

**OSWEGO FIRE DEPARTMENT**  
**FIRE SAFETY INSPECTION GUIDE**

**This reference is *NOT* all inclusive and is only to be used as a guide to the violations that are frequently found.  
Please contact 315-342-8151 if you have any questions.**

<b>General :</b>
All installed equipment shall be maintained in operating condition even if no longer required by the code.
Vehicle impact protection where required shall consist of : concrete filled steel posts 4 inches in diameter, 4 feet apart, 3 feet deep in concrete, 3 feet above ground, 3 feet from protected object or another approved barrier at least 3 feet tall.
FDC's and fire hydrants shall not be obstructed by any material or object.
MSDS shall be readily available on premises for any hazardous material.
<b>Storage :</b>
Combustible waste material shall not be allowed to accumulate anywhere on the premises.
Dumpsters shall be outdoors and more than 5 feet from openings, combustible walls or eaves.
Clearance between ignition sources and combustible materials shall be maintained.
Displays of goods shall not obstruct access to exits.
Displays of highly combustible goods in exit aisles or within 5 feet of exits are prohibited.
Storage of combustible materials shall be orderly and separated from heating devices.
Storage shall be 2 feet below the ceiling or 18 inches below sprinkler heads.
Combustible materials storage shall not be in the means of egress, boiler room, mechanical room, or electrical equipment room.
Storage of combustible materials in attics or concealed spaces shall be protected by 1 hour fire resistant construction and storage is prohibited on exposed joists.
Hazardous material storage areas may require NFPA 704 placarding.
Hazardous materials may not exceed the quantities per control area according to Table 2703.1.1.
Compressed gas cylinders and their valves shall be secured against any physical damage or falling.
LP gas containers awaiting use or resale shall be positioned with the pressure relief valve in direct communication with the vapor space.
LP gas containers shall not be stored on roofs or in basements.
Storage of LP gas containers awaiting use or resale shall be 20 feet from openings to buildings, 10 feet from fuel pumps, 10 feet from combustible materials and be protected from vehicles.

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### **Operational :**

The fire safety/evacuation plan should include egress routes, accountability of employees, reporting emergencies to occupants, site plan, floor plans, and personnel assigned for fire protection systems maintenance. Employees shall be trained in the plans.

Evacuation drills shall be held and documented quarterly for employees of Group A occupancies.

Smoking is prohibited where flammable or combustible materials are stored or handled.

A fire safety and evacuation plan shall be maintained for group "A" occupancy (OL>50).

Trap doors shall be kept closed when not in use.

### **Signs and Labeling :**

Group A shall have a detailed seating plan and occupant load limit sign.

Every room or space that is a Group A occupancy shall have the occupant load posted in a conspicuous space near the main exit.

Exterior doors that have been rendered nonfunctional shall have a sign affixed to the exterior with 6 inch letters reading "THIS DOOR IS BLOCKED".

Openings to shaftways shall be marked "SHAFTWAY" in 6 inch red letters on white background.

Doors into electrical control rooms shall be labeled "ELECTRICAL ROOM".

Rooms containing HVAC, fire detection, or fire suppression equipment shall be identified in an approved manner.

Premises address shall be identified with contrasting numbers at least 4 inches high.

Fire department connections (FDC's) shall be indicated with a sign labeled "FDC"

Exits and exit access doors shall be marked with an exit sign. Access to exits not immediately visible will be marked with a sign. Exit signs are not required in an area with only one exit.

Exit signs shall be internally or externally illuminated and connected to an emergency power system if needed to function.

Stairway exits shall have tactile signs that comply with ANSI A117.1.

### **Electrical :**

Identified electrical hazards shall be abated.

Open junction boxes are prohibited.

Extension cords shall not be used as a substitute for permanent wiring or extended through walls, doors, ceilings and shall be rated to the capacity of the portable appliance being powered.

Electric motors shall be free of dirt, waste and debris.

### **Commercial Cooking Equipment:**

Exhaust hoods are required over all appliances that produce grease vapors or smoke and must include an approved fire extinguishing system.

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### **Commercial Cooking Equipment cont. :**

Shall be protected by a portable fire extinguisher located within 30 feet. Cooking equipment using animal or vegetable oils or fats shall be protected by a class “K” extinguisher.

Commercial cooking hoods, grease removal devices, fans, ducts, and appurtenances shall be cleaned regularly and a record of cleanings shall be maintained on the premises.

Automatic extinguishing systems for commercial hoods shall have a manual actuating device located near the means of egress between 10-20 feet from the exhaust system and actuation of the system shall automatically shut down the fuel or electricity to the cooking equipment.

The system shall be compatible with the portable extinguisher that protects it.

Systems shall be inspected every 6 months.

### **Fire Protection Systems :**

Required and non-required fire detection, alarm and extinguishing systems shall be maintained in operating condition at all times. Non-required systems may be removed in their entirety.

Fire protection systems shall be inspected, tested and maintained in accordance with the reference standards listed in table 901.6.1.

The building owner shall assign an impairment coordinator to comply with the requirements of 901.7 for any time the system is out of service.

Sprinkler systems shall be inspected annually and tested quarterly. Sprinkler heads shall be replaced if painted, corroded, damaged, or improper orientation. Records shall be maintained and made available on request.

Stand pipe systems shall be inspected quarterly and tested annually. A flow test shall be performed every five years. Records shall be maintained and made available on request.

Fire detection and alarm systems shall be tested, inspected, and maintained in accordance with NFPA 72. Records shall be maintained and made available on request.

FDC's shall be maintained free of obstructions and with intact end caps.

### **Fire Extinguishers**

Are required in all A, B, E, F, H, I, M, R1, R2, R4, and S occupancies.

Shall be of a type appropriate to the hazard.

Class A extinguishers may not protect more than 1500 per unit of an “A” assembly and may not be located more than 75 feet travel distance from any part of the occupancy.

Class B extinguishers must be a minimum of 10B with a travel distance less than 30 feet, or 20B with a travel distance of 50 feet.

Shall be located in a conspicuous location along normal paths of travel and immediately available for use.

They shall not be obscured or obstructed.

A sign indicating the location may be required where obstruction cannot be avoided.

Extinguishers shall be housed in unlocked cabinets or hung on approved brackets between 4 inches and 5 feet above the floor.

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<b>Fire Extinguishers cont. :</b>
Shall be inspected monthly and a record shall be kept on premises.
Extinguishers shall be maintained annually and a record shall be kept on the extinguisher.
<b>Interior Furnishings/Decorations</b>
Hanging of material from acoustical ceiling systems that are part of a fire rated assembly is prohibited.
Interior furnishings or decorations that are highly flammable are prohibited.
Natural cut trees shall be permitted in B,F1,F2,H,R3,S1,S2,and U occupancies and in A,E,M,R1,R2 occupancies protected by automatic sprinklers.
Natural cut trees shall be secured in an adequate support device and the water level shall be maintained daily.
Furnishings, decorations or other objects may not obstruct visibility of exits.
<b>Means of Egress</b>
Required exits shall be maintained free from obstructions or impediments to full instant use in case of fire or other emergency.
Means of egress shall be free of obstructions including the accumulation of ice and snow.
Egress doors shall be readily able to open from the egress side without the use of a key or special effort unless permitted by 1003.3.1.8
A occupancies with OL<300, B, F, M, S, and churches, the main exterior doors may have key operated locks on the egress side if the device is readily identifiable as locked and a durable sign in 1 inch letters on a contrasting background is posted on the egress side stating "This Door to Remain Unlocked When the Building is Occupied."
Where doors are in pairs automatic flush bolts are permitted if the door leaf with the automatic bolts has no surface mounted hardware.
Manually operated flush bolts or surface bolts are not permitted.
The means of egress including the exit discharge shall be illuminated at all times the building space is occupied.
Emergency power for means of egress illumination shall be provided for: Group A OL>50, Group B over three stories or more than 100 per story, F OL>100, I, M, (unless <3000 square feet on one story, R1, R2, R4).
Aisles shall be provided from all portions of the occupancy that contain seats, tables, furnishings, displays, etc...
Aisle width in B and M shall be 36 inches where seats, tables, furnishings, displays, are on one of the aisle and 44 inches when on both sides of the aisle.
Stairways that continue below the level of discharge shall be marked to identify the level of egress to a public way.