contact your fire extinguisher dealer for assistance in determining the proper number, type, and mounting locations for fire extinguishers. (NFPA 1:13.6.1.2)

13) **Abandoned in place wiring** must be properly identified at juncture and termination or removed from all accessible areas and insulated from contact with live electrical wiring or devices (NFPA 1:11.1)

14) **Electrical outlets, junction boxes, and circuit breaker panels** must be covered. Outlets and junction boxes must have the appropriate cover plate. Openings in circuit breaker boxes (such as from missing circuit breakers) must be covered by an appropriate plug. This will contain any sparks and arcs within the box to prevent starting a fire in nearby combustibles and will also prevent persons from encountering live electrical wires. (NFPA 70:370-25 and NFPA 70:370-27 (3) (c))

15) **Electrical extension cords** cannot be used as a substitute for permanent wiring. If you do not have an electrical outlet close enough to an appliance, you must either have an electrician add a new outlet or move the appliance closer to the outlet. Extension cords are only approved for “temporary use”, such as to operate a vacuum cleaner, or to run a power tool while you make a repair. (If it’s plugged in for more than two weeks, don’t even think about calling it temporary.) If you have any mounted device, such as a light fixture, it must be wired by an electrician, and cannot be supplied by an extension cord. Under no circumstance can you staple an extension or other power cord to furniture or a wall. (Note: multi-outlet power strips, with a built-in circuit breaker, and with a cord not more than six feet in length, may be used to protect computers and related equipment. You cannot connect two of these cords together to obtain added reach.) (NFPA 1:11.1.5.1)

16) **Elevators** with firefighter service are to be tested monthly and records are on premises for review. An elevator, other than an elevator in accordance with 7.2.13, shall not be considered a component in a required means of egress but shall be permitted as a component in an accessible means of egress. (NFPA 101:9.4.6 and NFPA 101:9.4.1)

17) **Fire sprinkler or standpipe systems** shall be serviced and tested at least annually by a licensed fire protection contractor. The contractor will provide the owner with written records of the service and testing

provided. It is the building owner's responsibility to contact the sprinkler company and schedule these inspections when they are due. Unless a maintenance contract has been signed, the contractor will not automatically come out to perform these inspections. (FAC 69A: 46.041)

18) **Fire alarms** shall be properly tested and maintained per NFPA 72. Fire alarms are required to be inspected, serviced, and maintained annually by a licensed fire alarm contractor. (FS 633.701) It is the responsibility of the owner to contact a fire alarm company to schedule inspections when they are due. (NFPA 72:14.2.3.1 – 14.2.3.2)

19) **Records of fire alarm maintenance, repair and inspection** shall be kept on site for the review of the AHJ. As with sprinkler contractors, fire alarm contractors are required to leave a report documenting all maintenance, testing, or repair work performed on the system. As the owner / manager you should have copies of this paperwork on site for review by the County fire inspector. (NFPA 72:14.6.1.3)