


**CITY OF BLACK HAWK FIRE DEPARTMENT  
OFFICE OF THE FIRE MARSHAL**

**23-4 Field Services Informational Bulletin**

**Pre-Fire Inspection Checklist**

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Replaces: n/a

Approved By:   
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Jason Walsh  
Fire Marshal

**Pre-Fire Inspection Checklist**

**Purpose**

The Black Hawk Fire Department Office of the Fire Marshal has developed this checklist to assist property staff with identifying and correcting fire code violations. These do not include all violations, but is a list of commonly found violations. The code requirements provided are from the *2021 International Fire Code* unless otherwise noted.

**Requirements**

**1. Fire Extinguishers:**

- a. Fire extinguisher gauges shall be "in the green."
- b. They shall be tagged by a licensed fire protection contractor within the last year.
- c. Extinguishers shall be accessible and located not further than 75' of travel and securely installed on a bracket or within a wall mounted cabinet with the top not more than 5' above the floor.

**2. Egress Lighting:**

- a. Exit signs must be illuminated and contain 90 minutes of backup power, and shall be connected to the emergency power system (if applicable).
- b. Egress Illumination shall be not less than 1 ft. candle at walking surface and shall have 90 minutes of backup power.

**3. Egress Pathways and Doors:**

- a. All exit doors shall be unlocked from the interior.
- b. Egress door hardware shall be operable and undamaged.
- c. Exit doors and corridors shall not be obstructed from access, any materials shall be removed that may prevent immediate dispersal, and all exit hardware shall be in an operable condition.
- d. Smoke seals on fire rated egress doors shall be maintained or replaced if defective.
- e. No flammable or hazardous materials shall be adjacent to an exit.

**4. Electrical Hazards:**

- a. Identification of electrical disconnect, "Electrical Room" signs and equipment access with no less than 30" in width and 36" in depth to the side and in front of electrical equipment shall be provided.
- b. Extension cords are not allowed to be used as permanent wiring.
- c. Open junction boxes and open-wiring splices are prohibited.

**5. Hazardous Materials:**

- a. Is a permit required? Questions can be directed to the Fire Department at the top of this form.
- b. If a permit is required follow the requirements of the permit. If not be sure to follow the fire code requirements;
  - (i) Including labeling of all hazardous materials containers.
  - (ii) Installing “No Smoking” signs around combustible or flammable chemicals.

**6. Storage:**

- a. No storage shall be located in a boiler, electrical, mechanical rooms or corridors.
- b. Storage shall not be placed within 24” of the ceiling or 18” for sprinklered buildings.
- c. Parking garages shall not be used for storage without city approval.

**7. Hood Extinguishing Systems:**

- a. Hoods suppression systems shall be serviced not less than every 6 months.
- b. Hood and ducts shall be maintained free of grease accumulation.
- c. Cooking line appliances shall remain in place to ensure proper extinguishing nozzle coverage.
- d. Suppression system nozzles shall remain properly aimed toward the cooking appliance(s).

**8. Fire Sprinkler Systems:**

- a. Fire sprinkler systems shall be operable with current compliance tags affixed to the fire sprinkler riser.
- b. The required test and inspection records shall be submitted to the Compliance Engine by the contractor that conducted the inspection and testing of the system.
- c. All control valves throughout the system shall be properly labeled.
- d. Obstructed, painted or heads missing escutcheons shall be repaired.

**9. Fire Alarm Systems:**

- a. Fire alarm systems shall be operable with current compliance tags affixed to the main FACP.
- b. The required test and inspection records shall be submitted to the Compliance Engine by the contractor that conducted the inspection and testing of the system.
- c. Ancillary fire alarm devices such as magnetic door holders shall be properly maintained and in working order.
- d. Fire alarm initiating and notification devices shall not be obstructed and shall remain free of damage.

**10. Fire Protection Equipment:**

- a. Fire Protection equipment (FDC and PIV valves) should be identified as to the areas that they serve (509.1.1).
- b. Rooms containing fire equipment (Fire alarm control units and fire sprinkler riser rooms) and electrical disconnect rooms shall be labeled accordingly.
- c. Access to fire equipment shall be unimpeded and available at all times.

**11. Knox Rapid Entry System:**

- a. Knox boxes shall be maintained operable and accessible with the proper keys provided inside of the box.