



Montgomery County Department of Permitting Services

Universal Inspection Checklist – Fire Code Compliance

Building: _____

Address: _____

POC Name: _____ POC Phone: _____

POC Email: _____ Inspector: _____

Date: _____ Date of Last Inspection: _____

Outstanding Violations: ☐ Yes ☐ No License # (if applicable): _____

Exterior

- | | | | | |
|---|------------------------------|-----------------------------|------------------------------|---------------|
| 1. Address numbers visible and at least 6" in height? | ☐ Yes | ☐ No | ☐ n/a | MCC22-97 |
| 2. Does the building have a Knox Box? | ☐ Yes | ☐ No | ☐ n/a | ER22.00.07.86 |
| 3. Are the keys correct? 2 sets, Color Coded? | ☐ Yes | ☐ No | ☐ n/a | ER22.00.07.86 |
| 4. If high-rise, windowless, or underground, are emergency plans present? | ☐ Yes | ☐ No | ☐ n/a | NFPA1-10.9.1 |

FH Building Tab

- | | | | |
|---|----------------------------------|-----------------------------------|--------------------------------|
| 1. Number of stories above: _____ | Below: _____ | | |
| 2. Property ownership: | ☐ Private | ☐ County | ☐ other |
| 3. Structure type: | ☐ Open | ☐ Enclosed | ☐ other |
| 4. Building status | ☐ Occup | ☐ Vacant | ☐ U/C |
| 5. Building Class (Occupancy type): _____ | | | |
| 6. Mixed use: _____ | | | |
| 7. Construction Type: _____ | | | |
| 8. Roof Covering: _____ | | | |

General

- | | | | | |
|---|------------------------------|-----------------------------|------------------------------|------------|
| 1. Does the building have operational permits? | ☐ Yes | ☐ No | ☐ n/a | 1-1.12.6 |
| 2. If there is a fire protection agreement, is it being complied with? | ☐ Yes | ☐ No | ☐ n/a | 1-1.12.3.1 |
| 3. Is there a valid U/O? | ☐ Yes | ☐ No | ☐ n/a | 1-1.7.13 |
| 4. Any alterations/renovations since last inspection done under permit? | ☐ Yes | ☐ No | ☐ n/a | 1-1.3.6.3 |

Fire Rated Assemblies (FRA) ☐ n/a

- | | | | | |
|--|------------------------------|-----------------------------|------------------------------|---------------|
| 1. All FRA in hi-rises have been inspected within the last 5 years? | ☐ Yes | ☐ No | ☐ n/a | 1-12.3.3.3 |
| 2. All FRA doors have been inspected within the past 12 months? | ☐ Yes | ☐ No | ☐ n/a | 1-12.4.6.6.1 |
| 3. All FRA doors are self-closing? | ☐ Yes | ☐ No | ☐ n/a | 1-12.4.6.19.1 |
| 4. All FRA doors latch? | ☐ Yes | ☐ No | ☐ n/a | 1-14.5.3.4.4 |
| 5. All fire resistive construction is free from damage or need of repair? | ☐ Yes | ☐ No | ☐ n/a | 1-12.3.3.1 |

Vertical Protection ☐ n/a

- | | | | | |
|--|------------------------------|-----------------------------|------------------------------|------------|
| 1. Are vertical openings enclosed? | ☐ Yes | ☐ No | ☐ n/a | 1-4.4.5 |
| 2. Are trash/linen chutes in good working order? | ☐ Yes | ☐ No | ☐ n/a | 1-11.6.1.5 |

Fire Protection Systems ☐ n/a

- | | | | | |
|------------------------------|------------------------------|-----------------------------|------------------------------|----------|
| 1. Are hazards protected by: | | | | |
| Fire-rated enclosures? | ☐ Yes | ☐ No | ☐ n/a | |
| Extinguishing system? | ☐ Yes | ☐ No | ☐ n/a | |
| Self-closing door? | ☐ Yes | ☐ No | ☐ n/a | MCC22-15 |

Water-based Systems ☐ n/a

- | | | | | |
|---|------------------------------|------------------------------|-------------------------------|---------------------------------|
| 1. Is sprinkler coverage throughout? | ☐ Yes | ☐ No | ☐ n/a | 1-13.3.2.1 |
| 2. Water flow alarm is present and working? | ☐ Yes | ☐ No | ☐ n/a | 1-13.7.1.4.8.8 |
| 3. Valves are supervised? | ☐ Yes | ☐ No | ☐ n/a | 1-13.3.1.7 |
| 4. Standpipe(s) are present and operational? | ☐ Wet | ☐ Dry | ☐ Auto | ☐ Manual |
| 5. Standpipe system has been inspected within the past 12 months? | ☐ Yes | ☐ No | ☐ n/a | 1-13.2.3.3 |
| 6. Standpipes have been flow tested within the past 5 years? | ☐ Yes | ☐ No | ☐ n/a | 1-13.2.3.3 |
| 7. Appropriately signed and accessible FDC(s)? | ☐ Yes | ☐ No | ☐ n/a | 1-13.2.2.4.2 |
| 8. Private hydrants have been tested and flowed within the past 5 years? | ☐ Yes | ☐ No | ☐ n/a | 1-13.5.4.2 |
| 9. NEMA 3 electrical receptacles at hose valve locations? | ☐ Yes | ☐ No | ☐ n/a | MFC22-16(a)(7) |
| 10. Fire Pump is present and operational? GPM: _____ | ☐ Yes | ☐ No | ☐ n/a | 1-13.4.1.1 |
| 12. Fire pump has been tested within the past 12 months? | ☐ Yes | ☐ No | ☐ n/a | 1-13.4.8 |

13. Sprinkler system has been inspected within the past 12 months?	☐ Yes	☐ No	☐ n/a	1-13.3.3.2
14. Sprinkler heads >50 yrs old have been inspected, sampled, or replaced?	☐ Yes	☐ No	☐ n/a	1-13.3.3.2
15. Is there a cistern? Capacity: _____	☐ Yes	☐ No	☐ n/a	1-13.5.2
Detection and Alarm ☐ n/a				
1. Is there a fire detection system?	☐ Full	☐ Partial	☐ No	☐ n/a
Smoke detectors?	☐ Yes	☐ No	☐ n/a	
Heat detectors?	☐ Yes	☐ No	☐ n/a	1-13.7.1.1
2. Is it a manual alarm system?	☐ Yes	☐ No	☐ n/a	1-13.7.1.4.8.1
3. Are there audible alarms?	☐ Yes	☐ No	☐ n/a	1-13.7.1.4.10
4. Are there visual alarms?	☐ Yes	☐ No	☐ n/a	1-13.7.1.4.10
5. Is there automatic fire department notification?	☐ Yes	☐ No	☐ n/a	1-13.7.1.4.11
6. Is there a graphic annunciator / Building Layout?	☐ Yes	☐ No	☐ n/a	1-13.7.1.4.14
7. Are there hard wired smoke alarms in the units?	☐ Yes	☐ No	☐ n/a	State Law for MFU
8. Are carbon monoxide alarms present?	☐ Yes	☐ No	☐ n/a	1-13.7.1.5
9. Does the alarm have pre-recorded voice capability?	☐ Yes	☐ No	☐ n/a	1-13.7.1.4.10.9
10. Is there a special egress strategy? (phased, special locks)	☐ Yes	☐ No	☐ n/a	
11. Fire alarm system has been tested within last 12 months?	☐ Yes	☐ No	☐ n/a	1-13.7.3.2.4
Smoke Control Systems ☐ n/a				
1. Atrium smoke control has been tested within the past 12 months?	☐ Yes	☐ No	☐ n/a	1-11.8.2.1
2. Stair pressurization has been tested within the past 12 months?	☐ Yes	☐ No	☐ n/a	1-11.8.2.1
3. PRV's have been tested within the past 5 years?	☐ Yes	☐ No	☐ n/a	1-11.8.2.1
4. Type of PRV's:	☐ Factory	☐ Field Adjust		
5. Fire/smoke dampers have been tested within the past 5 years?	☐ Yes	☐ No	☐ n/a	1-11.8.2.1
Kitchen Supp Systems ☐ n/a				
1. Is kitchen cooking protected?	☐ Yes	☐ No	☐ n/a	1-50.4.3.2
2. Hood and duct have been inspected/cleaned within the last 3 months?	☐ Yes	☐ No	☐ n/a	1-50.5.4
3. Suppression system has been inspected within the last 6 months?	☐ Yes	☐ No	☐ n/a	1-50.5.2
4. Fusible links have been replaced within the last 6 months?	☐ Yes	☐ No	☐ n/a	1-50.5.3.2
Emergency Power ☐ n/a				
1. Emergency generator is present and operational? Size: _____	☐ Yes	☐ No	☐ n/a	1-11.7.5
2. Is it tested monthly?	☐ Yes	☐ No	☐ n/a	1-11.7.5
3. Fuel type: _____				
Other Systems ☐ n/a				
1. BDA has been tested within the last 12 months?	☐ Yes	☐ No	☐ n/a	1-11.10.2
2. Fire extinguishers are located appropriately?	☐ Yes	☐ No	☐ n/a	1-13.6.8.1.3
3. Fire extinguishers are inspected monthly?	☐ Yes	☐ No	☐ n/a	1-13.6.9.2.1.2
4. Are all contents of the FCC present and in working order?	☐ Yes	☐ No	☐ n/a	1-11.9.1
Egress				
1. Is exiting appropriate?	☐ Yes	☐ No	☐ n/a	1-14.9/14.10
2. Are exits clear and unobstructed?	☐ Yes	☐ No	☐ n/a	1-14.4.1
3. Are exit wall/ceiling/floor décor materials appropriate?	☐ Yes	☐ No	☐ n/a	1-14.10.2
4. Do doors swing in the direction of travel where required?	☐ Yes	☐ No	☐ n/a	1-14.5.1.2
5. Is panic hardware appropriate?	☐ Yes	☐ No	☐ n/a	1-14.5.3.4
6. Is travel through intervening rooms appropriate?	☐ Yes	☐ No	☐ n/a	1-14.10.1.2
7. Are egress stairs appropriately marked?	☐ Yes	☐ No	☐ n/a	1-14.14.1.3
8. Are there interior stair signs if over 3 floors?	☐ Yes	☐ No	☐ n/a	1-10.12.3
9. Are re-entry provisions appropriate?	☐ Yes	☐ No	☐ n/a	1-14.5.2.8
10. Is there adequate emergency lighting?	☐ Yes	☐ No	☐ n/a	1-14.13.1
Building Utilities				
1. Door signs	☐ Yes	☐ No	☐ n/a	ER22.00.07.42
2. Utility Access	☐ Yes	☐ No	☐ n/a	ER22.00.07.40

Any "No" answers indicate non-compliance with the fire code. Explain all "No" answers below, and any additional areas of concern.

NOTES: