



Douglas A. Ducey
Governor

Office of the State Forester

Department of Forestry and Fire Management



Jeffery C. Whitney
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Frederick Durham
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All Facilities regulated by the Office of the State Fire Marshal

Re: Fire Code Compliance Check List

Dear Partners in Fire Safety,

The Office of the State Fire Marshal is attempting to assist all regulated facilities in their attempt to comply with the State Fire Code. Currently, the vast majority of inspected buildings and facilities do not receive passing reports upon first inspection.

While we are sure that all entities are striving to comply with the requirements of the current fire code, there are certain violations that are commonly found during inspection. Attached is a check list, that if followed will remove the most common violations found, and allow most facilities to receive violation free reports at time of first inspection.

We hope that this will assist everyone in achieving the expected level of fire safety in all our buildings and facilities.

Very truly yours,

Frederick Durham
Acting State Fire Marshal

Duty ♦ Respect ♦ Integrity



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Access and Premises:	Yes	No	N/a
Are Address numbers for the building visible from the street?			
Is the exterior fire department access unobstructed?			
Does your building have a Key Box? If so, will the keys inside it open all doors? If locks are changed contact the responding fire department to install new keys.			
Are the main control valves for the Fire Sprinkler system locked in the open position?			
Is the Fire Lane identified and maintained?			
Is there maintained a minimum 3' clearance around fire hydrants?			
Egress (Exiting)	Yes	No	N/a
Are the exit ways, doors, and gates easily recognizable, unobstructed, and maintained operational?			
Are all exit doors operable from the inside w/o the use of a key or any special knowledge or effort?			
Are halls, stairs, and walkways free of all items?			
Are doors and entry ways unobstructed from desks, chairs, shelves, backpacks, and other items?			
Are doors with self-closing hinges maintained in the closed position (not blocked open)?			
Electrical	Yes	No	N/a
Are all electrical outlets, switches and junction boxes properly covered with cover plates? Is the electrical system safe from any apparent shock and/or other electrical hazards?			
Are circuit breakers/fuses labeled so as to identify the area protected?			
Is the area in front of the electrical panel(s) clear of any obstructions, by at least 30"?			
Are extension cords used only for temporary use?			
Are extension cord(s) of heavy duty construction, maintained in good condition, and only used to service small portable equipment?			
Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only one portable appliance?			

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Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?			
If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			
Emergency Lighting/ Egress Illumination	Yes	No	N/a
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress illuminated when the building or structure is occupied?			
Does emergency lighting function on backup power?			
Exit Signs	Yes	No	N/a
If exit signs are required, are they maintained as illuminated or self-luminous?			
Does the backup-battery work? (push the test button, the exit sign should illuminate under battery power)			
Fire Alarm System			
Has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			
If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified technician?			
Fire Safety and Evacuation Plans	Yes	No	N/a
Are fire drills conducted? Are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?			
Is there a current evacuation plan?			
Are evacuation maps posted?			
Fire Extinguishers	Yes	No	N/a
Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			
Are all fire extinguishers visible and accessible (not blocked)?			
Have the fire extinguisher(s) been serviced/ tagged by a qualified technician within the last 12 months?			
Are fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40 lbs., maximum 3 1/2' high if greater than 40lbs. In all cases, minimum 4" above the ground)?			
Fire/Smoke Separations	Yes	No	N/a
Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?			

<u>Fire Suppression Systems</u>	Yes	No	N/a
If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
In the commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?			
<u>Heat producing appliances</u>	Yes	No	N/a
Are all heat producing devices used according to manufactures instructions?			
<u>House Keeping and Decoration</u>			
Are ceilings free from hanging items?			
Are doors free from combustible items and mirrors? Is artwork and other decorations on walls limited to 10% of the specific wall it is attached to?			
Are combustible decorations flame retardant to the NFPA 701 standard?			
<u>Mechanical Hazards</u>	Yes	No	N/a
Is the venting for exhaust products of combustion working properly for gas appliances? (i.e.: water heaters, furnaces, etc.)			
<u>Storage of Combustibles</u>			
Is the storage of combustible material orderly and clear of exits and openings?			
Are enclosures under buildings, structures, bleachers, and other occupied areas free from combustibles?			
Are the boiler rooms, mechanical rooms, and electrical panel rooms maintained free of all combustible materials?			
Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers?			
Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction?			
Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?			
If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling?			
<u>Hazardous and Flammable Materials</u>	Yes	No	N/a
Is there a documented copy of the Hazardous Material Management Plan? Is it available for all occupants to view?			
Are hazardous and flammable materials used and stored in appropriate areas and containers?			
Are Material Safety Data Sheets (MSDS) current and available for all occupants to view?			

Date of last fire sprinkler system inspection.	
Company that performed fire sprinkler inspection.	
Were all sprinkler deficiencies or violations found corrected?	
Date of last fire alarm system inspection.	
Company that performed fire alarm inspection.	
Were all alarm deficiencies or violations found corrected?	
Date of last kitchen hood fire protection system inspection.	
Company that performed kitchen hood fire protection inspection.	
Were all kitchen hood fire protection deficiencies or violations found corrected?	
Has any construction or alteration occurred at this property after the last State Fire Marshal inspection?	

This self-inspection is used to ensure compliance with the State of Arizona adopted fire code. Compliance with the code A.A.C. R4-36-201 pursuant to Arizona Revised Statute § 37-1383 is required by law. This code as adopted is currently the 2012 version of the International Fire Code. Failure to comply with this statute may lead to legal action. Compliance with this code is for your safety, and the safety of the citizens of Arizona.

If I can be of any further assistance, please do not hesitate to contact me.

Very truly yours,

Frederick Durham
Acting State Fire Marshal