

INFORMATION SHEET

Basic Fire Safety

- All buildings must have fire extinguishers which are either “UL or FM listed”.
 - **Light hazard occupancies (offices, schools, churches)** shall have at least one, 2-A:10-B:C rated extinguisher for every 3000 square feet and shall be placed so that travel distance to any extinguisher from any point in the building will not exceed 75 feet. Occupancies with many halls and levels may be required to provide additional fire extinguishers.
 - **Ordinary hazard occupancies (auto showrooms, dry cleaners, repair garages)** will be required to have at least one 2-A:20-B:C rated extinguisher for every 1500 square feet and shall be placed so that travel distance to any extinguisher from any point in the building will not exceed 75 feet.
 - **High hazard occupancies (woodworking shops, spraying / dipping operations using flammable / combustible liquids)** will be required to have at least one, 4-A:40-B:C rated extinguisher for every 1000 square feet and shall be placed so that travel distance to any extinguisher from any point in the building will not exceed 75 feet.

- All extinguishers must be mounted on the wall or otherwise located, with top not more than 5 feet off the floor, so as to be plainly visible and accessible.
- All extinguishers must be serviced at least once a year by professional fire extinguisher service company and have a service tag attached which shows the date of inspection and who performed the inspection.
- When two or more exits are required, illuminated exit signs shall be installed at the required exits and where otherwise necessary to clearly indicate the direction of egress.
- Required exit doors shall be operable from the inside, without the use of a key or any special knowledge of effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable. All locking devices shall be of an approved type. **EXCEPTION:** A keyed lock may be used on the main exit when the main exit consists of a single door or a pair of doors, if there is a readily visible, durable sign on or above the door stating: **THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS.**
- Manually operated, edge – or surface-mounted flush bolts and sliding bolts are prohibited. Required exit door(s) must be kept unlocked from the inside at all times while the building is occupied. Any bars, chains, or other devices restricting the use of the exit must be removed during business hours so the exit can be used properly.
- All exit doors must swing in the direction of exit travel when serving any hazardous area or when serving an occupant load of 50 or more.

- Aisles leading to required exits shall be provided from all portions of buildings. Aisles shall be at least 36 inches wide where tables, counters, furnishings, merchandise or other similar obstructions are placed on one side of the aisle only and 44 inches wide when such obstructions are placed on both sides of the aisle.
- No storage is allowed, at any time, in any exit, corridor, hallway, stairway, or other exit way leading to an exit. Storage under stairways is prohibited, unless one hour rated construction has been provided for this purpose.
- Storage in all buildings shall be orderly and maintained 2 feet or more below the ceiling in non-sprinkler buildings and 18 inches or more below sprinkler head deflectors in sprinkler buildings.
- Combustible rubbish or waste material in buildings shall be stored in containers or in rooms / vaults constructed of non-combustible materials. Metal containers with tight – fitting covers shall be used for oily rags and similar materials. Combustible rubbish or waste material shall be removed from the building at least once each working day.
- Dumpsters and containers with 1.5 cubic yard capacity or greater shall not be stored inside a building or placed within 5 feet of combustible walls, openings, or combustible roof eave lines unless the area is protected by an approved automatic sprinkler system.
- Extension cords shall not be used as a substitute for permanent wiring. Extension cords shall not be used for fixed or stationary appliances, such as vending machines, refrigerators, etc. Extension cords shall be plugged directly into an approved receptacle, power tap, or multi-plug adapter and shall, except for approved multi-plug extension cords, serve only one portable appliance. The amp rating of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. The extension cords shall be maintained in good condition without splices, deterioration, or damage. Extension cords and flexible cords shall not be affixed to structures, extend through walls, ceilings, floors, under doors, or floor coverings, or be subject to environmental or physical damage.
- Multi-plug adapters such as multi-plug extension cords, cube adapters, and strip plugs are prohibited.
EXCEPTION: Power strips with circuit breakers or fuse overload protection.
- A clear and unobstructed means of access with a minimum width of 30 inches and a minimum height of 78 inches shall be maintained from the operating face of electrical breaker boxes, switchboards, and panel boards.
- Install emergency lighting in all buildings, suites or areas with exits or exit pathways so as to illuminate the path of travel for the exit serviced.

This is meant to address only the most common conditions and situations found. Many other fire code requirements may exist in any given occupancy. These requirements will be addressed by the Fire Inspector during on-site inspection. These requirements are in addition to any other requirements that may be required by other agencies or departments.

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