

# Vista Fire Department



## School Inspection Program Guide

### Outside

- Address visible from the street (CFC 505.1)
- Knox Box (working gate and master keys – labeled correctly) (CFC 506.1)
- Access (CFC 503.1)
- Fire Lane – marked, must be maintained clear at all times (CFC 902.2.1)
- FDC – Breakaway locks, no rust, PIV locked in open position (VMC)
- Hydrant – 3' clearance, not obscured (CFC 507.5.5)
- Recon fields and stadium areas for aircraft LZ purposes (Fire and EMS – note overhead obstructions, light towers, access, and unsecured objects such as trash cans, soccer goal posts, etc.)

### Main Office

- Locate Fire Alarm Annunciator Panel (with emergency contact person and number). If non-operable, restore alarm system to full operation (T-19 3.24; NFPA 72)
- Documentation of 5-year certification by State Licensed C-16 Contractor for sprinkler system (if present)
- Documentation of monthly alarm tests and annual alarm certification (T-19 3.13)
- Documentation of fire drill participation – monthly K-8, every 6-months for high schools (CFC 405.5)
- MSDS – either electronic or paper version – readily accessible to the FD (CFC 407.2)

### Interior Corridors

- Exit corridors and stairways shall be kept free from obstructions or storage (T19, Sec. 311)
- Fire doors shall not be modified (CFC 703.2)
- Exit pathway signs illuminated and emergency lighting operational when test button depressed (CFC 1011.1., 1011.2)

## Electrical

- Is the main electrical source identifiable and accessible?
- Multi plug adaptors are only to be used for small temporary items (computers, peripherals) (CFC 605.5)
- Extension cords will not be used for more than 90-days in lieu of permanent wiring (CFC 605.9)
- Extension cords may be used only for portable appliances (CFC 605.5) (CFC 605.3)
- Open junction electrical boxes are prohibited (CFC 605.6)
- Any closets containing electrical equipment shall be labeled "Electrical Room" (CFC 605.3.1)
- Electrical panel clearance must be maintained free of combustibles 30" W, 78" H, and 36" deep (CFC 605.3)
- The disconnecting mains for each service feeder, branch, or circuit, originating on a switch board or *panel board* shall be legibly and durably marked to indicate its purpose (CFC 605.3.1)
- Provide circuit breaker blanks for open positions (T-19 3.01; T-24 part 3)
- No posters or other material may conceal electrical panels (T-19 3:08)

## Door Labeling

- Any machine, electrical, or boiler rooms shall be free from any combustible storage (CFC 315.2.3)
- Rooms containing controls for HVAC, Sprinkler Risers and Valves, FACP (Fire Alarm Panel) should be so labeled with a sign permanently constructed and readily visible (CFC 509)
- Provide NFPA 704 labeling on doors leading to chemical storage areas
- Request labeling of doors leading to rooms where ROOF ACCESS ladder is available for firefighter use

## Exits

- All exits must remain un-obscured at all times (T-24 335; T19 3.11; no key locks or chains)
- All exits must be operable from the inside without a key or special knowledge or effort. Any deadbolt must be mechanically interlocked so that one single-action unlocks the door (T-24 3304c)
- If exit door serves more than 50 people, shall swing in the direction of travel of egress (T-24 3304b)
- Repair burned out bulbs on exit signs (required to be illuminated whenever the building is occupied) (T-24 3314)

## Classrooms

- 2A-10BC extinguishers visible, mounted, labeled, 3-5' on wall near exit
- Emergency exit plan posted with two paths of egress (CFC 404.3.2, Title 19 Div. I – 3.13)

- Extinguishers require service if discharged, pressure outside normal range, seal broken, or annually (NFPA 10: 7.2.3)
- Nothing suspended from ceiling (CFC 703.3)
- No high piled storage (must be 2' below ceiling in non-sprinklered, and 18' below sprinkler heads) (CFC 315.2.1)
- All power cords subject to mechanical damage will be protected by approved bridging devices (CFC 605.5)
- Decorative materials shall be shall be treated with SFM approved fire retardant or flame resistant material (Title 19 Sec. 3.08)
- Portable heaters must be 3' from combustibles and plugged directly into a receptacle (CFC 605.10)
- Maintain and repair walls, draft stops and ceilings (CFC 703.1.1)
- Drapes, curtains, hangings, must be treated flame retardant material approved by SFM (CFC 806.2)
- Exits, visual alarm strobes and extinguishers shall not be obstructed (Title 19 3.08)
- Remove wedges or any other unapproved means to hold self closing fire rated doors open (CFC 703.3.2)
- Remove obstructions and alterations to fire doors and maintain closing and latching devices (CFC 703.3.3)
- Artwork / teaching material on walls of corridors shall not exceed 20% of available wall space (CFC 807.5.2.2)
- Artwork / teaching material on walls of classrooms shall not exceed 50% of available wall space. (CFC 807.5.2.3)
- Maintain fire resistive construction on walls, floors and ceilings – (703.1.1)
- Replace missing ceiling panels, which may provide rapid spread of fire to above-ceiling area – (CFC 703.1.1)
- Decorative materials: When classrooms contain combustible “decorative” materials: drapes, hangings, curtains, drops and all other decorative material, including Christmas trees that would tend to increase the fire and panic hazard. May also include natural and artificial decorative vegetation. These materials shall be made from a nonflammable material, or shall be treated and maintained in a flame-retardant condition by means of a flame-retardant solution or process approved by the State Fire Marshal (Title 19, Division 1, Section 3.08)
- Wall Artwork and teaching materials shall be permitted to be attached directly to the wall if:
  - (1) The artwork / teaching materials shall not exceed 50 % of the wall area (non-sprinklered)
  - (2) The artwork / teaching materials shall not exceed 50 % of the wall area (sprinklered) - NFPA 101, *Life Safety Code* Ch. 14 Sec 14.7.4.3 (new) and Chapter 15 (existing)
- All assembly rooms with an occupant load of 50 or more shall have a posted max. occupant load sign (CCR T19 3.30 / CFC 1004.3)

## **Nurses Office**

- Secure compressed gases from seismic activity (CFC 3003.5.3)
- Patient privacy screens may require to have chain-pattern tops to allow for sprinklers to be effective throughout the exam room

## **Doors**

- Doors on exit corridors must close and latch when released from a partially open position
- Exit doors shall be free of all combustibile materials (Title 19 3.08)
- Remove door stops from doors required to be self closing [fire doors] (T-24 3305h)

## **Kitchens**

- If fryer or grease laden vapors, must have Class K extinguisher within 30' of kitchen appliance (CFC 904.11.5)
- 2A-10BC extinguisher every 75 feet, mounted 3-5' on wall, serviced annually (CFC 906)
- Commercial Hood Systems – inspected every 3 months and cleaned if needed
- Hoods must be UL 300 compliant (CFC 904.1.1)
- Manual pull activation station within 10-20' from hood system
- Hood sprinkler system must be certified every 6-months by licensed technician and tagged (CFC 904.11.6.2)
- Kitchen hood filters need regular cleaning (T-19 3.19 (g))

## **Auditoriums / Assembly**

- Illuminated Exit Signs (CFC 1011.5.2)
- Maximum Occupancy Posted
- Fire Extinguishers every 75 ft, on wall 3-5', visible, un-obscured (CFC 906)
- Stage Curtains must be fire rated and/or Fire Marshal Approved – Look for tags, State Fire Marshal seal, or documentation of treatment method and date performed
- Panic hardware must be operable with 15 lbs of pressure and open freely (CFC 1008.1.3)
- Exit doors swing outward in the direction of travel, operable without a key of special knowledge, and operate in a single action (1008.1.5)
- Emergency lighting shall be provided and shall illuminate when test button is pushed, or if power cut will battery run for 90 minutes
- Illuminated Exits – Shall be illuminated, and illuminate when test button is pushed, and arrows will point to exit path
- All panels in acoustical or drop type ceilings shall be in place (CFC 703.1)
- If stage, must have 2A extinguishers on both sides (Title 19 3.29a-d)

### **Bleacher / Grandstand Areas**

- Waste material shall not be on roofs, courts, parking lots, grandstands, or bleachers (CFC 304.1.1)

### **Labs**

- Confirm that non-compatible chemicals are not stored together
- Emergency or Master gas shut off for Bunsen burners
- Secured, limited access to chemical storage

### **Miscellaneous**

- Keys / Manual pull station reset key: In approved location for immediate use by FD (CFC 607.4) \* *NOTE: Approved location TBD*
- Any security device or system that obscured means of egress is prohibited (CFC 316.4)
- Auto Shops: Must store used oily rags in approved self-closing metal containers and emptied daily (CFC 301.1)
- No vehicles to be stored inside buildings unless fuel only 5 gal or 1/4 tank (whichever is less) (CFC 314.4)
- Fire Alarms must be tested by a licensed contractor annually (horns, strobes and smokes) (CFC 907.2.3)
- Fire Sprinkler system needs to have a current a 5-year certification
- All valves of protections systems need to be accessible
- No storage in furnace, boiler, or electrical rooms (T-19 3.19)
- Any penetrations in ceilings or walls need to be properly sealed
- Flammable liquid storage not allowed, except in labs and for maintenance. Flammable liquids must be stored in safety cans or in an approved flammable liquid locker (T-19 3:15)

### **Abbreviation Key**

CFC – 2010 California Fire Code

Title 19 – California Code of Regulations: State Fire Marshal

Title 24 – California Code of Regulations: Building / Electrical Code

NFPA – National Fire Protection Agency

VMC - Vista Municipal Code

CVC – California Vehicle Code