



Established 1906

Prepare for Fire
and Life Safety

Residential Occupancy Inspection Program

Self Inspection Handout

City of Napa Fire
Department
Fire Prevention Division
1600 First Street
Napa, CA 94559

Residential Occupancy Inspection Program

The City of Napa has adopted a program to improve our annual fire and life safety inspections at all properties containing three or more dwelling units, hotels, motels, lodging houses, bed and breakfast facilities, and congregate residences.

The fire department considers fire and life safety inspections at these types of occupancies to be a benefit to the owners/operators, their tenant and guests. The inspection also addresses unsafe conditions that could result in business interruptions.

This brochure is being provided to assist property owners in performing a fire and life safety “self inspection” before Fire Department personnel arrive to conduct their scheduled annual inspection. The items listed within represent Fire Code violations normally found during Residential Occupancy Inspections. This self inspection handout will enable you to identify and correct common violations prior to the Fire Departments arrival, thus offering a savings in time and reduced interruptions to owners/operators, their tenants and guests. All items listed may not apply to every occupancy; therefore utilize their intent with a focus towards fire and life safety at your location.

Where can I get more Info?

Additional information is available at the Fire Prevention Division Office located in the Community Services Building, 1600 First Street, Napa, Ca 94559.

Additional information includes self inspection handouts, FAQ's, and a list of licensed Fire Protection Service Contractors.

If you have a question regarding the program, contact the Residential Inspection Program at 707-257-9590.

Common Fire Department Inspection Violations.....

ACCESS

- Are the fire apparatus access roads unobstructed?
- Are fire lanes identified with signs and red painted curbs?
- Are address numbers plainly legible and visible from the street?
- Is a Knox box provided, are the included keys current?

EXITING - EGRESS

- Have obstructions been removed from paths of egress and exits?
- Are egress doors readily operable from the inside without a key or special knowledge or effort?
- Exit doors are maintained in operational condition.
- Are stairs and railings maintained in good condition?
- Is exit door hardware maintained and in operational condition?
- Are bars, grilles, grates over emergency escapes releasable or removable from the inside without the use of a key, tool, *special knowledge or effort*?
- Are there locking devices of any kind, other than locks integrated with panic hardware on doors requiring panic hardware?
- Has storage been removed from under unprotected stairways?
- Are required exit signs installed in rooms or areas which require two or more exits?

FIRE EXTINGUISHERS

- Have fire extinguishers been serviced annually with current service tag attached?

- Is a minimum of one 2-A fire extinguisher provided within a maximum travel distance of 75 feet?
- Are fire extinguishers located in conspicuous locations where they will be accessible and immediately available for use?
- Are portable fire extinguishers obstructed or obscured from view?

FIRE PROTECTION EQUIPMENT

- Has the building owner ensured that fire and life safety systems are maintained and in operable condition?
- Are there items kept near fire hydrants, fire department inlet connections (FDC) that would prevent such equipment from being immediately discernable or from gaining immediate access to such equipment?
- Is each normally open valve secured by means of a seal or a lock and electrically supervised?
- Are there painted sprinkler heads or cover plates? If yes, replace.
- Have automatic sprinkler systems been tested within 5 years for certification by a C-16 licensed contractor?
- Have hoods, grease removal devices, fans, ducts, and other appurtenances been cleaned?
- Is a K rated fire extinguisher provided within 30-foot travel distance of commercial type cooking equipment?

ELECTRICAL AND GAS UTILITIES

- Are electrical and gas meters labeled with unit numbers?
- Has a working space of not less than 30 in. wide, 36 in. in depth and 78 in. in height been provided in front of electrical service panels and gas meters?
- Is wiring maintained in good condition and protected from damage?
- Are there extension cords used for permanent wiring? If so, remove.
- Are extension cords affixed to structures, extended through walls, ceilings, or floors?
- Do extension cords contain splices or damage?
- Has permanent wiring been installed for fixed and stationary appliances?
- Are there open junction boxes and open wiring?
- Are approved covers and spacers provided for all switch and outlet boxes and electrical panel breakers?

FIRE SEPARATIONS

- Are attic accesses and scuttle openings closed at all times?
- Do fire doors close from the full open position and latch automatically?
- Are there holes in need of repair in required fire resistive construction to maintain area or occupancy separation walls/self closing fire assemblies?
- Are single and multi station smoke alarms installed and maintained in all units and common areas as required? Have batteries been replaced?
- Are flammable and combustible liquids exceeding 10 gallons stored in a liquid storage cabinet?

STORAGE AND HOUSEKEEPING

- Is storage of combustible materials maintained in a neat, orderly manner?
- Are combustible materials stored in exits or in the exit enclosures (hallways)?
- Are combustible materials stored in boiler rooms, mechanical rooms or electrical equipment rooms?
- Is there storage within 2 feet below the ceiling in non sprinklered areas of buildings or within 18 inches of sprinkler head deflectors in sprinklered areas of buildings?
- Has lint/debris been removed from behind washers and dryers?
- Are dryer vent exhaust ducts attached and maintained in good condition?
- Have waste/rubbish materials been removed from the premises?
- Are dumpsters and containers stored in buildings or placed within 5 feet of combustible walls, openings, or under roof eave lines? Allowed if automatic sprinklers are provided throughout.
- Is there 30 feet of clearance of all flammable vegetation or other combustible growth around and adjacent to the occupied dwelling or occupied structure?