



Fire & Life Safety Checklist

Due to the COVID-19 pandemic, the Kitsap County Fire Marshal's Office has had to slow down business inspections, but we don't want you to think fire and life safety is any less important! Our office cares about the safety of you and your employees, as well as the sustainability of your business. The Fire Marshal's Office has developed this checklist to help keep your business safe until we can resume inspections as normal. The following list does not include all potential fire and life safety hazards or violations, but represent those most commonly found during routine inspections. Codes referenced are in accordance with the [2015 International Fire and Building Codes](#) and their referenced standards.

EXITS

- Exits can be opened in one motion (key locking hardware and thumb bolts are not allowed in most occupancies, talk to your fire inspector if you aren't sure) IFC 1010.1.9
- All exit doors are unlocked from inside of the building, equipped with panic hardware (push bar) or signage that reads "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED", for main exits IFC 1010.1.9.3
- All exiting hardware must be in operable condition and exits free from any obstructions preventing immediate access IFC 1031
- Exit signage and lighting is illuminated with 90-minutes of backup power IFC 108.3.4

ELECTRICAL

- Main electric room is clearly labeled, and control panel is unobstructed and easily accessible, with a clear space no less than 30 inches wide and 36 inches deep IFC 605.3
- Extension cords are not being used as permanent wiring. Approved power switches may be used for smaller appliances provided it does not exceed the listed amperage rating IFC 605.5
- Wiring is protected in approved conduit. All junction boxes, light switches, and plug outlets have a cover plate. Exposed wiring is prohibited IFC 605.6
- Electrical room is free of any combustible storage IFC 315.3.3

FIRE EXTINGUISHERS

- Possess tag from a fire protection conference or a receipt proving purchase within the last 12 months IFC 906.2/NFPA 10
- Easily accessible and located not further than 75-feet of travel distance IFC 906.3
- Installed securely on a bracket or housed in a cabinet, with the top not more than 5 feet above the floor IFC 906.7

STORAGE

- Storage *is not located* in the following locations: Stairways, aisles, hallways, and corridors. Boiler rooms, mechanical rooms, and electrical equipment rooms IFC 315.3
- If no fire sprinklers – storage is at least 24 inches below ceiling. If fire sprinklers – storage is at least 18 inches below ceiling IFC 315.3.1
- All compressed gas cylinders are secured – full or empty – whether in use or stored IFC 5303.5.3

BUSINESS AND/OR BUILDING OWNER MAINTENANCE RESPONSIBILITY

FIRE PROTECTION SYSTEMS

- Fire Alarm** systems have been tested within the last 12 months by a NICET or ESA/NTS Certified Fire Alarm Technician (CFAT) Level II certificate holder. All required testing records must be submitted by you or your testing contractor to the Kitsap County Fire Marshal at kcowa.us/RiskCheck IFC 907/NFPA 72
- Fire Sprinkler** systems have been tested within the last 12 months by a Washington State I&T fire protection sprinkler system contractor. All required testing records must be submitted by you or your testing contractor to the Kitsap County Fire Marshal at kcowa.us/RiskCheck IFC 903.5/NFPA 25
- Commercial Kitchen Hoods** systems have been **cleaned** within the last 6 months by a qualified contractor (or alternate interval as specified by the fire code, ask your fire inspector if you aren't sure). *Hood cleaning must be performed by a trained professional contractor, not by restaurant personnel. A tag indicating when the hood was last cleaned, and by whom, is required to be present on the hood IFC 609.3.3
- Hood Suppression** systems have been tested within the last 6 months by a qualified contractor (or alternate interval as specified by the fire code, ask your fire inspector if you aren't sure). All required testing records must be submitted by you or your testing contractor to the Kitsap County Fire Marshal at kcowa.us/RiskCheck IFC 904.12.6
- Records** of all fire protection system tests for the last 3 years are onsite and available for review by the fire inspector upon request. All required testing records must be submitted by you or your testing contractor to the Kitsap County Fire Marshal at kcowa.us/RiskCheck IFC 901.6.2

REQUIREMENTS FOR FIRE DEPARTMENT

- Addresses are posted and legible from the street or road fronting the property. Suite numbers are also posted and legible. *Minimum of 4 inches high, with a minimum of ½ inches wide IFC 505.1
- Rooms containing fire protection equipment (fire alarm panels, fire sprinkler controls, etc.), and electrical disconnect rooms are properly identified for the use of the fire department IFC 509.1
- Fire Lane designations are in a clean and legible condition IFC 503.3