

ANNUAL CHECKLIST FOR BUSINESS OCCUPANCIES

All code references are to NFPA 101 unless otherwise noted.

- 1) Pass _____ Fail _____ N/A _____
Exceptions to the normal provisions for locks shall be permitted only on the principal entrance/exit doors. (39.2.2.2.2)
- 2) Pass _____ Fail _____ N/A _____
 - **Security grilles/doors** that are part of exits must meet ALL of the following:
 - Grille/door must be secured in the **open position** during business hours
 - Must have a sign stating “**THIS DOOR TO REMAIN OPEN WHEN THE BUILDING IS OCCUPIED**”
 - Must be **easily operable from inside the space**.

If more than one exit is required in space, only half of required exits may have grilles or security doors. (39.2.2.2.6)
- 3) Pass _____ Fail _____ N/A _____
Portable fire extinguishers shall be provided in every business occupancy. (39.3.5)
- 4) Pass _____ Fail _____ N/A _____
Employees of business occupancies must be **periodically instructed in the use of portable fire extinguishers**. (39.7.2)
- 5) Pass _____ Fail _____ N/A _____
Periodic fire drills must be held if the business has an occupant load of 500 or more OR more than 100 people above or below the street level. (39.7.1)
- 6) Pass _____ Fail _____ N/A _____
The **clear width of any corridor/passageway** serving an occupant load of 50 or more must be at least 44”. (39.2.3.2)
- 7) Pass _____ Fail _____ N/A _____
There must be **two exits** unless the business meets all of the following criteria:
 - Building has a total occupant load of less than 100
 - The exit discharges directly to outside at level of exit discharge
 - Total travel distance to exit is not more than 100’Occupants don’t have to traverse stairs over 15’ in height (39.2.4.3)
- 8) Pass _____ Fail _____ N/A _____
Dead end corridors must not exceed 50 ft. (39.2.5.2)

9) Pass _____ Fail _____ N/A _____

Common **paths of travel shall not exceed 75'** unless building or space is sprinklered. If sprinklered, the max. travel distance is 100 ft.

Sprinklered (NFPA 101:39.2.5.3.1)

Non-Sprinklered (NFPA 101:39.2.5.3.3)

10) Pass _____ Fail _____ N/A _____

Emergency lights are required if building meets one of the following:

- Building is two or more stories higher than level of discharge
- Occupancy has 100 or more occupants above or below the level of discharge
- **The occupant load is 1000 or more. (39.2.9.1)**

11) Pass _____ Fail _____ N/A _____

High hazard areas must have an automatic extinguishment system and be separated by one hour rated walls and ceilings (& any doors must be $\frac{3}{4}$ hour fire resistant rating) from other parts of the building by approved means. (39.3.2.2)

12) Pass _____ Fail _____ N/A _____

A fire alarm system is required if the business meets the following criteria:

1. The building is two or more stories above exit discharge
2. The occupancy is subject to 100 or more occupants above or below the level of exit discharge.

The occupant load for the entire building is 1000 or more. (39.3.2.2)