



Davie County Fire Marshal's Office

Fire Marshal/EM Cameron Webb



General Inspection Checklist

The following is a generalized list based off the requirements of the 2018 North Carolina Fire Code. This list is to serve as a guide to inform businesses of items that may be looked over during a fire and life safety inspection. Items listed may not apply to every occupancy or operation. For any technical questions or concerns, consult our office or the applicable codes and standards.

1. General Requirements

a. Combustible Waste Material

- i. Accumulation of combustible waste material is prohibited.
- ii. Wastepaper, wood, hay, straw, weeds, litter, combustible or flammable waste or rubbish of any type.
- iii. Storage of above material shall not create a nuisance or hazard to public health or safety.

b. Ignition Sources

- i. Ignition sources such as luminaires, heaters, flame-producing devices, smoking materials and combustible materials shall be maintained or discarded of in an approved manner.

c. General Storage

- i. Items shall be stored 18" from sprinklers or 24" from ceilings.
- ii. Equipment rooms shall not be used for storage.
- iii. Outside storage shall not create a nuisance or hazard to public health or safety.

d. Reports

- i. Reports for any test or maintenance conducted on Fire Service Features, Building Services, Building Features, Fire Protection Systems, ECT... shall

be kept available on site for review at the time of inspection.

2. Emergency Planning & Preparedness

a. Fire Safety, Evacuation, & Lockdown Plans

- i. Plans shall be developed to deal with natural and man-made emergencies.

b. Emergency Evacuation Drills

- i. Drills shall be conducted on schedule specified by NC Fire Code.

c. Employee Training

- i. Employees shall receive training on emergency plans and procedures.
- ii. Employees shall receive training on fire extinguisher operation.

d. Hazard Communication

- i. Material Safety Data Sheets for all hazardous materials shall be readily available on the premises as a paper copy.
- ii. Individual containers of hazardous materials shall be labelled or marked per Federal Regulations.
- iii. Staff handling hazardous material shall be trained on the material and its mitigation actions in event of fire, spill, or leak.

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3. Fire Service Features

a. Fire Apparatus Access Roads

- i. Roads used by emergency responders shall be designed and maintained to support fire apparatus and be surfaced to provide all-weather driving capabilities.
- ii. Access Roads shall not be obstructed in any manner, including parked vehicles.
- iii. Gates or Barricades on access roads must be approved and have an approved emergency operation to allow fire personal quick access.

b. Premises Identification

- i. Numerical address shall be posted facing the roadway in numbers 6" tall in a color that contrast the background.

c. Key Boxes

- i. Where installed, keys in boxes shall be maintained current.
- ii. Keys shall allow ready access into all portions of a building.

d. Fire Protection Water Supplies

- i. Established water supplies shall be maintained in working order at all times.
- ii. Private hydrants shall be inspected and maintained per NFPA 25.
- iii. Unobstructed access to fire hydrants shall be maintained.
- iv. A clearance of 3' shall be maintained around all fire hydrants.

e. Fire Protection/Utility Equipment Identification and Access

- i. Fire protection equipment shall be identified and maintained in an approved manner.
- ii. Equipment, electrical and utility rooms shall be labeled for easy identification and access by the fire department.

f. Emergency Responder Radio Coverage System

- i. When installed, ERRCS shall be tested and maintained.

4. Building Services & Features

a. Fuel-Fired Appliances

- i. Portable outdoor heating appliances are prohibited for use indoors, tents, canopies and membrane structures.

b. Emergency/Standby Power

- i. Where required, emergency/standby power systems shall be installed and maintained.

c. Electrical Equipment, Wiring & Hazards

- i. Identified electrical hazards shall be abated.
- ii. A 30"x36" working space shall be provided to electrical service equipment.
- iii. Multiplug adapters are prohibited in commercial setting.
- iv. Extension cords are for temporary use and portable appliances.
- v. Extension cords shall not be a substitute for permanent wiring.
- vi. Open junction boxes and wire splices shall be prohibited.
- vii. Portable electric heaters shall be equipped with tip-over protect.
- viii. Portable electric heaters shall be connected directly to a wall receptacle.

d. Elevator Operation & Maintenance

- i. Elevators shall be kept in good working condition and testing by applicable codes.

e. Commercial Kitchen Hoods

- i. Type I hoods must be installed when cooking produces grease or smoke.
- ii. Hoods must be inspected and cleaned on schedule specified by NC Fire Code.

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- iii. Filters shall be clean weekly to reduce the amount of grease accumulation.
- iv. Filters shall be maintained in good shape or replaced.
- v. All gaps and seams shall be sealed to prevent grease vapors from passing.

5. Fire & Smoke Protection

- a. **Fire-Resistant-Rated-Construction**
 - i. Fire resistant rated construction shall be maintained to the level that was present at the time of construction unless the use of the space has changed.

6. Interior Finish, Decorative Materials & Furnishings

- a. **Interior Wall/Ceiling Finishes**
 - i. Finishes shall not exceed the allowable flame spread rate.
- b. **Decorative Materials and Furnishings**
 - i. Materials shall not exceed the allowable flame spread rate.

7. Fire Protection Systems

- a. **Automatic Sprinkler Systems**
 - i. Systems shall be inspected and maintained per NFPA 25.
 - ii. Require an annual inspection.
 - iii. The Fire Marshal Office shall be immediately notified of any impairment of the system.
- b. **Standpipe Systems**
 - i. Systems shall be inspected and maintained per NFPA 25.
 - ii. Require an annual inspection.
 - iii. The Fire Marshal Office shall be immediately notified of any impairment of the system.
- c. **Portable Fire Extinguishers**
 - i. Extinguishers shall be installed and maintained in all occupancies.

- ii. Must be mounted but may not exceed 60" from the floor.
- iii. Must be inspected or replaced annually.

d. Fire Alarm & Detection Systems

- i. Systems shall be inspected and maintained per NFPA 72.
- ii. Require an annual inspection.
- iii. The Fire Marshal Office shall be immediately notified of any impairment of the system.

e. Emergency Alarm Systems

- i. Systems shall be inspected and maintained per applicable codes.
- ii. Require an annual inspection.
- iii. The Fire Marshal Office shall be immediately notified of any impairment of the system.

f. Smoke Control Systems

- i. Systems shall be maintained in condition present at time of acceptance testing.

g. Smoke & Heat Removal

- i. Systems shall be maintained in condition present at time of acceptance testing.

h. Explosion Control

- i. Systems shall be maintained in condition present at time of acceptance testing.

i. Fire Department Connections

- i. Systems shall be inspected and maintained per NFPA 25.
- ii. The Fire Marshal Office shall be immediately notified of any impairment of the system.

j. Fire Pumps

- i. Systems shall be inspected and maintained per NFPA 25.
- ii. Require an annual inspection.

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- iii. The Fire Marshal Office shall be immediately notified of any impairment of the system.
- k. **Carbon Monoxide Alarms & Detection Systems**
- i. Where required, shall be installed, tested and maintained.
8. **Means of Egress**
- a. **General**
- i. Means of egress shall be kept in working order.
 - ii. Means of egress shall be kept clear of all obstructions, including visual.
 - iii. Required isle width shall be maintained.
- b. **Occupant Load**
- i. If an occupant load has been calculated and plaque issued by the Fire Marshal Office, it must be displayed at all times.
 - ii. If overcrowding or other life safety hazard is found, all activity shall cease until the issue is corrected.
- c. **Exit Illumination**
- i. Exits shall be illuminated on both sides to the degree required at time of construction.
 - ii. Exit illumination shall illuminate in the event of a power failure.
- d. **Doors & Hardware**
- i. Doors shall open easily without excessive force.
 - ii. Doors shall open without the need for special knowledge.
 - iii. Bolt locks are prohibited on egress doors unless approved by the Fire Marshal's Office.
- e. **Stairways & Ramps**
- i. Stairways and Ramps shall not be used for any storage.
 - ii. Stairways and Ramps shall be kept in good physical condition.
- f. **EXIT Signs**
- i. EXIT signs shall be installed and maintained to the degree required at the time of construction.
 - ii. EXIT signs shall illuminate in the event of a power failure.
- g. **Emergency Escape & Rescue**
- i. Openings shall be maintained in good working order.
 - ii. Openings shall be maintained clear of any obstructions.
- h. **Maintenance of the Means of Egress**
- i. All Egress shall be maintained free of obstruction and must be reliable to full instant use in case of fire or other emergency.
9. **Flammable Finishes**
- a. **Protection of Operations**
- i. All sources of ignition shall be safeguarded.
 - ii. Open flames and sparks shall not be located within 20' of vapor areas.
 - iii. SMOKING PROHIBITED.
 - iv. Combustible residues shall not be allowed to accumulate.
 - v. An approved automatic fire extinguishing system shall be installed and maintained.
 - vi. An adequate ventilation rate for the operation shall be maintained at all times.
 - vii. Filters shall be changed when necessary to maintain the required ventilation rate.
- b. **Spray Finishing**
- i. All spray finish application shall be conducted in an approved, permitted booth unless otherwise stated in the NC Fire Code.

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c. Dipping Operations

- i. All dipping operations shall be conducted in an approved, permitted room/spaces designed for such operation.

d. Powder Coating

- i. All electrostatic application operations shall be conducted in an approved, permitted room/spaces designed for such operation.

10. High-Piled Combustible Storage

a. Housekeeping & Maintenance

- i. The integrity of rack structures shall be maintained.
- ii. SMOKING PROHIBITED.
- iii. Required aisle width shall be maintained.

11. Hazardous Materials

a. General Requirements

- i. Material Safety Data Sheets for all hazardous materials shall be readily available on the premises as a paper copy.
- ii. A Hazardous Material Management Plan must be design, approved, and available on the premises.
- iii. A Hazardous Materials Inventory Statement must be maintained on the premises.
- iv. All safety and security provisions in place at time of construction shall be maintained.

b. Storage

- i. Storage of hazardous material shall be in accordance with the NC Fire Code and all state and federal regulations.

c. Use, Dispensing, & Handling

- i. Use of hazardous material shall be in accordance with the NC Fire Code and all state and federal regulations.

12. Compressed Gases

a. General Requirements

- i. Compressed gases shall be stored, handled and used in a manner that prevents accidental ignition or presents a hazard to public health or safety.
- ii. Compressed gas cylinders shall be secured against tip over, damage, and access by unauthorized personnel.

b. Storage

- i. Compressed gas cylinders shall be stored in an upright manner.

13. Flammable & Combustible Liquids/Solids

a. General Requirements

- i. Flammable and Combustible Liquids or solids shall be stored, handled and used in a manner that prevents accidental ignition or presents a hazard to public health or safety.
- ii. All safety and security provisions in place at time of construction shall be maintained.

