



Division of State Fire Marshal

Bureau of Fire Prevention

Key Safety Items

High hazard occupancies are to be inspected at least annually

The term “high-hazard occupancy” means any building or structure:

- (I) That contains combustible or explosive matter or flammable conditions dangerous to the safety of life or property
- (II) At which persons receive educational instruction
- (III) At which persons reside, excluding private dwellings; or
- (IV) **Containing three or more floor levels**

Key Safety Items

Sprinkler Systems

Fire Alarm Systems

Fire Department Access

Fire Department Equipment (Hydrants, FDCs, Standpipes)

In-Building Radio Enhancement Communication Systems

Stairwells clear and well maintained

Fire doors and unit doors

Building systems (HVAC, etc.) maintained and up to code

Sample Annual Inspection Checklist

- If the building has a fire sprinkler system, a copy of the annual fire sprinkler test report shall be provided to the Fire Inspector.
- If the building has a fire alarm system, a copy of the annual fire alarm test report, shall be provided to the Fire Inspector.
- The hood fire suppression system shall be tagged and inspected by a state licensed fire suppression company.
- All exit ways and exit stair enclosures shall be clear and unobstructed.

- All fire extinguishers shall be inspected annually by a licensed fire extinguisher company and shall have a current inspection tag signed and dated by them.
- Provide test report of emergency generator (maintenance records, load test results).
- If the tenant space contains emergency lighting, they shall be maintained in working order. The lights shall operate on normal electrical power and on battery backup power.