



INSPECTION CHECKLIST

Commercial Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements



Y N

EXTERIOR:

- Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- Address visible (MSFC 505.1)
- Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- F.D. key box present/maintained (MSFC 506)
- F.D. connections visible/maintained (MSFC 912)

EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits (MSFC 1004.1.1, 1015, 1021, 1104.24)
- Exits, aisles, & corridors free of obstructions (MSFC 1030.3)
- Exit doors open from inside (MSFC 1008.1.9)
- Exit signs present (MSFC 1011, 1104.3)
- Emergency lighting present & operational (MSFC 1006, 1104.5)

STORAGE:

- Storage neat and orderly (MSFC 315.3)
- Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (MSFC 5705.2.4)
- Not stored/kept near exits (MSFC 5704.3.3.3)
- Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- No basement storage unless sprinklered (MSFC 5704.3.5.1)

FIRE EXTINGUISHERS:

- Readily accessible (MSFC 906.5)
- Travel distance not exceeded (MSFC 906.1, 906.3)
- Tested/inspected at least annually (MSFC 901.6.1)

SPRINKLER SYSTEM:

- Coverage is adequate (MSFC 903.3.1)
- Controls are readily accessible (MSFC 509.2)
- Valves locked open (MSFC 903.4.4)
- System and valves supervised [>20 sprinklers new, ≥ 100 in existing] (MSFC 903.4)
- Heads in good condition (MSFC 903.3.1)
- Wrench/spare sprinklers present (MSFC 903.3.1)
- Tested/inspected at least annually (MSFC 901.6.1)

Y N

FIRE ALARM & DETECTION SYSTEMS:

- Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- Detectors properly installed (MSFC 907) New only
- Tested/inspected at least annually (MSFC 907.8)
- Fire alarm system installed where required (MSFC 907.2.2)

OTHER FIRE PROTECTION SYSTEMS:

- Adequate coverage (MSFC 905.2)
- Hood system fuel shutoff present (MSFC 904.11.2)
- Hood system properly maintained/serviced (MSFC 609.3 & 904.11.6)

ELECTRICAL:

- Appliances/fixtures in good condition (MSFC 605.7)
- Overcurrent protection present (MSFC 605.1)
- Multi-plug adapters per NFPA 70 (MSFC 605.4)
- Extension cords not substituted for fixed wiring (MSFC 605.5)
- Power strips properly used (MSFC 605.4.1)
- Access/clearance to electrical panels (MSFC 605.3)
- Electrical Rooms labeled (MSFC 605.3.1)

HAZARDOUS MATERIALS:

- Compressed gas cylinders secured (MSFC 5303.5)
- Rooms/areas properly labeled (MSFC 5003.5)
- Acceptable quantities (MSFC 5003.1.1)
- Separation of incompatible materials (MSFC 5003.9.8)

DSI's Mission: To preserve and improve the quality of life in Saint Paul by protecting and promoting public health and safety for all.

This is a list of the most commonly called deficiencies. It does not include every item a fire safety inspector examines. In addition to these fire code requirements, inspectors also review properties for compliance with other city and state health and safety codes per Chapter 40 of the Saint Paul Legislative Code.

Note: Not all of these sections will apply to your building. For instance, if you do not have a fire sprinkler system, you will not need that part of the checklist.

Updated March 2018

This checklist is intended as a guide to assist property owners in identifying general fire and life safety hazards, other possible code requirements may apply.

MSFC = Minnesota State Fire Code