

# **Orange County Fire Authority High-Rise Building Inspection Guide**



**For Compliance With  
Fire Safety Regulations**

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## Section C-1

### Construction

#### I. General Requirements

- A. When fireproofing is removed from the steel structural components to allow welding repair, etc., the fireproofing material must be replaced as per original specifications.
- B. All fire protection assemblies, including jambs and doors, must retain the required fire rating and operate properly. (i.e., doors must close and latch)
- C. Hourly fire resistive ratings of shaft enclosures, area separation walls, occupancy separation walls, and exit corridors must be maintained.
- D. Penetrations must be sealed to maintain the original fire resistive rating of both floor, ceiling and wall assemblies.

Item	Check Points	OK	CN	NA
1. The integrity of building construction, fire resistive ratings and fire separations are maintained in accordance with applicable regulations.	A Fireproofing of structural members (beams and columns) is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B Fire doors (rating, latching and closing devices).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C Vertical shaft enclosures and openings into vertical shafts (i.e. stairways, elevator shafts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D Poke through construction properly fire stopped (i.e. electrical, phone, mechanical rooms).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- OK      Item meets applicable codes or standards  
 CN      Corrections needed - Fire department will explain what must be done in order to comply  
 NA      Not applicable - disregard

## Section B

### Exiting

#### I. General Requirements

- A. Regardless of the occupant load, dead end corridors shall not exceed 20 feet in length.
- B. Access to the required number of exits shall be maintained from each floor.
- C. All required exit signs shall be in place, indicate the proper direction of egress, and be properly illuminated.
- D. Whenever the building is occupied, exit paths shall be lighted so that they are easily recognized and all exit and directional signs are clearly visible.
- E. No part of a stairway, smoke proof enclosure, hallway, corridor, vestibule or exit of any kind shall be used in any way that will obstruct its use as an exit or that will present a hazardous condition.
- F. Required fire rated exit corridors shall not be used as part of the air distribution system or for any other purpose.
- G. Certificates of flame proofing shall be maintained in the building owner's/tenant's files for all drapes, hangings, curtains, drops and other decorative material used in exit ways. A copy of the flame proofing certificate shall be provided to the Fire Department upon request.
- H. Any material having a brushed or napped surface when used as interior wall or ceiling finish, such as, but not necessarily limited to carpeting materials shall have a flame spread rating of not more than 25 regardless of location or occupancy. (California Building Code)

#### II. Required Documentation

- A. Inspections shall be maintained by the owner/tenant for five years. The records shall be made available for Fire Department review.
- B. Annually, the building owner/tenant shall submit to the Fire Department written certification of compliance with the general requirements.

Item	Check Points	OK	CN	NA
1. Integrity of exit ways are maintained in accordance with applicable regulations	A Corridor construction			
	B Opening protection (windows, doors, and other penetrations, such as ducts, lighting fixtures)			
	C Deadends do not exceed 20 feet in length			
	D Access to the required number of exits from each floor			
2. Exit ways are properly identified and illuminated	A Exit signs (direction of exit signs, location and illumination)			
	B Exit illumination (corridors, passageways, stairways)			
3 All means of egress are clear and unobstructed	A. Exits, aisles, stairways, ramps, corridors (free of storage or other materials or equipment)			
4 Required fire rated exit corridors	A. Not used as part of the air distribution system			
5 Drapes, hanging curtains, drops and any other decorative material are non-flammable or flame retardant	A. All exit ways (corridors, stairways, lobbies, reception areas, etc.)			
6 Stairway identification signs	A . Approved sign <ul style="list-style-type: none"> <li>• located at each floor level landing</li> <li>• located approximately 5 feet above the floor landing</li> <li>• visible when the door is in the open or closed position</li> </ul>			

## Section C-1

### Mechanical/Electrical

#### I. GENERAL REQUIREMENTS

- A. The test of systems or devices regulated in this section shall be conducted as noted in the respective subsection and as noted herein:
1. Fire Dampers/Annual.
  2. Smoke and Fire Dampers, Duct Detectors/in accordance with Section F, Fire Warning/Fire Alarm System.
  3. Natural or Mechanical Ventilation/Quarterly.
  4. Emergency Electrical/Monthly.
  5. Electrical Equipment/Annual.
- B. Fire Dampers utilized for isolation of HVAC system, for fire resistive construction penetrations, shall be certified by the owner or his designated representative as being operable.
- C. The owner shall provide access to all devices required to be annually inspected prior to the arrival of the field inspector.
- D. As built floor plans shall be provided for Fire Department use when deemed necessary to adequately determine complete mechanical/electrical layout, including, but not limited to, fire dampers, smoke/fire dampers, duct detectors, fan for smoke removal or control purposes, etc.
- E. Natural ventilation of tempered glass or openable panels/windows (20 square feet per 50 lineal feet) shall be inspected quarterly as to proper operation and identification by the owner or his designated representative.
- F. Mechanical ventilation system, if provided, shall be activated and certified annually to have been adequately designed and operated to remove products of combustion. A quarterly visual and manual inspection shall be performed by the owner or his designated representative. Adequate measures shall be taken to ensure the operability of the smoke control system as required. A smoke test should be performed upon acceptance of such systems may be required and thereafter, subject to the discretion of the authority having jurisdiction. Testing criteria as far as smoke obscuration levels and air changes, are not definitive. The local authority will verify the operability of all systems and the limitations of possible smoke spread.
- G. The Stand-by Power System should be tested in accordance with the manufacturer's recommendations. A monthly test shall be performed on generators for a minimum of 30 minutes. All tests shall be recorded in a generator log book. Monthly test records should be recorded on the certification sheet along with annual certification. The following is a basic guideline of the annual test procedure:
1. Station a person in the Fire Control Room, main switch gear room, the penthouse main electric room and the generator room. Use the fire fighter phone system or radios for communication.
  2. Check the starting batteries and verify that the trickle charger is functioning.
  3. Check the generator control panel to see that the selector switch is in the "remote" position and check the day tank to verify that there is adequate fuel.
  4. In the generator log book, record the reading of the running time meter located on the generator.
  5. Place transfer test switch in switch gear room to the test position and generator should be in automatic position.
  6. As soon as the generator comes up to rated voltage and frequency, verify operation of applicable equipment and devices. See data sheet C-3.
  7. At the end of the test and before returning the transformer switches to normal, record the following readings; Battery charge rate, water temperature, oil pressure, AC amps, frequency, AC volts. Enter those readings in the generator log book.
  8. Return all transfer switches to their normal positions. Verify proper order with Design Engineer.
  9. The generator should continue to run for at least 15 minutes before shutting down.
  10. Record the reading of the running time meter in the generator log book.

H. The following should be noted while reviewing basic electrical wiring and appliances.

1. No electrical cords through walls, windows or door openings.
2. No exposed non-metallic sheathed cable.
3. No extension cords are to be used in place of permanent wiring.
4. No wires or cords under carpet or taped to floor. (Exception: U/L listed type FCC flat conductor cable)
5. All plates and covers on switches and junction boxes are in place and in good condition.
6. Flexible wiring from lights should be unspliced and in good condition.
7. T-taps or Octopus plugs are not allowed.
8. Electrical wiring cannot be looped or secured with nails.
9. All electrical appliances should be in working condition.
10. There must be at least three (3) feet, unobstructed area, in front of electric panels.

I. All electrical equipment operating building support functions, i.e., fans, motors, etc. should be certified by the owner as operating properly. A visual inspection should be performed to note any associated hazards.

J. A licensed mechanical or electrical contractor, and/or the building engineer when approved by the authority having jurisdiction may perform required service on mechanical/electrical related equipment.

## II. REQUIRED DOCUMENTATION

- A. Records of maintenance/inspections shall be maintained by the building owner/tenant for five years. The records shall be made available for Fire Department review.
- B. Annually, the building owner/tenant shall submit to the Fire Department written certification of compliance with the general requirements.

**Section C-1**

**Mechanical/Electrical**

Item	Check Points	OK	CN	NA
1. Fire Dampers	A Hinges and moving parts, verify good operable condition.			
	B Remove fusible links (where applicable) to check for temperature rating, condition and operation of damper.			
	C Operate damper with normal system air flow to assure that they are not held open by the air stream.			
	D Check latch if provided.			
2. Smoke/Fire Damper	A Verify compliance with Item 1 check points A, C, and D. Check point B may be applicable if the damper is utilizing an Electro Thermal Link.			
	B Test detectors and/or electro thermal links accordance with Fire Alarm System requirements and with manufacturer's specification.			
	C Inspect wiring or pneumatic line and connection.			
	D Verify operability and shut down of related air handlers.			
3. Duct Detector	A Test detector in accordance with Fire Alarm System requirements.			
	B Verify operability and shutdown or isolation of Heating and Ventilation System.			

All fire dampers, smoke and fire dampers, duct detectors and related systems were found to be either operational or have been repaired or replaced and are now fully operational.

Certified by:	Date:
Owner/System Representative:	Company Name:
Building Address:	

## Section C-2

### Natural or Mechanical Ventilation - Test/Certification

Item	Check Points	OK	CN	NA
1. Natural Ventilation (20 sq. ft. per 50 lineal ft.)	A Openable panels, windows or approved tempered glass distributed around the perimeter at not more than 50 foot intervals.			
	B Openable panels and windows are accessible and operable.			
	C. Reflective decals or signs indicating panels or windows are properly located per local authority.			
2. Mechanical Ventilation (exhaust rate: 6 air changes per hour)	A All exhaust and supply fans are fully operational.			
	B Operation of dampers is such that the fan system exhausts smoke from the fire floor or floors directly to the outside without recirculation, thus creating a negative pressure on the fire floor.			
	C Uninvolved floors are maintained in a normal operation creating a positive pressure around the fire floor or floors.			
	D Any test, acceptance or otherwise, should include verification of the following: <ul style="list-style-type: none"> <li>• Activation of initiating devices (smoke detectors, etc.)</li> <li>• Proper annunciation and related functions of initiating device. i.e., audible devices, stair pressurization, etc.</li> <li>• Rearrangement of dampers and controls for related exhaust and supply air fans to the floor in alarm. Proper speed and operation of respective fans should be verified.</li> </ul> Exhaust at the fire floor maintains a negative pressure while continuing normal operation on adjacent floors maintains a positive pressure.			
3 Other Designs Achieving Equivalent Results	A. Must be evaluated utilizing sound engineering judgments and practical experience.			
4 Air Circulation Override Switches in Fire Control Room	A. Verify operation for the manual control or shutdown of the air circulation system.			

All natural and mechanical ventilation components indicated above were found to be either operational/intact or have been repaired/replaced and are now operational.

Certified by: Owner/System Representative:	Company Name:
Date:	
Building Address:	

\_\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_\_\_

\_\_\_\_\_ 2nd Quarter/Ending 1 July 20\_\_\_\_

\_\_\_\_\_ 3rd Quarter/Ending 1 October 20\_\_\_\_

\_\_\_\_\_ 4th Quarter/Ending 1 January 20\_\_\_\_

**Section C-3**

**Standby Power, Light and Emergency Systems**

Item	Check Points	OK	CN	NA
1. Emergency Generator (transfer time 60 seconds: all items to be on-line within 60 seconds)	A Fire Alarm System • Fire Alarm • Sprinkler Alarm • Fire Detection			
	B Exit and Emergency lighting (including elevator car lighting)			
	C Fire Protection Equipment - Fire Pumps (electrical)			
	D Mechanical Ventilation			
	E Fire Department elevator			
	F Voice Communication System			
	G All equipment operational			
	H Fuel supplies: 6 hour at full demand operation; 8 hour where electric fire pumps are required			
2. Emergency Systems (transfer time 10 seconds: all items to operate line within 10 seconds)	A Exit Signs and exit illumination			
	B Elevator car lighting			
	C Fire Alarm System			
	D Fire Detection System			
	E. Sprinkler Alarm System			

All on-site stand-by power generation systems shall be tested not less than monthly and certified annually. Operating test shall be sufficient to adequately provide an alternate source of electrical energy to serve at least its designated power loads as described in Item 1 of this section.

Standby power, light and emergency systems were found to be either operational or have been repaired/replaced and are now fully operational.

Certified by: Owner/System Representative:	Company Name:
Date:	

Building Address:
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Month/Ending 1 February	20	Month/Ending 1 August	20
Month/Ending 1 March	20	Month/Ending 1 September	20
Month/Ending 1 April	20	Month/Ending 1 October	20
Month/Ending 1 May	20	Month/Ending 1 November	20
Month/Ending 1 June	20	Month/Ending 1 December	20
Month/Ending 1 July	20	Month/Ending 1 January	20

**Section C-4**

**Mechanical/Electrical - Electrical Equipment**

Item	Check Points	OK	CN	NA
1 Electrical Wiring	A. Conduit is uninterrupted and all junction boxes and points of connection are satisfactory and is accordance with the National Electrical Code.			
2 Electrical Fixtures and Appliances	A Lighting fixtures are in proper working order			
	B Portable appliances are being operated in a safe manner.			
	C No extension cords.			
	D Adequate outlets provided.			
3. Electrical Equipment	A. Motors, fans, and switches necessary for safe building operation.			

All electrical wiring, electrical fixtures and appliances and electrical equipment were found to be in good working order or have been repaired/replaced and are now in good working order.

Certified by: Owner/System Representative:	Date:
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Building Address:
-------------------

Company Name:

## Section F

### Housekeeping

#### I. GENERAL REQUIREMENTS

- A. Commercial cooking equipment shall be maintained in a satisfactory condition and free of grease accumulation. The grease filters shall be in place when equipment is used under the kitchen hood. When grease extractors are installed, they shall be operated when food processing equipment is used.
- B. Specific areas of the building shall be free and clear of combustible storage and waste materials.
- C. Boiler rooms, mechanical rooms, and electrical panel rooms shall not be used for the storage of combustible merchandise, material, equipment.
- D. Flammable/combustible and hazardous materials shall be stored and used in accordance with recognized good practices and the regulations established by this fire department. For a copy of comprehensive regulations regarding storage and use, contact the fire department. A permit may be required for storage or use of such material.

Item	Check Points	OK	CN	NA
1. Commercial cooking in of equipment shall be maintained in satisfactory condition and free grease accumulation	A Range hoods			
	B Vents			
	C Fans			
	D Ducts			
	E. Filters			
2. Areas are free and clear of combustible storage and waste material	A Basements			
	B Closets			
	C Attics			
	D Boiler Rooms			
	E Transformer/switch gear, electrical equipment rooms			
	F Telephone rooms			
	G Mechanical equipment rooms			
	H Stairway enclosures			
	I. Fire Control Room			
3. Flammable/combustible, and hazardous materials are stored and used in accordance with applicable regulations.	A. All areas of the building.			

OK Item meets applicable codes or standards

CN Corrections needed - Fire department will explain what must be done in order to comply

NA Not applicable - disregard

## Section F

### Fire Extinguishing Systems and Extinguishers

- A. Class I , Class II, Class III and Combined Standpipe and sprinkler systems require quarterly inspection/maintenance/test and 5 year service.
- B. Wet Pipe Sprinkler Systems - quarterly and annual inspection/maintenance/test and 5 year service.
- C. Dry Pipe, Deluge, Pre-action, Dry Pipe Pre-action Combination, Fixed Water Spray, Deluge Foam Water and Foam Water Spray Sprinkler Systems - quarterly insp./maintenance/test and 5 year service.
- D. Pre-Engineered and Engineered Fixed Extinguishing System Protecting Commercial-Type Cooking Equipment - semiannual service.
- E. Pre-Engineered and Engineered Halon and CO2 Extinguishing Systems - semiannual service.
- F. Fire Pumps - annual flow test.
- G. First Aid Fire Fighting Equipment - annual maintenance, service and inspection.

#### I. GENERAL REQUIREMENTS

- A. Inspection and maintenance inspections of systems need not be performed by a licensed concern except for 5 year service.
- B. Service of systems must be performed by a licensed concern holding a valid license issued by the State Contractor Board (C-16) certified by California State Fire Marshal.
- C. Maintenance requirements are outlined in appendices III - VIII.

Item	Qtrly Maint <sup>1</sup>	Semi Annual Service <sup>2</sup>	Annual Service <sup>2</sup>	5-Year Service <sup>2</sup>
Class I Standpipe System	X			X
Class II Standpipe System	X			X
Class III Standpipe System	X			X
Combined Standpipe System	X			X
Sprinkler	X			X
Engineered Fixed Extinguishing System		X		
Pre-Eng. & Eng. Halon Ext. System		X		
High & Low Pressure CO2 Ext. System		X		
Extinguishers			X	

Qtrly - Quarterly

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<sup>1</sup> Maintenance inspections may be conducted by any person designated by the building owner or occupant.

<sup>2</sup> Service shall be performed by a licensed contractor certified by the State Fire Marshal.

## Section F

### Fire Warning/Alarm-Life Safety Systems Test/Certification

#### I. General Requirements

- A. Tests of systems and devices delineated in Section F shall be conducted not less than quarterly, or as otherwise determined by the Fire Authority. Documentation is required to assure that such systems and devices are maintained and function as required.
- B. The tests shall be conducted by personnel qualified to perform the testing procedure for each system and device. The Fire Department may examine the qualifications of the testing personnel prior to acceptance of a test.
- C. The operability of **all systems and devices shall be certified annually by persons or firms holding a C10 Electrical or C-7 Fire Alarm-Fire Warning system license.**
- D. To permit Fire Department personnel, at their option, to witness tests, all resting of systems and devices shall be coordinated with the Fire Prevention Bureau at least five working days prior to performance of any test.
- E. A building representative shall provide the Fire Prevention Bureau with a written operation procedure for all systems and devices and a plan of each floor indicating the type and location of each device. A copy of the operating procedure and plans shall be kept in the Building Manager's office and in the Fire Control Room.
- F. Tests shall consist of a functional operation of a fraction of all devices to assure that every device is operated at least annually. A check list which identifies each device and its location shall be used to insure that no device is omitted from the testing procedure. Each device shall be certified as operable by the building/system owner or authorized representative.
- G. The building/system owner is responsible for insuring that necessary repairs and service are performed to continually maintain all systems and devices in proper working order.

**Section F**

**Fire Warning/Alarm - Life Safety Systems  
Test/Certification**

Component/Test	Check Points/Procedures	Requirements	OK	CN	NA
1. Central Station Supervision	1. Place in test mode	1. Contact Central Station			
	2. Conduct Test	2. Verify transmission			
2. General/All components	1. Mounting of devices	1. Secure			
	2. Heat detector spacing/location	2. Refer to NFPA 72			
	3. Smoke detector spacing/location	3.  Refer to NFPA 72 and located within: <ul style="list-style-type: none"> <li>• Fire Control room</li> <li>• Electrical Equipment rooms</li> <li>• Mechanical equipment rooms</li> <li>• Transformer rooms</li> <li>• Telephone equipment rooms</li> <li>• Elevator machine rooms</li> <li>• Similar location</li> </ul>			
	4. Manual pull station locations	4. A. Locations <ul style="list-style-type: none"> <li>• Elevator lobbies</li> <li>• Stairway &amp; building exit doors</li> <li>• Assembly areas (300 or more occupancy)</li> <li>• Maximum 200' travel distance</li> </ul> B. Mounting: <ul style="list-style-type: none"> <li>• Bottom of device 31/2' to 4 1/2' above floor</li> </ul>			
	5. Audible signaling devices	5. Audible throughout story (minimum 75 dBA @ 10')			
Supervisory Test	1. Locate and identify AC power source to Fire Control Panel	1. A. Accessible to authorized personnel only and locked. B. clearly marked: "FIRE ALARM CIRCUIT CONTROL"			
	2. Disconnect power source	2. A. Amber/trouble light on. B. Audible trouble warning and power light out			
Stand-By Power	1. Disconnect AC power	1. Silence audible trouble warning alarm			
	2. Test one or more initiating devices in accordance with recommended procedures	2. Verify normal response with standby power only			
	3. Alarm signaling devices	3. Audible for 15 minutes (total)			
	4. Restore AC power	4. Verify normal panel condition			

Component	Check Points	Corrective Actions	OK CN NA
5. Initiating Circuit	1. Conduct tests at areas most remote from alarm panel	1. Test one or more initiating devices in each zone.	
	2. Remove initiating device from mounting position	2. Alarm panel to signal a trouble condition	
		3. A. Verify that initiating circuit wires are connected to each terminal lead B. If incorrectly connected, device may initiate alarm but lack supervision	
	3. Inspect terminal leads (4 for each initiating device)	4. Verify trouble condition on alarm panel	
		5. Verify normal alarm panel	
		6. Verify A. Silence at alarm panel B. Alarm response under circuit fault conditions C. Verify normal alarm panel	
4. Remove initiating circuit from a terminal			
5. Class B Circuit • reconnect initiating circuit wire to terminal	6. Smoke Detector Supervision/Test		
6. Class A Circuit: A. Silence audible warning B. Test an initiating device in same zone. C. Restore circuit connection to initiating device			
			1. Test per NFPA 72
			2. A. Red alarm indicating pilot lamp on B. Sounding of audible alarm signaling devices C. Zone annunciating (if applicable)
			3. Reset after each individual test
			1. minimum 75 dBA @ 10'

7. Signal Circuit Tests	1. Disconnect power circuit 2. Test	1. Verify trouble condition on alarm panel 2. Test per manufacturers recommendations	
8. Alarm Response Tests	1. Conduct tests at areas most remote from alarm panel 2. Remove one wire from a terminal 1. Initiating devices not tested within past 12 months or as a portion of supervisory tests 2. Control panel alarm response to each initiating device	1. Test one or more signaling devices in each zone 2. Verify trouble condition on alarm panel	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
9. Audible Alarm Tests	3. Alarm panel 1. Sound levels throughout building		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

Component	Check Points	Corrective Actions	OK	CN	NA
10. Alarm Panel Auxiliary Features	1. Annunciation - during alarm response tests	1. Verify: A. Zone properly identified for location & device. B. Response to each alarm			
	2. Release device operations: A. Include in one alarm response test from each type of initiating device B. Place disconnect switch in "OFF" position for balance of Test/Inspection	2. Verify operation of control functions such as: A. Fire door closing B. HVAC shut-down C. Unlocking of stairway doors. D. Stairway pressurization water level supervision pump controller			
11. Sprinkler Supervision & Water Flow	1. All supervisory initiating devices	1. Verify alarm panel response, trouble signal, annunciation			
	2. Water flow devices: test all WFD in same zone	2. Verify alarm responses while panel in trouble condition			
	3. Valve tamper switches: partially close valve	3. Verify trouble signal at alarm panel			
12. Elevator Recall	1. Test initiating devices in elevator lobbies	1. Insure recall or designated location			
	2. Fire Department emergency control switches	2. Verify proper operation.			
	3. Elevator status and alarm panel annunciation	3. Verify proper operation.			
13. Voice Communication systems	1. Fire Department phone system	1. Verify proper operation and handset count			
	2. Public address system	2. Verify proper operation by: - zone - multiple zones - all call using zone selection and all-call panel			

OK Component check point in good condition.

CN Corrections needed - Component check point requires repair/replacement.

NA Not applicable - Component check point is not applicable to installation.

All fire warning/alarm - life safety systems and devices indicated above have been tested by a concern holding either a C-10 or C-7 license. The fire warning/alarm-life safety systems and devices either meet the requirements indicated or have been repaired/replaced and now meet the requirements:

Certified by:	Date:
Owner/System Representative:	Company Name:
Building Address:	

\_\_\_\_\_ Monthly/For month of \_\_\_\_\_ 20\_\_

\_\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_

\_\_\_\_\_ 2nd Quarter/Ending 1 July 20\_\_

\_\_\_\_\_ 3rd Quarter/Ending 1 October 20\_\_

\_\_\_\_\_ 4th Quarter/Ending 1 January 20\_\_

\_\_\_\_\_ Annual Certification for 20\_\_

## Section C

### Elevators

#### 1. General Requirements

- A. Elevator recall systems shall be activated to verify their operability. A key operated switch shall be located on the main floor which shall call the elevator cars to return to the main floor level. Recall systems shall be in accordance with Chapter 30, Title 24, CCR.
- B. Emergency devices for summoning assistance, located in elevator cars, shall be in accordance with Chapter 30, Title 24, CCR. The device shall be tested to determine operability.
- C. Elevators shall open into a lobby on all floors except the main floor level, (lowest terminal floor of building entry). Lobbies may serve more than one elevator. "Lobbies shall be separated from the corridor by non-combustible construction with all openings protected by tight-fitting doors designed to close automatically upon activation of detector, which will respond to visible or invisible particles of combustion. Lobbies shall also be separated from the remainder of the building as required for corridor wall and ceilings (1-hour). these requirements may not be applicable to buildings where construction commenced prior to January 1, 1976. (Title 24)
- D. All smoke detectors used in conjunction with elevator recall shall be tested in accordance with Section F, Fire Warning/Fire Alarm systems to verify that elevators return to the main floor or designated floor.
- E. Fire Department controls for elevator recall and status display shall be at the following locations:
  - 1. Fire Control Room
  - 2. Main Elevator Lobby
  - 3. Elevator Car
- F. Stand-by power shall be verified for elevator car lighting and those elevators assigned for Fire Department use.
- G. Any elevator shaft, shaft ventilation, machine room or lobby pressurization systems or other systems to isolate the spread of smoke, or ventilate smoke shall be tested.
- H. The building/system owner is required to maintain record of maintenance, service, and tests for five years, and to insure that the records are available for Fire Department review.
- I. Annually, the building owner/tenant shall submit to the Fire Department written certification of compliance with the general requirements.

Item	Check Points	OK	CN	NA
1 Lobby	A. Separated from corridors and remainder of building (may not be applicable to buildings where construction commenced prior to January 1, 1976)			
2 Automatic Recall	A. Elevator lobby smoke detectors (except main elevator return floor)			
3. Fire Department Control Locations	A Elevator car			
	B Main elevator lobby			
	C. Fire Control room			
4. Elevator recall operating keys	A Location as required by Fire Department			
	B Number: Minimum of 4 keys in each location			

- OK Item meets applicable codes or standards
- CN Corrections needed - Fire department will explain what must be done in order to comply
- NA Not applicable - disregard

## Section I

### Assembly Areas

#### I. Purpose

The purpose of Section H is to address additional concerns of an assembly occupancy when contained within a High Rise Building. An assembly area is one used or intended to be used for the gathering together of 50 or more persons for such purposes of amusement, entertainment, instruction, deliberation, worship, drinking or dining, awaiting transportation or education or, the showing of motion pictures when an admission fee is charged and when such building or structure is open to the public and has a capacity of 10 or more persons. All new and existing assembly areas shall comply to the regulations set forth by the California State Fire Marshal.

#### II. General Requirements

- A. All tenant development plans shall clearly identify those considered as assembly areas. Intent and application of all regulations shall be clearly identified on respective plans and be submitted to the Fire Prevention Bureau for approval.
- B. Existing assembly areas shall comply with all applicable provisions set forth in other sections included in this Inspection Guide and those regulations adopted by the State Fire Marshal.
- C. Exit door hardware, direction of travel and construction shall comply with Title 24, Ca. Building Code.
- D. Open flame devices shall be regulated as set forth in State Fire Marshal regulations.
- E. All decorative material, including Christmas trees, that would tend to increase the fire and panic hazard shall be made from nonflammable material, or shall be treated and maintained in a flame-retardant solution or process approved by the State Fire Marshal, as set forth in sub-chapter 8, chapter 1, Title 19, CAC.
- F. Decorative material shall not conceal in whole or in part any exits, exit lights, fire alarm sending stations, wet standpipe hose cabinets, and fire extinguisher locations.
- G. The room capacity shall be posted in a conspicuous place near the main exit from the room. Posting shall be by means of a durable sign having a contrasting color from the background to which it is attached. Signs shall be of an approved type and shall be maintained in a legible manner by the owner and shall indicate the number of occupants permitted for each room in use.

#### III. Required Documentation

- A. The building/owner tenant is required to maintain record of certification for flame-retardant treatment of fabrics and decorative materials, and to send copies of certification to the Fire Department.
- B. Annually, the building owner/tenant shall submit to the Fire Department written certification of compliance with the general requirements.

## Section I

### Assembly Areas

Item	Check Points	OK	CN	NA
1 Drapes, hangings, curtains, and any other decorative material are nonflammable or flame retardant.	A. All areas used for assembly, dining, drinking, or similar purposes (includes conference rooms, auditoriums, etc.)			
2 Occupant Load Signs Posted.	A. All areas used for assembly, dining, drinking or similar purposes with an occupant load of 50 or more. (includes conference rooms, auditoriums, etc.)			
3 Panic Hardware	A. Exit doors from room/area and all intervening doors until egress from the building is provided.			
4 Exit doors.	A. Shall swing indirection of exit travel. (includes all intervening doors until egress from the building is provided)			
5. Exit Signs.	A Properly located			
	B Illuminated			
6. Exit illumination	A. Provided for exits in exit path.			

OK Item meets applicable codes or standards

CN Corrections needed - Fire department will explain what must be done in order to comply

NA Not applicable - disregard

## Section I

### Emergency Pre-Fire Plan

#### I. General Requirements

- A. The building owner is responsible for insuring that a written emergency pre-fire plan is developed, approved and implemented. Copies of the approved plan are to be given to the Fire Authority and maintained on file in the Building Manager's office, the Fire Control room, and other areas as may be designated by the fire department. (See Appendix I)
- B. The building owner is responsible for insuring that all building occupants are instructed on the procedures established in the emergency pre-fire plan, and that annual building evacuation drills (Title 19/3.09) are held for all building occupants.
- C. The building owner is responsible for insuring that evacuation route signs are posted in all locations necessary to insure that building occupants can achieve safe and timely building evacuation in the event of fire or other emergency.
- D. To permit Fire Department personnel to witness building evacuation drills, the dates and times of the drills shall be coordinated with the Fire Prevention Bureau at least 48 hours prior to a drill.
- E. Appendix I is intended to be used by both the building owner and Fire Department as a check list to insure that the necessary requirements for emergency pre-fire planning are met and maintained.

#### II Required Documentation

- A. The building owner/tenant shall maintain evidence of building occupant instruction and annual evacuation drills. The documentation shall be kept on file in the Building Manager's office and made available for Fire Department review.

**Appendix I**  
**Orange County Fire Authority**  
**Procedure for Emergency**  
**Pre-Fire Planning for High-rise Buildings**

The provisions of Title 19, California Code of Regulations, require that persons responsible for new and existing high-rise buildings comply with Emergency Pre-Fire Planning and Evacuation Requirements as set forth therein. Owners, managers, operators, administrators, and tenants of each high-rise building in the City of \_\_\_\_\_ are required to comply with these provisions or be subject to prosecution and penalties, including fines, as set forth in Title 19 of the California Code of Regulations. Furthermore, no authorization for Certificate of Occupancy will be issued by the Orange County Fire Authority until such requirements have been completed to the satisfaction of this department in accordance with the Pre-Fire Plan Policy hereinafter set forth. The following information supersedes any previous communication from this department relating to the Pre-Fire Planning Requirements of Title 19:

- A. Every High-rise building owner, manager, operator, administrator, and tenant, in cooperation with the Fire Department, shall establish, implement, and maintain an emergency pre-fire evacuation plan, hereinafter referred to as "evacuation plan", for the building which shall include but not necessarily be limited to, the following:
1. Assignment of a responsible person as Fire Safety Director who shall coordinate with the Fire Department in the establishment, implementation, and maintenance of the emergency pre-fire plan; and
  2. The annual instruction of all high-rise building occupants on the procedures to be followed in the event of fire, including evacuation procedures. Documentation of occupant instruction shall be maintained by the Fire Safety Director and shall be available for Fire Department inspection, upon request. Such instruction of all new occupants shall occur upon assuming occupancy in the building.
  3. The appointment of other designated emergency personnel, who, in cooperation with the Fire Safety Director, shall oversee evacuation team and occupant instruction and shall ensure safe and complete evacuation or relocation of occupants during a fire or other emergency or fire drill; and
  4. The preparation and posting of emergency exit plans and evacuation procedures, which are to be approved by the Fire Department in advance, in prominent location in every elevator lobby, and in each hotel and motel, guest rooms, at every stairway landing, and inside all public entrances to building.
- B. All emergency pre-fire evacuation plans, procedures, and training programs must be submitted to the Fire Department for review and acceptance prior to their implementation.
- C. A minimum of one fire drill annually on each of the high-rise building floors is mandatory. Total building evacuation is not required. Documentation of all fire drills shall be maintained by the Fire Safety Director.
- D. The Fire Safety Director shall, at all times, maintain a current list of handicapped persons located within the building who would require assistance during an emergency evacuation or relocation. Methods for safe evacuation or relocation of handicapped persons shall be included in the evacuation plan.
- E. Hotel are exempt from the requirements set forth in paragraph "A.2" and "C" of this procedure, except that building staff or employees shall participate in the fire drills as specified in paragraph "C".

**Appendix II  
Emergency Pre-Fire Plan  
Annual Inspection**

Item	Check Points	OK	CN	NA
1 Necessary approval prior to implementation	A. By Fire Department			
2 Emergency Pre-Fire Plan	A Posted in appropriate location (fire control room, floor wardens, building manager's office, etc.)			
	B Copy on file with Fire Department			
3 Evacuation Route Signs	A. Posted in appropriate areas (elevator lobbies, guest rooms, adjacent to stairway exits, within exit corridors, etc.)			
4 Building Evacuation/ Instruction	A. Records of evacuation and instructions for all building occupants.			

OK Item meets applicable codes or standards

CN Corrections needed - Fire department will explain what must be done in order to comply

NA Not applicable - disregard

**Appendix III  
Class I Standpipe System Quarterly Maintenance Requirements**

Component	Check Points	Corrective Actions	OK	CN	NA
Fire Department Connection	1. Inlet caps missing	1. Inspect interior; replace			
	2. Coupling damaged and not rotating smoothly	2. Replace, lubricate for smooth rotation			
	3. Gaskets missing and deteriorated	3. Replace Gaskets			
	4. Clapper valves do not close completely	4. Repair			
	5. Visible or exterior obstructions	5. Remove			
	6. Not identified	6. Properly sign			
Hose Outlets	1. Cap missing	1. Replace			
	2. Fire hose connection threads damaged	2. Repair			
	3. Valve handles missing	3. Replace			
	4. Cap gaskets missing or deteriorated	4. Replace			
	5. Valve does not operate smoothly	5. Lubricate			
	6. Visible or exterior obstructions	6. Remove			
Piping	1. Accessible piping damaged	1. Repair			
	2. Visible or exterior obstructions	2. Remove			

Class I Standpipe System: 2 1/2" hose/outlets - for use by Fire Departments

- OK Component check point in good condition.
- CN Corrections needed - Component check point requires repair/replacement.
- NA Not applicable - Component check point is not applicable to installation.

All Class I Standpipe System components indicated above were found to be either operational or have been repaired/replaced and are now operational:

Certified by: Owner/System Representative:	Company Name:
Date:	
Building Address:	

\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_\_\_                      \_\_\_\_ 2nd Quarter/Ending 1 July 20\_\_\_\_  
 \_\_\_\_ 3rd Quarter/Ending 1 October 20\_\_\_\_                      \_\_\_\_ 4th Quarter/Ending 1 January 20\_\_\_\_  
 \_\_\_\_ \*5 -Year Service due 20\_\_\_\_

Note: Building/system owner required to retain maintenance and service records for five (5) years. Maintenance need not be performed by licensed concern. (Exception: 5-year service) Service must be performed by licensed concern (label affixed on FDC or riser).

**Appendix IV  
Class II Standpipe System  
Quarterly Maintenance Requirements**

Component	Check Points	Corrective Actions	OK	CN	NA
Hose	1. Mildew, cuts, abrasions, and deterioration.	1. Replace with approved lined hose			
	2. Couplings damaged.	2. Replace or repair			
	3. Gaskets missing or deteriorated.	3. Replace			
Nozzles	1. Nozzle missing.	1. Replace with approved nozzle			
	2. Gasket missing or deteriorated	2. Replace			
	3. Obstructions	3. Remove			
Hose Outlets	1. Damaged fire hose connection threads.	1. Repair or replace.			
	2. Valve handles missing.	2. Replace handle			
	3. Corroded or leading	3. Repair or replace			
Hose Rack or Reel	1. Difficult to rotate	1. Repair or replace			
	2. Damaged	2. Repair or replace			
	3. Obstructions	3. Remove			
	4. Hose improperly racked or rolled.	4. Re-rack or re-roll.			
Cabinets	1. Difficult to open	1. Repair			
	2. Not readily distinguishable as containing fire equipment.	2. Provide labeling			
	3. Visible or exterior obstructions	3. Remove			
Control Valves	1. Valves leak	1. Repair			
	2. Valve not secured in open position.	2. Open, secure.			
	3. Visible or exterior obstructions	3. Remove			

Class II Standpipe System: 1 1/2" hose/outlets - for use primarily by building occupants until the arrival of the fire department (1 1/2" hose).

OK Component check point in good condition.

CN Corrections needed - Component check point requires repair/replacement.

NA Not applicable - Component check point is not applicable to installation.

All Class II Standpipe System components indicated above were found to be either operational or have been repaired/replaced and are now operational:

Certified by:	Date:
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Owner/System Representative:

Company Name:

Building Address:
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\_\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_\_\_

\_\_\_\_\_ 2nd Quarter/Ending 1 July 20\_\_\_\_

\_\_\_\_\_ 3rd Quarter/Ending 1 October 20\_\_\_\_

\_\_\_\_\_ 4th Quarter/Ending 1 January 20\_\_\_\_

\_\_\_\_\_ \*5 -Year Service due 20\_\_\_\_\_

Note: Building/system owner required to retain maintenance and service records for five (5) years. Maintenance need not be performed by licensed concern. (Exception: 5-year service) Service must be performed by licensed concern (label affixed on FDC or riser).

**Appendix V**  
**Class III Standpipe System**  
**Quarterly Maintenance Requirements**

Component	Check Points	Corrective Actions	OK	CN	NA
Fire Department connection	1 Inlet caps missing	1. Inspect interior, replace			
	2 Couplings damaged	2..Replace or repair			
	3. Couplings not rotating	3.Lubricate			
	4. Gaskets missing or deteriorated	4.Replace			
	5. Clapper valves do not close	5.Repair			
	6. Visible or exterior obstructions	6.Remove			
	7. Not identified	7.Properly sign			
Hose Outlets	1. Cap missing	1.Replace			
	2. Damaged fire hose connection threads	2.Repair or replace			
	3. Valve handles missing.	3.Replace			
	4. Cap gasket missing or deteriorated	4.Replace Gasket			
	5. Visible or exterior obstructions	5.Remove			
Piping	1. Accessible piping damaged	1.Repair			
	2. Visible or exterior obstructions.	2.Remove			
Hose	1 Mildew, cuts, abrasions, and deterioration	1. Replace with approved lined hose			
	2 Couplings damaged	2..Replace or repair			
	4. Gaskets missing or deteriorated	4.Replace			
Nozzles	1. Missing.	1. Replace with approved nozzle			
	2. Gaskets missing or deteriorated	2.Replace.			
	3. Obstructions	3.Remove			
Hose Outlets	1. Damaged fire hose connection threads	1.Repair or replace			
	2. Valve handles missing.	2.Replace handle			
	3. corroded or leaking	3.Repair or replace			
Hose Rack or Reel	1. Difficult to rotate	1.Repair or replace			
	2. Damaged	2.Repair or replace			
	3. Obstructions	3.Remove			
	4. Hose improperly racked or rolled	4.Re-rack or re-roll			

Component	Check Points	Corrective Actions	OK	CN	NA
Cabinet	1. Difficult to open	1. Repair			
	2. Not readily distinguishable as containing fire equipment	2. Open, secure			
	3. Visible or exterior obstructions	3. Remove			
Control Valves	1. Valves leak	1. Repair			
	2. Valve not secured in open position	2. Open, Secure			
	3. Visible or exterior obstructions	3. Remove			

OK Component check point in good condition.

CN Corrections needed - Component check point requires repair/replacement.

NA Not applicable - Component check point is not applicable to installation.

Class III Standpipe System: 2 1/2" and 1 1/2" hose/outlets - for use by either Fire Departments or by building occupants (1 1/2" hose)

All Class III Standpipe System components indicated above were found to be either operational or have been repaired/replaced and are now operational:

Certified by:	Company Name:
Owner/System Representative:	
Date:	
Building Address:	

\_\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_\_\_

\_\_\_\_\_ 2nd Quarter/Ending 1 July 20\_\_\_\_

\_\_\_\_\_ 3rd Quarter/Ending 1 October 20\_\_\_\_

\_\_\_\_\_ 4th Quarter/Ending 1 January 20\_\_\_\_

\_\_\_\_\_ \*5 -Year Service due 20\_\_\_\_\_

Note: Building/system owner required to retain maintenance and service records for five (5) years. Maintenance need not be performed by licensed concern. (Exception: 5-year Service) Service must be performed by licensed concern (label affixed on FDC or riser).

**Appendix VI  
Combined Standpipe System  
Quarterly Maintenance Requirements**

Component	Check Points	Corrective Actions	OK	CN	NA
Fire Department connection	1. Inlet caps missing	1. Inspect interior, replace			
	2. Couplings damaged and not rotating smoothly	2. Replace, lubricate for smooth rotation			
	3. Gaskets missing or deteriorated	3. Replace			
	4. Clapper valves do not close.	4. Repair			
	5. Visible or exterior obstructions	5. Remove			
	6. Not identified	6. Properly sign			
Hose Outlets	1. Cap missing	1. Replace			
	2. Damaged fire hose connection threads	2. Repair or replace			
	3. Valve handles missing.	3. Replace			
	4. Cap gasket missing or deteriorated	4. Replace Gasket			
	5. Visible or exterior obstructions	5. Remove			
	6. Valve does not operate smoothly	6. Remove.			
Piping	1. Accessible piping damaged	1. Repair			
	2. Visible or exterior obstructions	2. Remove			
Control Valves	1. Valves leak	1. Repair			
	2. Valve not secured in open position	2. Open, Secure			
	3. Visible or exterior obstructions	3. Remove			

OK Component check point in good condition.

CN Corrections needed - Component check point requires repair/replacement.

NA Not applicable - Component check point is not applicable to installation.

Combined Standpipe System: 2 1/2" and 1 1/2" hose/outlets and automatic sprinkler outlets - for use where the water piping serves both 2 1/2" outlets for Fire Department use and outlets for automatic sprinklers.

All combined Standpipe System Components indicated above were found to be either operational or have been repaired/replaced and are now operational.

Certified by:	Date:
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Owner/System Representative:	Company Name:
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Building Address:
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\_\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_\_\_

\_\_\_\_\_ 2nd Quarter/Ending 1 July 20\_\_\_\_

\_\_\_\_\_ 3rd Quarter/Ending 1 October 20\_\_\_\_

\_\_\_\_\_ 4th Quarter/Ending 1 January 20\_\_\_\_

\_\_\_\_\_ \*5 -Year Service due 20\_\_\_\_\_

Note: Building/system owner required to retain maintenance and service records for 5 years. Maintenance need not be performed by licensed concern. (Exception: 5-year Service) Service must be performed by licensed concern. (label affixed of FDC or riser).

**Appendix VII  
Wet Pipe Sprinkler System  
Quarterly Maintenance/Test Requirements**

Component	Check Points	Corrective Actions	OK	CN	NA
Fire Department connection	1 Inlet caps missing	1. Inspect interior, replace			
	2 Couplings damaged	2. Replace or repair			
	3. Couplings not rotating	3. Lubricate			
	4. Gaskets missing or deteriorated	4. Replace			
	5. Clapper valves do not close.	5. Repair			
	6. Visible or exterior obstructions	6. Remove			
	7. Not identified	7. Properly sign			
Control Valves	1. Valves leak.	1. Repair.			
	2. Valve not secured in open position	2. Open, Secure			
	3. Visible or exterior obstructions	3. Remove			
Riser	1. Leaks	1. Repair			
	2. Visible or exterior obstructions	2. Remove			
	3. Bracing damaged	3. Repair			
Gauges	1. Gauges damaged	1. Repair or replace			
	2. Gauge valves turned off	2. Turn on			
	3. System pressure	3. Record			
	4. Supply pressure	4. Record			
Sprinklers	1. Leaking, corroded, or painted	1. Replace			
	2. Flow obstruction	2. Correct; maintain 18" clear			
	3. Installed in incorrect position (upright/pendant)	3. Correct; replace with correct heads			
	4. Extra Sprinklers (6) and wrench not available	4. Provide			
	5. Extra sprinklers not same orifice size or temp. rating as in system	5. Provide correct sprinklers			
Gravity Tank, Suction Tank, and Reservoir Supply	1. Vessel damaged	1. Repair			
	2. Water level inadequate	2. Fill, repair			
	3. Fire pumps not properly functioning	3. Repair			
Pressure Tank	1. tank damaged	1. Repair			
	2. Water level too high or too low	2. Fill or drain; repair			
	3. Air pressure level too low	3. Fill; repair			
	4. Valves closed	4. Open			

Component	Check Points	Corrective Actions	OK	CN	NA
Alarms/Annunciation	1. Flow at inspector's test does not activate alarm within 90 seconds	1. Correct, repair			
	2. Water flow devices do not annunciate	2. Correct, repair			
	3. No supervision of system	3. Correct, provide			

OK Component check point in good condition.

CN Corrections needed - Component check point requires repair/replacement.

NA Not applicable - Component check point is not applicable to installation.

All Wet Pipe Sprinkler System components indicated above were found to be either operational or have been repaired/replaced and are now operational:

Certified by:	Date:
---------------	-------

Owner/System Representative:

Company Name:

Building Address:
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\_\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_\_\_

\_\_\_\_\_ 2nd Quarter/Ending 1 July 20\_\_\_\_

\_\_\_\_\_ 3rd Quarter/Ending 1 October 20\_\_\_\_

\_\_\_\_\_ 4th Quarter/Ending 1 January 20\_\_\_\_

\*5 -Year Maintenance/Service 20

Note: Building/system owner required to retain maintenance and service records for 5 years. Maintenance need not be performed by licensed concern. (Exception: 5-year Service) Service must be performed by licensed concern. (label affixed of FDC or riser).

**Appendix VIII**  
**Dry Pipe, Deluge, Pre-Action, Dry Pipe Pre-Action Combination System,**  
**Fixed Water Spray Systems, Deluge Foam Water Sprinkler Systems, Foam Water**  
**Spray Systems Quarterly Maintenance/Test Requirements**

Component	Check Points	Corrective Actions	OK	CN	NA
Fire Department connection	1. Inlet caps missing	1. Inspect interior, replace			
	2. Couplings damaged	2. Replace or repair			
	3. Couplings not rotating	3. Lubricate			
	4. Gaskets missing or deteriorated	4. Replace			
	5. Clapper valves do not close.	5. Repair			
	6. Visible or exterior obstructions	6. Remove			
	7. Not identified	7. Properly sign			
Control Valves	1. Valves leak	1. Repair			
	2. Valve not secured in open position	2. Open, Secure			
	3. Visible or exterior obstructions	3. Remove			
Riser	1. Leaks	1. Repair			
	2. Visible or exterior obstructions	2. Remove			
	3. Bracing damaged	3. Repair			
Gauges	1. Gauges damaged	1. Repair or replace			
	2. Gauge valves turned off	2. Turn on			
	3. System pressure	3. Record			
	4. Supply pressure	4. Record			
	5. Air supply not in service	5. Repair			
Sprinklers	1. Leaking, corroded, or painted	1. Replace			
	2. Flow obstruction	2. Correct; maintain 18" clear			
	3. Installed in incorrect position (upright/pendant)	3. Correct; replace with correct heads			
	4. Extra Sprinklers (6) and wrench not available	4. Provide			
	5. Extra sprinklers not same orifice size or temp. rating as in system	5. Provide correct sprinklers			
Gravity Tank, Suction Tank, and Reservoir Supply	1. Vessel damaged	1. Repair			
	2. Water level inadequate	2. Fill, repair			
	3. Fire pumps not properly functioning	3. Repair			
Pressure Tank	1. tank damaged	1. Repair			
	2. Water level too high or too low	2. Fill or drain; repair			
	3. Air pressure level too low	3. Fill; repair			
	4. Valves closed	4. Open			

Component	Check Points	Corrective Actions	OK	CN	NA
Alarms/Annunciation	1. Flow at inspector's test does not activate alarm within 90 seconds	1. Correct, repair			
	2. Water flow devices do not annunciate	2. Correct, repair			
	3. No supervision of system	3. Correct, provide			
Detection Devices (trip test annually)	1. Air piping damaged	1. Repair			
	2. Heat actuation/smoke detection devices damaged/not properly functioning	2. Repair or replace			
	3. Electrical wiring damaged	3. Repair			
Foam Equipment	1. Strainers dirty	1. Clean			
	2. Foam level low	2. Fill			

OK Component check point in good condition.

CN Corrections needed - Component check point requires repair/replacement.

NA Not applicable - Component check point is not applicable to installation.

Type of System:

	Dry Pipe		Fixed Water Spray
	Deluge		Deluge Foam Water
	Pre-Action		Foam Water Spray
	Dry Pipe Pre-Action Combination		

All components indicated for the system checked were found to be either operational or have been repaired/replaced and are now operational:

Certified by:	Date:
Owner/System Representative:	Company Name:
Building Address:	

\_\_\_\_\_ 1st Quarter/Ending 1 April 20\_\_\_\_

2nd Quarter/Ending 1 July 20\_\_\_\_ 3rd

Quarter/Ending 1 October 20\_\_\_\_ 4th

Quarter/Ending 1 January 20\_\_\_\_

\*5 -Year Maintenance/Service 20

Note: Building/system owner required to retain maintenance and service records for 5 years. Maintenance need not be performed by licensed concern. (Exception: 5-year Service) Service must be performed by licensed concern. (label affixed of FDC or riser).

**Appendix IX**  
Certification for Annual High-Rise Building Inspection  
For Yr. 20\_\_\_\_\_

\_\_\_\_\_  
Building Owner/Tenant

\_\_\_\_\_  
Owner/Tenant Representative

\_\_\_\_\_  
Building Address

\_\_\_\_\_  
Phone Number

The undersigned hereby certifies that all items and systems applicable to the above referenced building have been maintained, tested, serviced, and/or inspected in accordance with the regulations established by the California State Fire Marshal and the Orange County Fire Authority. All applicable items and systems were either found to be in compliance or have been repaired and/or replaced and are now in compliance:

(Check items applicable to referenced building)

- \_\_\_\_\_ A. Building Construction
- \_\_\_\_\_ B. Exiting
- \_\_\_\_\_ C. Mechanical Systems
- \_\_\_\_\_ C. Electrical Systems
- \_\_\_\_\_ D. Housekeeping
- \_\_\_\_\_ E. Fire Extinguishing Systems
- \_\_\_\_\_ E. Standpipe Systems
- \_\_\_\_\_ E. First Aid Fire Fighting Equipment
- \_\_\_\_\_ F. Fire Warning/Alarm-Life Safety Systems
- \_\_\_\_\_ G. Elevators
- \_\_\_\_\_ H. Assembly Area
- \_\_\_\_\_ I. Emergency Pre-Fire Planning

Certified by: \_\_\_\_\_

Owner/Tenant Representative:

Company: \_\_\_\_\_

Date:

## GLOSSARY

<b>Alarm Signal</b>	A distinctive audible and/or visual signal indicating an alarm condition.
<b>annunciator/ Annunciation:</b>	A device or panel providing visual indication of an alarm activation by buildings, floors, floor areas, fire zones, or other approved subdivision.
<b>Audible Alarm Device</b>	A device that will provide an audible sound or signal within the protected premise such as bells, horns, buzzers, chimes, sirens, and tone-generated speakers.
<b>Automatic Fire Sprinkler System</b>	<p>An existing system which uses water as its primary extinguishing agent and is usually designed in accordance with National Fire Protection Association Standard 13. These systems shall include but not be limited to:</p> <ol style="list-style-type: none"><li>1. Wet pipe sprinkler systems.</li><li>2. Dry pipe sprinkler systems.</li><li>3. Deluge sprinkler systems.</li><li>4. Pre-Action sprinkler systems.</li><li>5. Dry pipe pre-action sprinkler systems.</li><li>6. Fixed water spray systems.</li><li>7. Deluge foam water spray systems.</li><li>8. Foam water spray systems.</li></ol>
<b>Ceiling Damper</b>	A device to limit radiant heat transfer through an air outlet or inlet opening in the ceiling of a floor/roof ceiling assembly having not less than a 1-hour fire resistive rating. Such a device is described in the construction details for some tested floor/roof ceiling assemblies.
<b>Class "A" Circuit (4- wire)</b>	A circuit which consists of two conductors (wires) beginning in the control panel, connecting to signal initiating devices and returning to another pair of terminals within the control panel. A single break in either conductor or a single ground will not prevent the initiation of an alarm signal, and will initiate a locked-in trouble signal.
<b>Class "B" Circuit (2- wire)</b>	A circuit which consists of two conductors (wires) beginning in a control panel, connecting to signal initiating devices and terminating at an end-of-line device, such as a resistor. A single break in either conductor will prevent the initiation of an alarm signal from any point beyond the break. The break will initiate a trouble signal at the control panel.
<b>Class "B" Circuit (4- wire)</b>	A circuit which consists of two conductors (wires) beginning in the control panel, connecting to signal initiating devices and returning to another pair of terminals within the control panel. A single break in either conductor will prevent the initiation of an alarm signal from any point beyond the break. The break will initiate a trouble signal.
<b>Control Panel</b>	The main fire alarm control panel is a collection of circuits which supervise the field wiring, monitor initiating devices and cause visual, audible and/or auxiliary devices to be energized whenever an abnormal or emergency condition exists.
<b>Duct</b>	A conduit for conveying air.
<b>Electrical</b>	Refer to California Administrative Code, Title 24, Part 3. Basic Electrical Regulations, State Building Standards Electrical Code, Chapter 3-1, General Article 3-100; Definitions.

<b>Engineered Fixed Extinguishing System</b>	<p>A system which is custom designed for a particular hazard, using components which are approved or listed only for their broad performance characteristics. components may be arranged into a variety of configurations. These systems shall include but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Dry chemical systems.</li> <li>2. Carbon dioxide systems.</li> <li>3. Halogenated agent systems.</li> <li>4. Steam systems.</li> <li>5. High expansion foam systems.</li> <li>6. Foam extinguishing systems.</li> <li>7. Liquid agent systems.</li> </ol>
<b>Fire Damper</b>	<p>A device, installed in an air distribution system, designed to close automatically upon detection of heat, to interrupt migratory air flow, and to restrict the passage of flame. A combination fire and smoke damper shall meet the requirements of both.</p>
<b>Fire Wall</b>	<p>A wall having adequate fire resistance and structural stability under fire conditions to accomplish the purpose of subdividing buildings to restrict the spread of fire.</p>
<b>Heat Detector</b>	<p>A device that will automatically detect abnormally high temperature or rate-of-temperature rise.</p>
<b>HVAC</b>	<p>Heating, Ventilation, and Air Conditioning systems.</p>
<b>Labeled</b>	<p>Equipment or materials to which has been attached a label or other identifying mark of an organization acceptable to the "authority having jurisdiction" and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or material and by whose labeling the manufacturer indicated compliance with appropriate standards or performance in a specified manner.</p>
<b>Listed</b>	<p>Equipment or materials included in a list published by an organization acceptable to the "authority having jurisdiction": and concerned with product evaluation, that maintains periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or material meets appropriate standards or has been tested and found suitable for use in a specified manner.</p>
<b>Maintenance</b>	<p>Visual inspection of the system to determine if there is any physical damage or condition that might hinder or prevent system operation. Records must be maintained by the building or system owner for 5 years. Maintenance may be conducted by any individual designated by the building or system owner.</p>
<b>Manual Detection Device</b>	<p>A type of signal initiating device that must be manually activated to respond to an emergency condition such as a fire alarm pull station.</p>
<b>NFPA 72</b>	<p>National Fire Protection Association, National Fire Alarm Code.</p> <p>Note: The means for identifying listed equipment may vary for each organization concerned with product evaluation, some of which do not recognize equipment as listed unless it is also labeled. The "authority having jurisdiction" should utilize the system employed by the listing organization to identify a listed product.</p>
<b>Plenum</b>	<p>An air compartment or chamber located in one story only to which one or more ducts are connected and which forms part of the air supply or return system and may be part of the building construction such as the concealed space above a ceiling.</p>

<b>Pre-Engineered Fixed Extinguishing System</b>	<p>A system where the number of components and their configurations are included in the description of the systems approval and listing. These systems shall include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Dry chemical systems.</li> <li>2. Carbon dioxide systems.</li> <li>3. Halogenated agent systems.</li> <li>4. Liquid agent systems.</li> </ol>
<b>Service</b>	<p>A complete inspection of the system, including the maintenance, testing, and repair of the system. Service must be conducted by firms or persons licensed by the California State Fire Marshal.</p>
<b>Service</b>	<p>A complete inspection of the system, including the maintenance, testing, and repair of the system. At least once a year, service must be performed by firms or persons holding either a C10 or C-61 contractor's license.</p>
<b>Signal Initiating Device</b>	<p>A device that will provide the control panel with the required input to signify an alarm or trouble condition.</p>
<b>Smoke</b>	<p>The airborne solid and liquid particulate and gases when a material undergoes pyrolysis or combustion.</p>
<b>Smoke Control</b>	<p>A system utilizing the air handling system which is engineered to control the migration of smoke within the building as a result of fire. The system should exhaust the smoke and toxic gases from the immediate fire area to the outside and provide pressurized air to adjacent areas and stairwells.</p>
<b>Smoke Damper</b>	<p>A device to resist the passage of smoke which:</p> <ol style="list-style-type: none"> <li>A. is arranged to operate automatically, and</li> <li>B. is controlled by a smoke detector, and</li> <li>C. may be capable of being positioned manually from a remote command station.</li> </ol> <p>A smoke damper may be a fire damper or a damper serving other functions, if its location lends itself to the multiple functions. A combination fire and smoke damper shall meet the requirements of both.</p>
<b>Smoke Detector</b>	<ol style="list-style-type: none"> <li>1. Ionization Type - a device that will automatically detect products of combustion (ionized particles) and introduce an alarm signal into the system.</li> <li>2. Photoelectric Type - a device that will automatically sense the presence of smoke particles, of a predetermined density, and introduce an alarm signal into the system.</li> </ol>
<b>Smoke Removal</b>	<p>Natural or mechanical ventilation for the removal of products of combustion by manual or automatic activation under fire conditions.</p>
<b>Standpipe System</b>	<p>An arrangement of piping, valve, hose outlets, and allied equipment with outlets located in such a manner that water can be discharged through hose and nozzles attached to such hose outlets for the purpose of extinguishing a fire. These systems shall include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Class I - for use by fire departments heavy fire streams (2 1/2" hose).</li> <li>2. Class II - for use primarily by the building occupants until the arrival of the fire department (1 1/2" hose).</li> <li>3. Class III - for use by either fire departments (2 1/2" hose) or by the building occupants (1 1/2" hose).</li> <li>4. Combined System - for use where the water piping serves both 2 1/2" outlets for fire department use and outlets for automatic sprinklers.</li> </ol>

<b>Supervised System</b>	A system that includes circuitry which will actuate a trouble signal in event of loss of main power or a break in the signal initiating or alarm indicating field wiring.
<b>Supervisory Alarm</b>	An alarm signal which indicates the need for action due to an abnormal condition existing within the systems for the protection of life and property. Supervisory signals shall be displayed on the control equipment.
<b>Tamper Switch</b>	A device for control-valve supervision which initiates a trouble signal when the control-valve is moved from the normal position.
<b>Testing</b>	Demonstration of system operability. Documentation of testing must be maintained by the building or system owner for 5 years.
<b>Transfer Time</b>	The time it takes for all items served to be electrically operating on emergency power.
<b>Trouble Signal</b>	A signal which indicates a fault within the protective signaling system, such as an open circuit, blown fuse, or power failure.
<b>Water flow Detector</b>	A device so constructed and installed that any flow of water from a fire sprinkler system equal to or greater than that from a single sprinkler head will result in an alarm signal.

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