

PALO ALTO FIRE DEPARTMENT

CONTRACTORS FIRE AND LIFE SAFETY FINAL- INSPECTION CHECK LIST

This check list is only to be used as a guide. Refer to all NFPA, CFC 2022 codes and local regulations prior to inspection. **Leave the box unchecked if the line item does not apply to this project.**

PRE- INSPECTION:

- SCAN AND EMAIL TO firepermits@cityofpaloalto.org
- HAVE APPROVED PLANS AVAILABLE
- HAVE PERMIT AVAILABLE
- ALL OTHER FIRE RELATED WORK MUST BE SIGNED OFF PRIOR TO FINAL FIRE/SAFETY INSPECTION

INSPECTION:

- ADDRESS IS CLEARLY VISIBLE
- KNOX BOX IS INSTALLED AT PROPER HEIGHT AND LOCATION
- KNOX BOX HAS FLUORESCENT STICKER
- CONFIRM PROPER KEYSETS AND CONTACT INFO IN KNOX BY CALLING AN ENGINE FOR A KNOX BOX DETAIL
 - ST 1 650 329 2101 (DOWNTOWN)
 - ST 2 650 329 2256 (BUSINESS PARK OFF PAGE MILL)
 - ST 3 650 329 2435 (MIDTOWN)
 - ST 5 650 329 2187 (BARRON PARK)
 - ST 6 650 329 2649 (STANFORD AREAS)
- BUSINESS CARD OF BUILDING RESPONSIBLE IN KNOX BOX
- KEY TO FACP ROOM LABELED
- KEY TO FACP LABELED
- KEY TO FRONT DOOR LABELED
- HYDRANTS CLEARLY VISIBLE
- HYDRANTS FLUSHED
- PIV PAINTED RED AND PROPER SIGNAGE IS ATTACHED

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INSPECTION CONT:

- FDC'S ARE CLEARLY MARKED AND COVERS INSTALLED
- FDC BOLLARDS INSTALLED IF NECESSARY
- SIGNAGE FOR FIRE ALARM CONTROL PANEL (FACP) INSTALLED
- SIGNAGE FOR ELECTRICAL ROOM INSTALLED
- EMERGENCY CIRCUITS IDENTIFIED
- ELECTRICAL PANEL IS CLEARLY LABELED
- MAIN POWER SHUT OFF IS IDENTIFIED AND LABELED
- GAS SHUT OFF IS ACCESSIBLE AND TURNS OFF EASILY
- OCCUPANCY SIGN IS POSTED (IF APPLICABLE)
- FIRE EXTINGUISHERS ARE HUNG IN THE PROPER LOCATION (1 EACH 75 FT/ 3000 SQ FT)
- FIRE EXTINGUISHERS ARE HUNG PROPERLY (3-5 FT ABOVE FINISHED FLOOR)
- FIRE EXTINGUISHERS HAVE SERVICE TAG AND ARE DATED
- K- EXTINGUISHER IN KITCHEN
- RISER ROOM IS CLEARLY LABELED
- INSPECTOR TEST VALVE IS CLEARLY LABELED
- 5 YEAR TAG IS ON THE RISER
- ANNUAL AND 5 YEAR REPORT AVAILABLE IN SPRINKLER SYSTEM
- SPRINKLER SPARE BOX IS MOUNTED, WRENCH IN BOX AND ALL HEADS REPRESENTED
- OS&Y VALVES ARE CHAINED OPEN
- ALL CEILINGS ARE IN AND SPRINKLER ESCUTCHEONS ARE INSTALLED
- WITH A/C OFF EMERGENCY GENERATOR STARTS WITHIN 10 SECONDS
- WITH A/C OFF ALL EMERGENCY LIGHTING WORKS PROPERLY
- ALL EXIT SIGNS ARE INSTALLED PER CODE
- ALL EXIT PATHS ARE CLEAR
- EVACUATION MAPS ARE INSTALLED ON EACH FLOOR OF MULTI-STORY BUILDINGS
- ALL EXITS DOORS ARE TO CODE
- ALL PANIC HARDWARE WORKS PROPERLY

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INSPECTION CONT:

- ALL FIRE RATED DOORS HAVE PLACARDS
- ALL FIRE RATED DOOR HAVE SELF CLOSERS
- ALL FIRE RATED DOORS HAVE SMOKE SEALS
- EXTERIOR ALARM/BELL ARE INSTALLED
- ALARM PANEL IN NORMAL CONDITIONS
- ANNUAL ALARM INSPECTION AVAILABLE IN FACP ROOM
- POWER LIGHT ON
- NO TROUBLE OR ALARMS INDICATED
- USE AND OCCUPANCY PERMIT FILED WITH FIRE DEPARTMENT