



## Montgomery County Fire Marshal's Office

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### Fire Marshal's Inspection Check List – New Business Occupancies: **MORE THAN 75 FEET IN HEIGHT**

#### Means of Egress:

1. All doors are a minimum of 3 feet by 7 feet with a clear width of 32 inches.
2. All bathroom and locker rooms that are **multi-stall or larger than 64sq.ft** shall be equipped with emergency lighting.
3. Floor surfaces are of slip-resistant material.
4. Stairways shall have a minimum clear width of 44 inches and 80 inches in height.
5. All new elevators shall be equipped with phase I and II recall and shall meet phase ASME A17.1.
6. Doors shall swing in the path of egress if occupant load is more than 50 people.
7. Egress path shall be a minimum of 36 inches.
8. Stair tread shall have a consistent pattern and shall not exceed 7 inches in height and a minimum depth of 11 inches.
9. All ramps in the path of egress shall have a slope no more than 8%.
10. Illuminated exit signs shall be readily visible from the path of egress and shall have a certified listing.

#### Fire Service Features and Building Features:

1. All Contractors shall submit one copy in PDF on a CD of their: Fire Alarm, Fire Sprinkler, and Hood Suppression System.
2. Fire apparatus access roads shall comply with Appendix "D" and shall be **review by the Fire Marshal's Office.**
3. All check list shall be filled out and submitted into Fire Marshal Office:
  1. Fire Alarm Checklist
  2. Commercial Cooking Suppression Checklist
  3. Paint Booth Checklist
  4. Fire Pump Checklist
  5. Fire Sprinkler Checklist
  6. Fixed Fire Extinguisher System (other than water)
  7. Sprinkler System Underground Checklist
4. **Fire Department Connection Location will be approved through the local fire department, AND shall be located on the street side of the building, fully visible and recognizable from the street or nearest point of fire department apparatus access road within 150 feet of the nearest hydrant.**
5. Fire Department Connection sign shall have the Letters "FDC" at least 6 inches high.
6. All fire protection equipment shall have annual inspection and installation tags installed.
7. Premises Identification address shall be Arabic numerals or alphabet letters with a minimum of 4 inches high and a minimum stroke width of 0.5 inches.
8. Fire alarm system and sprinkler system shall be monitored through an approved monitoring agency.

9. Standby power rooms shall have a 2 hr. rating; standby power shall meet the full demand of the building for a minimum of a 2 hour period. Manual start and transfer shall be located in the fire command center.
10. **KNOX EQUIPMENT**
  1. All Fire Department Connections shall be equipped with **Knox locking caps with swivel guard** and can be purchased through Montgomery County Fire Marshal's Office.
  2. Knox Boxes are required on all building that have a Fire Alarm, Sprinkler System, or elevator. Knox boxes shall be purchased through local fire department. The only Knox Boxes that can be purchased are the **3200 or 4400 series with hinged lid.**
  3. All keys shall be placed in Knox box during final inspection with local Fire Department. **All Knox items shall be installed and in place before COC can be issued.**

#### **Fire Command Center:**

1. The controls for the emergency voice/alarm communication system.
2. Primary phone for the fire department two way communication systems.
3. Status indicators and controls for air-handling system.
4. Controls for unlocking stairway doors simultaneously.
5. Sprinkler valve and water-flow detector display panel.
6. Emergency standby power status indicators with manual switches.
7. A telephone for the fire department use with controlled access to the public telephone system.
8. Fire pump status indicator.
9. Annunciator visually indicating the location of the elevator and whether they are operational.
10. Work table.
11. Fire alarm panel.
12. Stamped and approved schematic building plans indicating the typical floor plan and detailing the building core, means of egress, fire protection system fire-fighting equipment and fire department access.
13. **If any of the above listed system is a single work station computer or on an electronically generated screen the minimum computer monitor or screen size shall be no less than 36 inches.**

#### **Fire Rated Assemblies:**

1. All rated assemblies will be checked for correct construction and for penetrations through assembly.
2. Check for correct door labeling, rating, and not painted over.
3. All doors are self closing and comply with egress.
4. All fire rated assemblies shall have correct markings or stenciled on wall.
5. Building over 75 feet in height stairways shall be pressurized and shall be separated by a two hour fire separation.

#### **Electrical Equipment:**

1. No permanent use of extension cord or multi-plug adaptors.
2. All cover plates on junction boxes, outlets, panel boxes, and switch plates shall be installed.
3. 36" clearance around all electrical panels, transformers, and hot water heaters.
4. All empty slots in electrical panel shall be filled with breaker blanks.
5. All breaker panels shall have breakers labeled on index card.
6. All electrical outlets in bathrooms and around water faucets and wash sinks are GFCI rated.

### **Storage and housekeeping:**

1. Storage: No excess or hazardous accumulation of material.
2. Storage heights: Sprinkled buildings 18 inches below ceiling, non-sprinkled buildings 24 inches below the ceiling.
3. Flammables improperly stored, handled, or labeled.
4. Missing ceiling tiles or holes in walls.
5. Secure compressed gas cylinders to fixed objects.
6. Accumulation of trash, debris, dust, lint, waste.
7. Interior finish or decoration are not flammable

### **Fire Extinguishers and Miscellaneous:**

1. Approved fire extinguisher with proper and current inspection tag.
2. Fire extinguisher is mounted properly and has 3 foot clearance around it.
3. All interior doors are labeled with room identification and use.
4. Sprinkler cabinet shall have extra heads and wrench.
5. Proper keys in Knox box.
6. All permits and documents are current.

### **Mandatory Inspections prior to final inspection:**

1. Fire hydrant(s) location and distance to building. Verify that fire hydrant is functioning. Check for premises address identification.
2. Fire Department Connection(s) location and distance to fire hydrant(s).
3. Ceilings cover inspections of each floor. Ceiling tiles can be in place for lighting, exit signs, emergency lighting, smoke detectors and fire alarm A/V devices. Inspection of following but not limited to; Verification of sprinkler head locations. Penetrations in floors, ceiling and walls. Check for any open electrical junction boxes. Fire rated walls filled and sealed with fire rated caulk. Rated fire walls above ceiling grid are required to have a warning stencil stating fire rating.
4. Fire command/control room verify layout of required devices and equipment. This room will have fire rated walls.
5. Final inspection of floors to include but not limited to; Exit signs, emergency lighting, smoke detectors and fire alarm A/V devices. Fire extinguishers, egress, electrical and mechanical rooms. Check for proper identification labeling of all rooms and fire service features.
6. Stairwells inspection to include but not limited to; 2-hour rating maintained throughout enclosed stairway system. Stairwell pressurization present. Stand pipe hose valve thread protective caps in place and at roof exit. Emergency lighting throughout. Required stair identification signs.
7. Emergency generator has 2-hour occupancy separation with approved fuel storage tank.
8. Verification of Knox Box installation.
9. Fire lane inspection. Fire department connections properly identified and check protective security caps.
10. Fire protection system final acceptance test.
11. Fire alarm system final acceptance test.
12. Elevator Fire service Phase I and II operation acceptance test.