



FIRE AND LIFE SAFETY INSPECTION CHECKLIST

For "Reference" Only

If you have questions, please contact Campus Fire Marshal @ EH&S

FIELD REVIEW OF PLANS:

- Approved contract drawings on site

UNDERGROUND FIRE LINES:

- Approved plans on site
 - Material inspection
 - Depth of bury & thrust blocks
 - Hydrostatic test
 - Flush
 - Tracer wire verification
 - Hydrant orientation
 - FDC orientation
 - NFPA 24 certificate of Completion
- Complete x _____

STRUCTURAL STEEL PROTECTION:

- Fire proofing approved plans on site
 - Fire proofing lab reports
 - Fire proofing material inspection
 - Inspect for Trade Damage
- Complete x _____

SPRINKLER & STANDPIPE SYSTEMS:

- Approved plans on site
 - Sprinkler rough-in inspection
 - Flush of lead-in & FDC
 - Hydrostatic test (shell/floor)
 - Hydrostatic test final
 - Drain location & function
 - FDC identification sign
 - PIV identification sign
 - Hangers
 - Seismic bracing
 - Pipe clearance thru walls & floorings
 - Number, type & arrangement of heads
 - Test flow, drain, tamper & supervision
 - Spare head box
 - Hydraulic Calculations plates
 - Standpipe pumper truck flow approval
 - Fire Pump Test
 - Approval fire sprinklers
 - NFPA 13 certificate of completion
 - NFPA 14 certificate of completion
- Complete x _____

HVAC:

- Damper install, instruct, on site
 - Location of access door for inspection
 - Damper Angle inspection
 - 100% smoke damper test by DCFM
 - 100% Fire damper test by IOR
 - 10% fire damper drop test by DCFM
 - Location of duct detector for auto shutdown
 - Test Automatic Shutdown
 - Air balance complete & report
- Complete x _____

AUTOMATIC EXTINGUISHING SYSTEMS:

- Approved plans on site
 - Chemical Type _____
 - Pipe pressure test
 - Protection of floor penetrations
 - Protection of wall penetrations
 - Final AES approval
- Complete x _____

FIRE ALARM SYSTEM:

- Approval plans on site
 - Rough-in Inspection
 - Test all devices 100%
 - Smoke Detector Test
 - Heat Detector Test
 - Audio/visual notification throughout
 - Test of supervision
 - Panel test
 - Candelas verified
 - 24 hour back-up battery test
 - 48 hour battery recharge test
 - Duct detector magnehelic test / area detection
 - Verify "Sequence of Operation"
 - Shunt trip test & supervisory alarm
 - Elevator recall
 - Roll down / Won - door
 - Fire pump supervision
 - Smoke control system
 - Auto extinguishing system supervision
 - Fire Alarm Panel "Inside Sign"
 - Phone line test with Central station
 - Emergency Responder Radio Test
 - Final fire alarm approval
 - NFPA 72 certificate of completion
- Complete x _____

FIRE RESISTIVE ASSEMBLIES:

- Framing inspection of walls and shafts
 - Roof coverings
 - Wall fire stopping inspection
 - Shaft fire stopping inspection
 - Floor fire stopping inspection
 - Elevator shaft construction / fire stopping
 - Back to back electrical junction boxes
 - Rated recessed Panels
 - Access Doors
 - Door / Window Installation
 - Attic Draft Stops
 - Fire Blocking
- Complete x _____

DOORS:

- Door frame gap
 - Smoke gasket
 - Door hardware
 - Fire Rated Door & Frame Labels
 - Door swing
 - Self-close and latch
 - Card Key Access / Fail open egress
- Complete x _____

EXITING:

- Exit signs rough-in inspection
 - Exit final inspection
 - Low level exit signs & marking
 - Emergency lighting to a public way
 - Stair – rise & run
 - Stair – Handrails
 - Guardrails < 42" a.f.f.
- Complete x _____

EMERGENCY GENERATOR:

- Load bank test:
 - 4 hours
 - 2 hours
 - Annunciator location
 - Start-up & transfer
 - Exit sign illumination
 - Safety indications
 - Shutdowns per NFPA 110
 - Emergency egress lighting
 - Fire alarm paging & phones
- Complete x _____

SIGNAGE:

- Evacuation signs
 - Tactile exit signs
 - Exit route signs
 - Room numbers
 - Max occupancy signs
- Complete x _____

MISCELLANEOUS:

- Interior finishes
 - Rescue Windows
 - Fire-treated retardant wood
 - Knox Box keys
 - Portable fire extinguishers
 - 40bc (Type K) Fire extinguisher in kitchens
 - Building address
 - 800 MHz Radio Testing complete
 - Other: _____
 - Other: _____
- Complete x _____

Designated Campus Fire Marshal - DCFM

PROJECT CLOSEOUT:

- Temporary Certificate of Occupancy
 - Certificate of Occupancy
 - Substantial Completion
- X _____