



LOS ANGELES FIRE DEPARTMENT

Annual High-Rise Pre-Inspection Check Sheet



This information is intended to assist you in preparation for the annual high-rise inspection. This is not a complete list and the Inspector may identify other conditions or issues in the building that require attention. Specific information on these issues can be found in the Los Angeles Fire Code on the LAFD website – <http://www.lafd.org/code.htm>

GENERAL AREAS OF INSPECTION

BUILDING EXTERIOR

FIRE DEPARTMENT ACCESS

- Appropriate fire lane maintenance (including paint and signs)

BUILDING ADDRESS

- Address numbers clearly visible from street with contrasting background
- If required, proper placards (704 diamond)

FIRE DEPARTMENT CONNECTIONS (FDC)

- FDC Signage - address(s), type of system, area served, system or pump pressure
- Located on address side of building or signs indicating location
- Clearly visible / not blocked / unobstructed
- Working condition – caps & plugs in place (See Chief's Reg. No 4)

PATH OF EGRESS TO OUTSIDE PUBLIC WAY

- All exits from the building unobstructed – path of travel properly marked/signs
- No storage on Fire escapes and must be maintained in working order (see Chief's Reg. No.4)
- Exit stairwell doors- 1) not blocked, 2) identified, 3) proper exiting hardware, 4) good repair
- Rolling steel/sliding fire doors- maintained in proper working condition
- Adequate egress lighting
- Exit signs – lights working

LOBBY

LOBBY – ENTRANCE TO BUILDING

- FIRE CONTROL ROOM MUST BE LABELED
- FIRE ALARM ANNUNCIATOR PANEL IN LOBBY OR FIRE CONTROL ROOM
- Properly identified "Lock Box" (key box) with keys to include but not limited to:
 - Elevators keys – one (1) for each elevator car and one (1) for each elevator bank
 - Fire Control Room key – two (2)
 - Master(s) keys for common areas – minimum of four (4) sets
 - Master(s) keys for suites - minimum of four (4) sets
 - Electrical/mechanical room keys - minimum of four (4) sets
- Access to stairwell for firefighters (with directional signage if needed)
- Copy of emergency plan with current approval page in Lobby or Fire Control Room

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FIRE CONTROL ROOM (FCR)

FIRE CONTROL ROOM - General

- Sign on door - "FIRE CONTROL ROOM" - letters not less than 1.5 inches in height
- Building inventory and elevator operation instructions
- Operating instructions for fire alarm system and other electronics - NFPA 72

PROPER SIGNAGE ON ALL THE FOLLOWING EQUIPMENT IN FCR - LETTERS NOT LESS THAN 3/4 INCH IN HEIGHT:

- Building communication panel
- Voice communication and handheld phone set cabinet
- Fire alarm panel(s)
- Elevator recall status panel
- Status indicators for emergency power and fire pumps
- Stairwell unlocking/ locking system
- Smoke control or smoke evacuation system
- Stairwell pressurization system
- Other fire/ life safety equipment
- Emergency shut off locations of all utilities – provide diagram

TELEPHONE (directly connected to the public phone system)

- Properly labeled "For Fire Department Use Only"
- Telephone number posted on or next to phone
- Telephone cord long enough to reach to the opposite side of the FCR

NO STORAGE PERMITTED IN FCR - ROOM SHALL HAVE NO OTHER USES OR FURNITURE

ROOF

ACCESS

- Door to roof from stairwell shall remain unlocked at all times, unless approved alternative unlocking system in use and working properly
- Evacuation sign on roof level at door leading into stairwell
- Evacuation sign at each fire escape
- Lighted exit sign (with emergency power source) on roof at door leading to stairwell
- Antennas (7 feet off ground) – High frequency antennas properly labeled
- Tripping hazards or obstructions removed
- No storage permitted on roof

HELICOPTER LANDING PAD

- Number pounds load oriented to magnetic north
- Surface in good repair
- Windsock in good repair
- Proper clearances for approach and departure paths
- Class H standpipe system – valves capped, gauges working, Maximum 150 PSI
- Extinguishers- Properly charged and tagged

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TENANT SPACES

STORAGE

- Storage shall be 18" below sprinklered ceilings; 3 feet below unsprinklered

EXTENSION CORDS

- Commercial quality only- 14 gauge or better
 Shall plug directly into the wall socket (not into each other)
 No multi-taps shall plug into an extension cord

FLOOR HEATERS

- Shall have tip over protection and remain 36" from combustibles

PROPER SERVICE OF FIRE EXTINGUISHERS

- All tags current

SERVICING OF SPECIAL EXTINGUISHING SYSTEMS (IF APPLICABLE) – 6 MONTH INTERVALS

- Equipment tagged, service records available

EXIT AISLES

- Exit aisles to remain free and clear
 Cabinets and shelving in exit aisles to be secured to the wall or each other to prevent from tipping during an earthquake

UTILITY ROOMS (Telephone, Mechanical, Electrical, etc.)

UTILITY ROOM

- All wiring shall be properly covered as per the Electrical Code
 Sign on door stating use - letters to be minimum 1 inch in height
 All penetrations out of rated room – properly fire stopped and sealed
 No storage of any kind in room

STAIRWELLS

STAIRWELL IDENTIFICATION SIGNAGE

- Shall be present at each stairwell landing
 Shall meet L.A.F.D. requirements:
- Minimum 12" square sign
 - Block style lettering
 - Number indicating floor level shall be at least 5" in height ¼" stroke
 - Numbers or letters showing upper and lower terminus shall be at the top of the sign
 - Stairwell identification such as "STAIR 1" shall be at the bottom of the sign
 - Sign shall be of a durable material and bottom of sign shall be 5 feet off of floor landing level

STAIRWELL DOORS

- Shall use non lockable hardware on both sides of door
 Shall remain unlocked from the stairwell side unless in compliance with CBC 403.9 or specifically approved by the Chief on a building-by-building, floor-by-floor basis. APPROVAL OF A FLOOR DOES NOT SET PRECEDENCE
 Shall close and latch as per Chiefs Regulation #4

STAIRWELLS GENERAL

- No combustible flooring to be used in stairwells
 No storage of any kind permitted in stairwells
 Proper egress lighting shall be maintained in stairwells
 Fire protection valves shall be supervised by alarm system or chained with a breakaway type lock

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BASEMENTS

BASEMENTS

- No storage if unsprinklered basement
- If sprinklered, storage shall be neatly piled/racked and 18" below sprinkler heads
- All exit pathways shall remain free and clear of storage, obstructions and debris
- Evacuation signage at stairwell doors and elevator lobbies
- Sprinkler heads more than 50 years shall be replaced or tested in an approved manner

ELEVATORS

ELEVATORS

- Vestibule openings – self-closing doors working properly
- Proper signage
 - Evacuation signage oriented to building floor layout
 - Floor identification on each side wall of each elevator opening
 - "IN CASE OF FIRE" statement (may be incorporated into evacuation sign)
- Elevator status panel – refer to Fire Control Room
- All elevators must meet applicable requirements of Article 52, Part 2, Title 24 C.A.C.

GENERATOR ROOM

GENERATOR

- Generator driver battery in good condition without corrosion on leads
- Maintenance logs for generator on approved sheets and current
- Fuel for generator at proper level with no leaks

FIRE PUMP

FIRE PUMP

- Fire pump driver battery in good condition without corrosion on leads if diesel driver
- Maintenance logs for fire pump on approved sheets and current
- Fuel for fire pump at proper level with no leaks if diesel

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GENERAL ITEMS OF INSPECTION

CORRIDORS (RATED)

- No holes in walls or ceiling
- Magnetic door hold open devices
- No wedged open doors
- All doors opening into a corridor shall be self closing with approved hardware

EXIT SIGNS AND EGRESS LIGHTING

- Approved exit signs only, and shall be lighted and have a secondary emergency power source
- Egress lighting shall be in all exit aisles, corridors, elevator lobbies and tenant spaces as required by the chief –all egress lights shall have a secondary emergency power source

STORAGE - THROUGHOUT BUILDING

- No storage permitted in exit aisles, or elevator lobbies (including freight elevator lobbies)
- Storage on roofs is prohibited
- Storage in stairwells is prohibited
- Storage in sprinklered basements only and shall not create a fire hazard
- Storage shall be at least 18" below sprinklered ceilings and 3 feet below non-sprinklered ceilings

FIRE EXTINGUISHERS

- Proper number and location throughout building

EXTINGUISHER TESTING/ SERVICE CURRENT

- Date on neck ring within 5 years
- SFM service tag dated within one year
- Hydrostatic test date on cylinder within 12 years

AUTOMATIC FIRE EXTINGUISHING SYSTEMS (Tested every six Months):

- Halon
- FM-200
- Kitchen Hoods (Upgrade to UL 300 Specs)

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REQUIRED TESTS AND DOCUMENTATION

DOCUMENTATION SHALL BE READILY AVAILABLE FOR REVIEW BY YOUR HIGH-RISE INSPECTOR.

TEST RECORDS - DOCUMENTATION of CHIEF'S REGULATION NO.4

- Weekly/monthly generator and fire pump logs
- Chief's Regulation No. 4 **One Year Test** results (that apply)
 - 1) Central station signaling system
 - 2) Elevators, Phase I & Phase II
 - 3) Fire escape assemblies
 - 4) Fire alarm systems
 - 5) Communication systems
 - 6) Emergency power
 - 7) Smoke control systems
 - 8) Fire protection assemblies
 - Automatic stair shaft door locks
 - Magnetic door holders
 - Dumbwaiter doors, access doors, and fire windows
 - 9) Exercising pressure reducing valves (PRV's)
 - 10) Show maintenance records for special extinguishing systems (semi-annual test)

- Chief's Regulation No. 4 **Five-Year Test** results
 - 1) Standpipe systems
 - 2) Refrigerant discharge systems
 - 3) Sprinkler systems, automatic
 - 4) Pressure Reducing Valves – Flow Test

HAZARDOUS MATERIALS

- Properly identified with chemical name and common name
- Stored in approved container, cabinets, or rooms depending on quantity and type
- Cupa Permit and M.S.D.S. Notebook in building office and/or tenant space

CHECK PERMITS – Refer to LAFC for definitions and requirements

- Certified Unified Permit Agency (CUPA)
- Division No. 5 Permit
- Division No. 119 Permit
- Division No. 4 Permit - public assemblage
- Special Permits

EMERGENCY EVACUATION PROCEDURES

- Fire manual - current, updated, reviewed and renewed
- Fire drill - documentation of date, time, people attended, people refused, how conducted
- Training procedures documentation - Staff, Floor Warden, Occupant

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CHIEF'S REGULATION NO. 4 - TIME AND TEST REQUIREMENTS

1 YEAR TEST	5 YEAR TEST
<p>Emergency Generator / Emergency Lighting / Exit Sign Battery Systems / Lighting / Exit Signs</p> <ul style="list-style-type: none"> • Consider coordinating E-power testing with Building & Safety electrical division requirements <p>High-Rise Fire/Life Safety Systems:</p> <ul style="list-style-type: none"> • Building and firefighters communication system • Central station signaling systems • H.V.A.C. shutdown • Pre-action sprinkler system (alarm portion) <p>Fire Doors:</p> <ul style="list-style-type: none"> • Magnetic hold open devices • Won doors (accordion folding type electric doors) • Sliding/ rolling steel doors • Other automatic closing fire assemblies <p>Fire Protective Signaling System (Complex Alarm):</p> <ul style="list-style-type: none"> • Pull Stations • Tamper • Water Flows • Strobes • Smoke Detectors and/or Duct Detectors <p>Fire Escapes</p> <p>Automatic Elevators</p> <p>Fire Pumps</p> <p>Pressure Reducing Valves:</p> <ul style="list-style-type: none"> • Exercise annually- <p>Smoke Management Systems:</p> <ul style="list-style-type: none"> • Pressurized stairwells • Mechanical smoke proof enclosures • Pressurized vestibules • Smoke evacuation systems 	<p>Water Delivery Systems:</p> <ul style="list-style-type: none"> • Class I standpipe system (dry) • Class II standpipe system (wet) • Class III standpipe system (combination) • Combined standpipe sprinkler systems • Basement sprinkler system • Automatic sprinkler system • Pressure Reducing Valves – Flow Test