

## **Steps for a F1 Occupancy Inspection**

The objective of all Fire Inspections is to have safe buildings by minimizing the fire risks and the consequences if a fire does occur.

Keys to a successful F1 Fire Inspection:

- Being aware of and understanding the specific fire hazards at the building site
- Having open communication with the Building Fire Marshall
- Finding effective solutions for non-compliance matters by reducing fire hazards and / or if necessary by increasing the life safety systems.

## **Steps for a F1 Occupancy Inspection**

- 1. Pre-Inspection**
- 2. Site Inspections**
- 3. Post Inspections**

### **1. Pre-Inspection Steps**

#### a) Client Contact

- Fire inspection appointment set-up
- Seeking information on the following:
  - buildings plans
  - current verification reports (FAS, sprinklers) available
  - changed building conditions
  - new construction (buildings) around the building being reviewed
  - new exterior storage conditions
  - new products on site
  - MSDS information
  - changes to Fire Safety Plan
  - change in building ownership, management, building Fire Marshall

#### b) Prior Information

- previous F1 Reports
  - report findings
  - outstanding non-compliance issues
- previous fire suppression system & FAS verification reports
- Fire Safety Plan
- Building Plan Review
  - building compartmentalization (fire spread containment)
    - fire separations, fire walls & fire blocks
    - dampers & smoke stops

## **Steps for a F1 Occupancy Inspection**

- doors, windows & other openings
  - emergency evacuation
    - Identify the egress routes & maximum travel distances
    - Identify the exiting requirements
  - fire suppression systems
    - where are extinguishers required
    - is a standpipe systems required
    - is a sprinkler system required
    - is a non-water based fire suppression systems required
- c) Fire Hazard Assessment
- correct original building classification
    - other new occupancies
    - increased occupant load
  - increased fire hazard
    - increase fire load
    - increased ignition potential
    - increased building combustibles
    - spray foam insulation or other exposed items with high FSR
    - increased ignition potential
  - re-classification of building required
  - upgrading of fire suppression system required
- d) Fire Code Review
- review of Fire Codes requirements
    - review of Building Code requirements (directed from the MFC)
    - review of relevant Standards (directed from MFC & MBC)

## **2. Site Inspection Steps**

- a) Pre-Trip Checklist
- Check out Procedure with Other Staff
  - Proper Personal Appearance & Identification
  - PPE Equipment:
    - eye protection
    - hearing protection
    - head protection
    - foot protection
    - clothing (safety vest, gloves)

## Steps for a F1 Occupancy Inspection

- special protection for specific site hazards (respiratory protection, spill protection, cleaning items & water for containment cleaning, asbestos protection)
  - confined space equipment
  - recording information (checklists, binders, paper, pens, forms, camera)
  - other equipment (flashlight, tape measure, detectors, tools, electric current sensor, pilot, gauges, hydrant wrench, static pressure cap gauge, levels, other tools as required)
  - project specific information (plans, files, records, reports)
  - code books & reference materials (standards, MSDS sheets)
  - cell phone & communication equipment
  - confirmation of meeting with building Fire Marshall
- b) Preliminary Building Fire Marshall Meeting
- Explanation of Fire Inspection Objectives / Purpose (Safety for Occupants is 1st Priority and Property Protection is 2nd Priority)
  - Listening to building Fire Marshall concerns
  - Fire Safety Discussion & Education Opportunity
  - Fire Safety Plan review
- c) Walk Thru Visual Inspection with building Fire Marshall
- verification of anticipated conditions
    - exterior conditions
      - fire fighting building access
      - fire hydrants & water supply
      - standpipe connections
      - exterior fire hazards review
      - other buildings
    - interior building condition
      - building egress and exiting assessment
      - fire alarm systems (detectors, panel, power supply, verification)
      - emergency lighting & exiting lighting
      - building fire containment / compartmentalization systems
      - fire suppression systems
      - fire hazard assessment
        - interior finishes, flame spread rating & miscellaneous sources (housekeeping)
        - fuel load sources & associated HRR
        - ignition sources

## **Steps for a F1 Occupancy Inspection**

- recording of conditions differing from anticipated conditions
  - recording of deficiencies and non-compliance
  - recording of uncertain items
- d) Post-Walk Thru Meeting with Fire Marshall / Client
- relationship building
  - acceptable conditions
  - inspection concerns
  - changed conditions from previous inspection / plan review
  - site deficiencies
  - corrective actions required
  - further review and follow up items pending

### **3. Post Inspection Steps**

- a) Follow Up Research
- review of unknown conditions, uncertain and non-compliance items (MSDS review of new materials on site)
- b) Internal Staff /Peer Review of Inspection
- c) Inspection Report Preparation, Distribution & Filing
- d) Follow Up for Compliance
- client phone discussions of non-compliance items
  - follow up compliance inspections
  - schedule next regular site meeting (every 24 months)