

**SAN ANTONIO
FIRE DEPARTMENT
HIGH-RISE INSPECTION
CHECKLIST**

HIGH-RISE BUILDING – Any building having floors used for human occupancy more than 75 feet above the lowest level of fire department vehicle access.

HIGH-RISE PROPERTY ADDRESS _____

AISLES

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Maintained clear, continuous and unobstructed. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exit corridors must have a minimum 44 inches of unobstructed width? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Retail and office occupancy aisles, are accessible to the public and have a minimum of 36 inches of unobstructed width? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Areas serving employees only, the minimum aisle width shall be 24 inches. |

BOILER, FURNANCE, OR MECHANICAL ROOMS

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No combustible storage in boiler, furnace or mechanical rooms. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Boiler, furnace, and mechanical rooms have rated fire doors with automatic closures in place. |

DOORS

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all required exit doors unlocked while building is occupied? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Magnetic door locks (prohibited unless approved by Fire Dept. Chief) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire rated doors in corridors, stairwells, etc. must have automatic door closures (Exception- approved magnetic door locks) |

- Do Stairwell doors have free egress from tenant spaces into the stairwell **at all times?** (Stairwell doors may be locked from the stair side.)
- Do main entrance doors have double-keyed deadbolts?
- Do other required exit doors have panic hardware?
- Key Boxes – should contain all sets of master keys to gain access throughout building key areas.
- Key Box for elevator controls.

FIRE COMMAND CENTERS

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have access building and emergency communication systems (emergency phone, headsets, etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Not being used for storage. (Only equipment related to fire command functions may be located in the fire command center.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All control systems are in properly maintained and yearly test documentation is available? |

FIRE ALARM SYTEMS

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Operational at all times? (Non-required systems may not be abandoned in place.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all systems tested annually? This includes <u>all</u> devices – dialers, panels, and initiating devices. Accurate test and maintenance logs shall be kept on site and made available to fire department personnel? |

(Note - Fire department must be notified at any time the system is impaired from proper operation.)

FIRE SPRINKLER SYSTEMS

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fully operational at all times. May never be abandoned in place if non-required. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | System valves must be chained open or electronically supervised at all times, including fire pump valves. Do not have valves in locked room. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are drop ceiling arrangements and ceiling tiles in place so heat accumulates at the sprinkler heads? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are dry-pipe systems tested annually? Wet-pipe systems are tested semi-annually. Certification must be made available to fire department personnel. Ask to see this certification when inspecting |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire standpipe/sprinkler valve rooms identified with appropriate signage? |

(Note: System piping may not be used for storage or for hanging items.)

STANDPIPE SYSTEMS

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are they functional at all times? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are dry standpipes hydrostatically tested every five (5) years? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Standpipe outlets are accessible to fire department personnel. |

FIRE PUMPS

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Tested under <i>no-flow</i> condition – weekly (5 minute maximum). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are tested under flow condition annually. |

(Note: Test results must be logged and made available to fire department personnel.)

SMOKE CONTROL SYSTEMS

Y N N/A

 Tested annually.

 Seen documentation, certified by licensed engineer on file.

EMERGENCY GENERATOR SYSTEMS

Y N N/A

 Tested annually.

 Engines run Weekly/ Monthly?

FIRE DEPARTMENT CONNECTIONS

Y N N/A

 Accessible.

 Protected from damage.

 Identified as **Automatic Sprinkler, Standpipe, or Standpipe/Sprinkler.**

 Clear of obstruction (landscaping, automobile parking, etc.) for a minimum distance of three (3) feet.

 Are all fittings and caps in place and in good condition?

STAIRWELL SIGNAGE

Y N N/A

 Are signs in all occupancies of four (4) or more stories in height?

 Are signs:
- a minimum size of 12"x12"
- indicate floor level
- indicate upper and lower terminus of stair
- visible with door open or closed

RUBBISH/ LINEN CHUTES

Y **N** **N/A**

Are provided with automatic fire sprinkler protection at top, bottom, and at every other floor.

Openings have self-closing fire assembly which close upon an increase in temperature. (Closure of doors may be accomplished with fusible links or smoke detectors).

Are dumpsters under trash chute at least emptied once a day?

SYSTEM MAINTENANCE DOCUMENTATION

Y **N** **N/A**

Do you have the following documentation for testing on:

- Fire alarm/detection system
- Fire sprinkler system
- Fire standpipe system
- Smoke control system
- Emergency generator systems

(If this documentation is unavailable or they cannot provide it you need to **write an 126** – allow time to gain compliance (30 days) if non-compliable, **write citation.**)

INSPECTOR: _____ DATE: ____/____/____

Additional Life & Fire Safety

Items

- Emergency Lighting
- Extinguishers
- Housekeeping
- Hazmat
- Electrical
- Exiting
- Misc.

Comments