



Commercial Services Program Structural Fire Checklist

PURPOSE

This checklist template provides a tool to review compliance with key structural fire codes within concession facilities. Third-party auditors providing environmental audits through the WASO Commercial Services Program will use this checklist to “spot check” structural fire code compliance during on-site environmental audits, which occur on a three to five-year cycle. The auditor’s review does not replace the structural fire and safety inspections required by concessioners per the NPS concession contract, nor does it serve as a comprehensive third-party structural fire program audit of the concessioner’s operation. The content discussed throughout this checklist, including any observations and notes produced during this effort, is intended solely as supplemental information to raise awareness of structural fire concerns and potential issues arising from non-compliance.

In addition to the spot checks conducted in coordination with on-site environmental audits, this checklist can aid concessioners and park staff in assessing structural fire code compliance in concession operations by reviewing simple performance elements that NPS, concessioners, or the environmental audit team can evaluate.

BACKGROUND

The concessioner is responsible for fire prevention and protection within its assigned facilities. It must ensure that all facilities comply with federal codes and that fire detection and suppression equipment is installed, tested, and maintained by certified structural fire professionals, following applicable codes, standards, and NPS policies, including Director’s Order (DO) and Reference Manual (RM) 58. A concessioner may meet these requirements through a structural fire service contract or by employing qualified personnel.

The concession contract includes requirements for the concessioner to address fire prevention and safety, such as:

- Inspection of concession operations to ensure:
 - All employees participate in fire drills.
 - Annual portable fire extinguisher training is conducted.
 - Fire protection systems are inspected, tested, and maintained following the International Fire Code (IFC) and NPS policy.
 - Annual fire and life safety building inspections in all concessions-operated buildings are conducted by qualified staff.
 - Commercial cooking equipment is appropriately cleaned, maintained, and inspected following the IFC.
 - Exit routes and emergency exits are marked and unobstructed.
- If housing is provided for concessions employees, meeting requirements listed in the IFC, including the following occupancy classifications:
 - Requirements for one and two-family dwellings
 - Requirements for lodging or rooming houses
 - Requirements for hotels and dormitories
 - Smoke alarms and carbon monoxide detectors are installed and maintained.
 - Emergency evacuation plans are posted and communicated to all residents.
 - Regular safety inspections of housing facilities to ensure compliance with fire safety standards.
- Additional requirements:

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- Fire safety training for all new employees as part of their orientation.
- Implement a comprehensive fire prevention plan that includes housekeeping practices to reduce fire hazards.
- Maintenance of clear and accessible records of all fire safety inspections, training, and maintenance activities.
- Coordination with local fire departments or NPS fire for emergency response planning and drills.
- Compliance with any additional fire safety requirements specified by the NPS or local regulations.

SCOPE OF REVIEW

The audit team will conduct observations, interview personnel, and review documentation related to the structural fire checklist items as they complete the environmental audit. Because the review is supplemental to the environmental audit, it will not expand beyond the facilities covered by the environmental audit. As such, the review is not comprehensive and may not identify all issues.

The environmental auditor will communicate the scope of these efforts during in-brief presentations and other communications. Items identified on the Structural Fire Checklist will only result in audit findings where they overlap with environmental audit criteria.

When complete, the Structural Fire Checklist will be transmitted with the Preliminary Environmental Audit Report via the SharePoint audit communication page. The park Concessions Management Specialist is responsible for sharing the Structural Fire Checklist with concessioner staff and appropriate park staff. It will remain the responsibility of the concessioner and park to ensure deficient areas are followed up on as applicable. Neither the WASO Commercial Services Program staff nor the third-party auditors will follow up on any items found deficient on the checklist. The checklist will **not** be included in the final audit report package.

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Commercial Services Structural Fire Checklist

Complete the entire form by selecting the appropriate answer to each statement. Select "Y," for 'yes,' when requirements are met. If a deficiency is identified, select "N" for 'no.' If the inspection item does not pertain to the building, mark the box labeled "NA." for 'not applicable.' If the reviewer cannot assess the checklist item, mark the box labeled "Unable to assess." The reviewer may add comments and, if applicable, will label those comments as "Review Comments." Use the guidelines below to gather information and answer the checklist questions in this Checklist. Unless otherwise noted, all items in the checklist refer to concessioner-maintained or operated plans, records, facilities, and operations.

Review the following records, if applicable and available.

- Structural Fire Written Program
- Hot Work Permit Program
- Fire alarm and suppression system inspection, testing and maintenance (ITM) documents

Key concessioner employees to discuss program elements with, if needed.

- Environmental Protection Specialist
- Safety Officer
- Maintenance Supervisor(s)
- Administrative Employees
- Kitchen Staff
- Floor Wardens

During the walk-through, observe the following.

- Routes of Egress
- Fire Extinguishers
- Fire Alarms / Sprinkler Systems
- Electrical Panels
- Vehicle / Vessel Maintenance Areas
- Commercial Kitchens
- Chemical Storage
- Flammable Storage Cabinets
- Fire Caches
- Carpenter Shops

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STRUCTURAL FIRE REVIEW CHECKLIST

RECORDS REVIEW

Review Question	Requirement Citation	Requirement Met?
<p>Is a Structural Fire Management Plan in place for the concessioner's operations?</p> <ul style="list-style-type: none"> • Should be specific to the concessioner's operation. • Have designated roles and responsibilities. • Approved by the park's Fire Control Officer (FCO). <p>Review Note: RM-58 requires the development of a Structural Fire Management Plan (SFMP) for parks with structures. The SFMP must be:</p> <ul style="list-style-type: none"> • Reviewed and updated annually. • Reviewed after a significant structure fire incident. • Revised every five years. <p>The park's SFMP should be coordinated with concessions. If the concession contract does not explicitly require the development of a concessioner SFMP, auditors may ask about the concessioner's awareness and understanding of their roles and responsibilities under the park's SFMP.</p>	<p>RM-58</p> <p>Contract</p> <p>Lease Documents</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Is a Hot Work Program in place and used correctly?</p> <p>Review Note: Hot work tasks include welding, cutting, brazing, or similar spark-producing operations. Concessioners may engage in these hot work activities depending on what type of maintenance they conduct. A hot work program is a permitted program describing designated personnel, procedures, and training to ensure that onsite responsible personnel overseeing hot work are performed with appropriate safety measures to prevent fires. You may discuss the need for this program if you observe evidence of hot work.</p>	<p>IFC 3503.4</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Do employees receive training on fire safety and evacuation plans during new employee orientation and annually after that?</p> <p>Review Note: Training requirements include communicating the following to employees:</p> <ul style="list-style-type: none"> • How to recognize fire hazards. • Proper procedures for preventing fires. • Fire alarm evacuation signals. • Any assigned duties in the event of an emergency. • Evacuation routes. • Areas of refuge. • Exterior assembly areas and procedures for evacuation. <p>This would be listed as an environmental audit finding under Emergency Response.</p>	<p>IFC 406.2</p> <p>IFC 406.3.1</p> <p>IFC 406.3.3</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>

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EXTERIOR STRUCTURAL FIRE HAZARDS

Review Question	Requirement Citation	Requirement Met?
<p>Are fire lanes, if established, marked and unobstructed to allow emergency vehicles clear access to the building?</p> <p>Review Note: Approved signs or other approved notices or markings that include the words "NO PARKING—FIRE LANE" should be posted to prohibit obstruction. Any designated fire lane must be maintained clean and legible and replaced or repaired when necessary to provide adequate visibility. Note that concessioners need park approval for signs posted externally and internally.</p>	<p>IFC 503.3</p> <p>IFC 503.4</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Are fire hydrants/water supply visible, accessible, and maintained?</p> <p>Review Note: Fire hydrants must always be unobstructed so fire response will be able to gain immediate access to the fire protection equipment or hydrants. A 3-foot clear space will be maintained around the circumference of fire hydrants. If fire hydrants are subjected to impact by a motor vehicle, they are to be guarded.</p>	<p>IFC 507</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Are the grounds surrounding the building kept clear of combustible materials and brush accumulation?</p> <p>Review Note: Any storage of combustible materials, which can include anything that burns easily, such as chemicals and vegetation, must be removed if it could create a nuisance or hazard to public health, safety, or welfare. Weed grass, vines, or other growth capable of igniting and endangering property will be removed. Note: The concessioner may not be responsible for maintaining the exterior landscape. Review the contract and discuss it with the concessioner's point of contact.</p>	<p>IFC 304.1.3</p> <p>IFC 304.2</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Are gas meters/piping protected against impact?</p> <p>Review Note: Vehicle impact protection must include posts, bollards, or other physical barriers. Discuss concessioner responsibilities related to their land assignment.</p>	<p>IFC 312</p> <p>IFC 605.8</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Are dumpsters outside and five feet or more away from combustible walls, openings, or combustible roof eave lines unless protected by fire sprinklers?</p> <p>Review Note: This is important to keep a potential "nuisance" fire or dumpster fire from spreading to a building.</p>	<p>IFC 304.3.4</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>

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GENERAL STRUCTURAL FIRE HAZARDS

Review Question	Requirement Citation	Requirement Met?
<p>Are trash cans emptied regularly, and are the building(s) free of accumulated trash?</p> <p>Review Note: Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container. Contents are to be disposed of daily. This would be listed as an environmental audit finding under solid waste.</p>	<p>IFC 304.1</p> <p>IFC 304.3.1</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Is there at least 18 inches of clearance between sprinkler heads and storage?</p> <p>Review Note: The clearance of the sprinkler head ensures the spray pattern of water is unobstructed to put out a fire. Nothing should be within 18 inches of the ceiling, parallel to it, and below the bottom of the sprinkler head.</p>	<p>IFC 315.3.1</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Are electrical rooms, utility closets, boiler rooms, and sprinkler riser/fire pump rooms free of storage to allow access to the equipment?</p> <p>Review Note: The clearance for all equipment is at least thirty-six inches to be easily accessible. The storage, trash, and other materials or objects must not block equipment.</p>	<p>IFC 509.2</p> <p>IFC 315.3.3</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Does the maintenance facility have a designated hot work (welding) area free of combustibles?</p> <p>Review Note: Hot work means electric or gas welding, cutting, brazing, or similar flame- or spark-producing operations (Welding operations). Check for combustibles and bench grinders next to flammable gasses, as the bench grinder produces sparks and could ignite. Compressed gases that may be present in this process include oxygen, acetylene, argon, and nitrogen.</p>	<p>IFC 3504</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Are woodworking equipment dust collectors functioning adequately, and collector bins are emptied regularly?</p> <p>Review Note: Woodworking facilities are especially at risk for fire due to the abundant production of sawdust, which will ignite and burn far more quickly than pieces of lumber. In particular, Sanders, routers, and shapers produce copious amounts of fine dust. Exceptionally fine wood dust is especially hazardous.</p>	<p>IFC 2203.5</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>

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MEANS OF EGRESS

Review Question	Requirement Citation	Requirement Met?
<p>Are exits, aisles, and corridors free of obstructions and hazards (e.g., material storage, flammables, ice, snow, and tripping hazards)?</p> <p>Review Note: An exit access must be at least twenty-eight inches wide at all points. Where a designated route of egress leads outdoors, ice and snow are to be removed, and any tripping hazards and obstructions removed to allow employees and visitors to exit and fire fighters to gain entry when needed.</p>	IFC 1032.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Do exit doors open outward, and is panic hardware installed if the occupant load is fifty or more?</p> <p>Review Note: For any building with more than fifty occupants, doors must swing outward and toward egress and be equipped with panic hardware. Panic Hardware is an exit device or mechanical door hardware, sometimes called a panic device or a crash bar, operated inside an outswing exit door.</p>	IFC 1010.1.2.1 IFC 1010.2.8	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are exit signs present throughout and operational using AC and battery power?</p> <p>Review Note: To test the exit signs, hit the button on them. Once the button is pushed, the exit light should stay on, meaning it works during a power outage. Generally, exit signs are wired into the electrical system and pulled from emergency generator power, if applicable, or battery backup. If they turn off, the batteries must be replaced, or the wiring must be looked at. Spot checks of these are acceptable—there is no need to test every single one.</p>	IFC 1008 IFC 1104.5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Do egress doors open freely and free of locking devices (e.g., padlocks, chains, keyed locks)?</p> <p>Review Note: Ensure egress doors, only those along the path of egress, can always be opened from the inside without special tools, keys, or knowledge.</p>	IFC 1010.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are fire-rated doors equipped with self-closing devices and kept in the closed position or held open by release mechanisms connected to the fire alarm? Doors latch securely when allowed to close?</p> <p>Review Note: Fire-rated doors are typically located around stairwells and elevator shafts to help prevent smoke and fire from traveling throughout multiple building floors. You may find them in hotels in the long hallways around elevators and stairs.</p> <p>To identify a fire-rated door, the door in question will have a fire label from an approved testing agency. Two standard testing agencies the Underwriter's Laboratories (UL), and Warnock Hersey (WH) are two typical agencies. Fire-rated doors are commonly found at points of egress to create evacuation pathways through entrances, exits, lobbies, and stairwells. Access to protected corridors which are used as a means of escape must be protected from fire using fire doors. This will be most common in lodges.</p>	IFC 1010	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

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Review Question	Requirement Citation	Requirement Met?
<p>Do exit doors open fully to at least 90 degrees?</p> <p>Review Note: This is to promote the safe evacuation of occupants in compliance with the IFC and ADA requirements.</p>	IFC 1010.1.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are interior and exterior egress stairs with four or more steps fitted with handrails that appear in serviceable condition?</p> <p>Review Note: Handrails allow the safe passage of visitors and employees through the route of egress and help them maintain stability downstairs when trying to evacuate quickly.</p>	IFC 1011.11 IFC 1014	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

EMERGENCY EVACUATION DRILLS

Review Question	Requirement Citation	Requirement Met?
<p>Are evacuation drills performed with the frequency and participation indicated if the building is one of the following occupancy types:</p> <ul style="list-style-type: none"> • Assembly (buildings used for the gathering of fifty or more persons, entertainment, eating, drinking, amusements, awaiting transportation, or similar uses): quarterly, staff only. • Residential R-1 (hotels/dormitories with more than sixteen occupants): quarterly on each shift (i.e., 8:00 am-5:00 pm, 5:00 pm-12:00 am, 12:00 am-8:00 am) employees. • Residential R-2 (dormitories < 16 occupants): quarterly, all occupants. 	IFC 405	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are documented evacuation drills kept on file?</p> <p>Review Note: Records are to include the following information:</p> <ul style="list-style-type: none"> • Identity of the person conducting the drill. • Date and time of the drill. • Notification method used. • Employees on duty and participating. • Number of occupants evacuated. • Special conditions simulated. • Problems encountered. • Weather conditions when occupants were evacuated. • Time required to accomplish complete evacuation. 	IFC 405.6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

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PORTABLE FIRE EXTINGUISHERS

Review Question	Requirement Citation	Requirement Met?
<p>Is annual portable fire extinguisher training conducted?</p> <p>Review Note: Whenever the employer has provided portable fire extinguishers, an education program is required for the employee upon initial employment and annually thereafter. Ask for documented training to be provided.</p>	IFC 406.3.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are portable fire extinguishers mounted properly, accessible, and fully charged?</p> <p>Review Note: These will be located throughout the concession – lodges, grocery stores, and maintenance areas. Those with gross weights of no more than forty pounds (lbs.) should be mounted with their carrying handles no higher than five feet from the floor. The most common extinguishers are 10 lbs. in office/lodging areas and at least 20 lbs. around fuel stations. Larger fire extinguishers (over 40 lbs. gross weight) need to be mounted at lower heights, with their carrying handles no more than 3-1/2 feet from the floor.</p>	IFC 906	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are tamper seals intact, a valid inspection tag present, and monthly visual inspections performed?</p> <p>Review Note: The hang tag should reflect the annual inspection for the current year, monthly inspections documented on the back, plastic tamper seal in place, and pin present.</p>	IFC 906.2 NFPA 10	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

FIRE PROTECTION SYSTEMS

Automatic Sprinkler System

Review Note: The most common type of fire suppression system is the automatic sprinkler system. An Automatic Fire Sprinkler System is a network of water-filled pipes that starts at a water service line and ends with strategically spaced fire sprinkler heads located throughout a building. The sprinkler heads are frangible bulbs filled with a liquid that, when heated, expands, causing the bulb(s) to break and the system to release water. The water from the sprinkler head will cover the area where the fire is located and will continue to operate until the fire department can fully extinguish the fire.

Review Question	Requirement Citation	Requirement Met?
<p>Does the sprinkler system have a green tag, indicating that it is in good working order? If not found, check with Facility Management to see if system deficiencies are being addressed.</p> <p>Review Note: Green tags mean the system is in good working order with no deficiencies, white tags mean there is non-critical deterioration, yellow means critical deterioration, and Red indicates impairment to the system. These are normally located in the riser room attached to the sprinkler system.</p>	IFC 901.6 NFPA 25, Appendix G	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

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Review Question	Requirement Citation	Requirement Met?
<p>Is proof of inspection, testing, and maintenance of the automatic sprinkler system kept on file?</p> <p>Review Note: Dated inspection tags are found on the sprinkler system— normally in the riser room on standpipes.</p>	<p>IFC 110.3</p> <p>IFC 901.6.3</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Is access to the sprinkler riser readily available, and is the area clear of trash and storage?</p> <p>Review Note: Sprinkler Risers are vertical pipe sections connecting to the underground water supply. These are typically isolated in rooms and should be able to be accessed quickly and not blocked.</p>	<p>IFC 509.2</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Is the riser room labeled with signage?</p> <p>Review Note: "Fire Riser Room" or "Fire Sprinkler Riser Room" is an example of acceptable signage. The lettering shall be in a contrasting color to the background. Letters shall have a minimum height of two inches (51 mm) with a minimum stroke of 3/8 inch (10 mm). Riser room access doors must have clearly visible signage that makes them easy to locate during an emergency. They must be constructed of durable materials, permanently installed, and readily visible.</p>	<p>IFC 509.1</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>
<p>Are sprinkler heads maintained clean and unloaded (e.g., not covered in dust, painted, damaged, leaking, or corroded)?</p> <p>Review Note: When conducting the walk-through, spot-check sprinkler heads to make sure they will not be impeded if an emergency occurs. Deficiencies are notable from the ground level. No need to evaluate using a ladder.</p>	<p>NFPA 25, 5.2.1.1.1</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>

FIRE PROTECTION SYSTEMS

Kitchen and Hood Suppression Systems

Review Note: Commercial kitchen fire suppression systems are designed to keep a fire that has started on a kitchen appliance such as a stove or deep fat fryer from growing out of control. Kitchen fire suppression systems are highly effective fire containment systems. Once a fire is detected, the system's nozzles discharge wet chemicals from above the appliance. The wet chemicals cover the flames and starve the fire. Once the system is activated, it disconnects the gas line to the appliance. Dry chemicals are not that effective in extinguishing cooking oil flames in commercial kitchens. A wet chemical suppressant consists of a liquid substance that reacts with the fats and oils of a commercial kitchen fire to form a foam that will suppress the fire and prevent it from reigniting.

Review Question	Requirement Citation	Requirement Met?
<p>Is there proof of hood suppression system inspections and testing on file and affixed to the system?</p> <p>Review Note: This tag identifies the last time the hood was professionally cleaned and serviced and is typically placed on the exterior of the hood. All hoods should be professionally cleaned at least once a year. This includes the ductwork through the roof and/or sidewalls.</p>	<p>IFC 606.3.3.3</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA</p> <p><input type="checkbox"/> Unable to assess</p>

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Review Question	Requirement Citation	Requirement Met?
<p>Are hoods and vents professionally cleaned at least annually or as required?</p> <p>Review Note: See above. This should be on the inspection tag as it is part of the annual process. Commercial kitchen hood suppression systems should be cleaned regularly. If the system is not cleaned, grease will accumulate, and the suppression system may not work as it is designed. Concessioners should clean their kitchen hoods often, depending on the volume of their kitchen. Cleaning should be done weekly, monthly, bi-monthly, or even daily if they have a high-volume kitchen internally and at least annually professionally.</p>	IFC 606.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Is the hood wet chemical suppression system maintained semi-annually (or at the start of the season, if used seasonally) by a qualified contractor?</p> <p>Review Note: Every 6 months, a licensed fire protection professional must inspect a wet chemical kitchen hood suppression system. During this inspection, the fire protection contractor will check the functionality of the fire suppression system and complete an inspection of all the system's components.</p>	IFC 904.1 NFPA 17A, 8.3.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

FIRE PROTECTION SYSTEMS

Clean Agent Suppression System

Review Note: Clean agent systems are particularly well suited for sensitive environments such as server rooms, telecommunication sites, data centers, control rooms, museums, power plants, laboratories, art galleries, and more. A clean agent system is an excellent option for any enclosure that you may not want to use a sprinkler or risk getting the high-value assets wet. However, they must be properly maintained, which requires regular inspections and testing. You may see FM-200 and 3M Novec 1230 as the extinguishing agent listed on the cylinders. These systems are in closer proximity to the protected area as the compressed liquids do not flow as well as inert gases, requiring less distance between the cylinder and discharge piping.

Review Question	Requirement Citation	Requirement Met?
<p>Is there proof of inspection and testing kept on file?</p> <p>Review Note: After every inspection, a tag must be attached to each container to record the following information:</p> <ul style="list-style-type: none"> • Date of inspection. • Name of person performing the inspection. • Type of agent in the container. • Gross weight of the container and net weight of the agent (for halocarbon agents only). • Container pressure and temperature (for halocarbon clean agents equipped with a pressure gauge and inert clean agents). 	IFC 901.6.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Is the system inspected and serviced annually by a qualified contractor?</p> <p>Review Note: Check the tag to ensure it was done with the year.</p>	IFC 904.1 NFPA 2001, 11.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

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FIRE PROTECTION SYSTEMS

Fire Alarm System

A fire alarm system is a building system that detects fire, smoke, carbon monoxide, and other emergencies and alerts occupants and the fire department. The system is made up of several parts, including:

- **Fire alarm control panel (FACP):** The system's hub, which monitors inputs, controls outputs, and transmits information.
- **Smoke detectors:** Electronic units that detect smoke in the air and activate an audible signal to warn occupants.
- **Heat detectors:** Detect heat.
- **Pull stations:** Trigger the system.
- **Sounders:** Can be programmed to sound different tones, such as a siren.
- **Bells:** Make a continuous ringing sound.
- **Power supply accessories:** Such as batteries.

Review Question	Requirement Citation	Requirement Met?
<p>Is proof of an inspection and testing kept on file?</p> <p>Review Note: Each fire alarm system is required to be tested annually by a licensed contractor. The test should include testing of all smoke detectors, heat detectors, duct detectors, pull stations, speakers, strobes, horns, bells, tamper switches, and water-flow devices.</p>	IFC 901.6.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Does the fire alarm control unit (FACU) indicate "normal" or "ready?"</p> <p>Review Note: This will be shown on the fire alarm panel.</p>	NFPA 72, 14.2.2.1.2	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Is the circuit breaker for the fire alarm marked in red?</p> <p>Review Note: The circuit breaker is intended to protect the fire alarm control panel from excess electrical current. The circuit breaker for the fire alarm control panel must be painted red and be accessible only to authorized personnel.</p>	NFPA 72, 10.6.5.2.3	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Does the fire alarm circuit breaker have a lock-on device installed?</p> <p>Review Note: A locking tab attached to the circuit breaker prevents the Fire Alarm from being shut off inadvertently.</p>	NFPA 72, 10.6.5.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Is the electrical panel name/location and circuit breaker number annotated on the FACU panel door?</p> <p>Review Note: The identification includes a circuit directory that is located on the face or inside of the panel door in the case of a panelboard and located at each switch or circuit breaker in a switchboard.</p>	NFPA 72, 10.6.5.2.1.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

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Review Question	Requirement Citation	Requirement Met?
<p>Is the fire alarm protected by an electrical surge protector, which may be installed at the FACU, electrical panel, subpanel, or meter?</p> <p>Review Note: As the "brain" of the fire alarm system, the central control panel requires a surge protective device for its 120V power source. The FACP connects all system sensor and device inputs via Signaling Line Circuits (SLC), which allows the FACP to monitor and control all connected detectors and input/output modules, controlling alarms and outputs to other systems and information relays. As such, the FACP necessitates surge protection, but it is important to note that FACP surge protection is not sufficient for system-wide protection.</p>	NFPA 72, 10.6.5.5	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

ELECTRICAL		
Review Question	Requirement Citation	Requirement Met?
<p>Are appliances and fixtures in good condition and plugged into outlets without extension cords?</p> <p>Review Note: All major appliances, like refrigerators, stoves, washers, and dryers, should be plugged directly into a wall outlet. Never use an extension cord with a major appliance—it can easily overheat and start a fire. Always plug small appliances directly into a wall outlet. Check electrical cords on appliances. If they are cracked, damaged, or loose electrically, they should be unplugged, and the appliance not be used.</p>	IFC 603.6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are electrical cords free of damage?</p> <p>Review Note: Check for frayed cords, missing grounding pins in three-pronged plugs, and over-coiling.</p>	IFC 603.2.1	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are extension cords appropriately used and not used for fixed wiring?</p> <p>Review Note: Permanent solutions should be installed for any equipment utilizing an extension cord for more than 30 days. Temporary installation is permitted for emergencies, tests, and experiments for the duration of each, and decorative lighting and similar low-voltage set-ups are to be used for specific and temporary purposes for a period not to exceed 90 days.</p>	IFC 603.6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are power strips listed (e.g., Underwriters Laboratory (UL)), plugged directly into outlets, and not daisy chained together?</p> <p>Review Note: Electrical resistance increases with increased power cord length; interconnecting cords increase the total resistance and resultant heat generation. (Power stripes and extension cords plugged into each other). This creates an additional risk of equipment failure and fire, mainly when paper and other combustible materials are in contact with the wires.</p>	IFC 603	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

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Review Question	Requirement Citation	Requirement Met?
<p>Are receptacles and switches equipped with face plates and in good condition with no evidence of arcing or overheating?</p> <p>Review Note: Check to ensure the face plates are in place and evidence of arcing or overheating would include black burn marks.</p>	NFPA 70, 406.6	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess
<p>Are ground fault circuit interrupter (GFCI) outlets installed in kitchens and bathrooms on countertop surfaces within six feet of running water outlets, and are they working correctly? Are GFCIs installed on water fountains?</p> <p>Review Note: GFCI outlets look like standard electrical outlets with two three-prong plug slots. The difference can be seen in two small buttons, which read 'test' and 'reset' on the face of the outlet. Some GFCIs even have a small red light to alert the user if it is working or not. Sometimes, these are located on the breaker, and you should go to the circuit breaker box and open the panel. The GFCI breakers will have a test button. The button is often yellow but may be in other colors.</p>	NFPA 70, 210.8	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> Unable to assess

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