

COMMERCIAL & PUBLIC FACILITY - CHECK LIST

April 1, 2024

LIST AS "*CORRECTIONS REQUIRED*" ON INSPECTION REPORT FORM IF FAILS

1. The emergency number for FIRE, POLICE or AMBULANCE is 9-1-1. The number for monitoring alarm companies to use is (512) 864-8282.
2. The address should be easily visible from the street. If applicable, suite numbers or unit numbers should be visible from within the complex.
3. The exterior near structures should be free of trash, tall dry weeds, grass or brush and any other accumulated combustibles that could be a fire hazard.
4. Dumpsters should be 10 ft away from combustible walls or roof overhangs.
5. The gas meter shut-off should be accessible and its operation known to occupants.
6. The owner shall maintain hydrants on private property, including annual servicing and testing. The owner shall keep written records.
7. Hydrants shall be fully visible and accessible with a three-foot clear space all around. Hydrants shall be painted metallic silver to enhance their visibility. The center of the steamer cap shall be at least 16 inches above ground level.
8. Inspect electrical cords plugged into outlets for sound condition. Extension cords are for temporary and occasional use only. Electrical cords should not run under floor covering or over nails, hooks, metal edges, through walls, ceilings, or partitions etc. They should not be where they will be stepped on.
9. There should be no holes or gaps in wall and ceiling covering material that could allow fire spread. All ceiling tiles are to be in place.
10. The accepted minimum type and size of dry chemical fire extinguisher for general use is a UL classification of at least 2-A:10-B:C (or higher numbers, i.e. 3-A:20-B:C). The accepted minimum size and type for service stations, auto repair shops, and restaurant type kitchens is 40-B (or 40-B:C). These should be visible and mounted at chest height, but not over 60" high, or 48" if ADA rules apply.
11. The extinguisher pressure should be "in-the-green" or the normal zone, and the brake-away tie securing the safety pin should be intact.
12. Extinguishers shall be serviced after use and annually by a State licensed inspector. The inspection will be recorded on an attached service tag. Extinguishers less than one year old need not be tagged if proof of purchase date is provided.

13. Exit and exit directional signs, if present, they must be continuously illuminated. Exit signs are usually required if the occupant load is 50 or more people.
14. If egress way emergency lights are installed, they must be operational.
15. Any door marked as an exit shall be operable from the inside without the use of a key, special knowledge or effort. Only one latching device of an approved type is allowed. If panic hardware is installed, no locks or latches are allowed except the panic hardware operating bar. Exit doors must not be blocked on the inside or outside.
16. Exit access ways must be clear of obstructions.
17. The Jollyville Fire Marshal may require the owner or operator to designate fire lanes. If required, they are to be marked with 8-inch wide red painted curbs or stripes and posted, "FIRE LANE - TOW AWAY ZONE" in 3-inch white block letters every 30 feet. The owner shall keep fire lanes clearly marked.
18. Private property owners are expected to enforce FIRE LANE - TOW AWAY ZONE parking rules by any means available including having vehicles towed.
19. Gas appliances and heaters will have all normal panels or doors in place. There should be no storage inside cabinets or closets enclosing gas appliances.
20. Combustible materials of any type are not to be stored or added inside boiler rooms, mechanical rooms or electrical equipment rooms.
21. Electrical panel boards will be accessible and have a clear area of 30-inches in front. Electrical devices, switches and wall outlets shall have cover plates in place.
22. Indoor storage of up to five gallons of flammable liquids used for maintenance or operation must be stored in code approved metal containers or safety cabinets.
23. Rack or other storage must be 24-inches below the ceiling in a non-sprinklered area. In a sprinklered area, storage will be 18-inches below sprinkler head deflectors.
24. Portable propane cylinders larger than approximately 1¼ pound capacity (about 3" X 12" cylinder) should not be stored (or used) in buildings, garages or closer than 5 ft. from a building. Exception - new, never filled, tanks or those installed on forklifts may be inside a building. Spare forklift tanks shall be stored outside.
25. If the building has a Fire Alarm System, Sprinkler System or a Vent-a-Hood System, refer to the appropriate System Check Lists.