



CITY OF ELK RIVER INSPECTION CHECKLIST

Assembly 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)
- Fire hydrants/water supply accessible (MSFC 507)
- 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)
- Gas meter/piping protected against impact (MSFC 312, 603.9)
- Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits – minimum of two (MSFC 1004.1.1, 1015, 1021, 1104.24)
- Exits, aisles, & corridors free of obstructions (MSFC 1030.3)
- Exit doors open from inside – panic hardware over 50 occupants (MSFC 1008.1.9 & 1008.1.10)
- Exit signs present (MSFC 1011, 1104.3)
- Emergency lighting present & operational (MSFC 1006, 1104.5)
- Interior finish acceptable (MSFC 803, 804)
- Exit corridors rated (MSFC 1018.1, 1104.17)
- Occupant load posted (MSFC 1004.3)
- Main exit for 50% of capacity – over 300 (MSFC 1028.2)
- Adequate aisle width (MSFC 1028.9.2)

OCCUPANCY/CONSTRUCTION FEATURES:

- Fire rated construction present/maintained (MSFC 703.1)
- Incidental use areas separated/sprinklered (MSFC 1106.3)
- Rated fire doors operational (MSFC 703.2)
- Vertical openings protected (MSFC 1103.4)
- Decorations (foams, curtains, drapes, hangings) to be flame resistant in assembly occupancies (MSFC 807.1, 807.4.2)

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)
- Attic storage (MSFC 315.3.4)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)
- Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)

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)

EMERGENCY PLANNING:

- Comply with Chapter 4 for Public Assembly & Events
- Crowd managers & Announcements (MSFC 403.3 & 408.2.2)

Y N

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)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (MSFC 5705.2.4)
- Not stored/kept near exits (MSFC 5704.3.3.3)
- No sources of ignition (MSFC 5704.2.4)
- Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- No basement storage unless sprinklered (MSFC 5704.3.5.1)
- Adequate ventilation (MSFC 5705.3.7.5.1)

UTILITY/MECHANICAL/HVAC:

- Shut off valves present on gas appliances (MSFC 603.1)
- Approved piping, connections & appliances used (MSFC 603.1.2)
- Combustion air supply/venting present (MSFC 603.1)
- Adequate clearance between combustibles and appliances (MSFC 305.1, 603.5.3)
- Commercial hood ducts/filters are clean (MSFC 609.3.3)

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)
- Riser/pump rooms labeled (MSFC 509.1)

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 & 1103.7.1)
- Tested/inspected at least annually (MSFC 907.8)
- Fire alarm system installed where required (MSFC 907.2.1, 1103.7.1)

OTHER FIRE PROTECTION SYSTEMS:

- Standpipes needed (MSFC 905)
- Standpipes/hose in good condition (MSFC 905.2)
- Adequate coverage (MSFC 905.2)
- Kitchen Hood fuel shutoff present (MSFC 904.11.2)
- Kitchen Hood system properly maintained/serviced (MSFC 609.3 & 904.11.6)

ELECTRICAL:

- No electrical hazards (MSFC 605.1, 605.6)
- 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)

CODE SUMMARY

Assembly Occupancies

COMMON OCCUPANT LOAD FACTORS (MSFC 1004.1):

Airport Terminal Concourse	100 sq. ft/person (gross)	Bowling	Allow for 5 persons/lane (Refer to MSFC)
Assembly (chairs only)	7 sq. ft/person (net)	Exercise Areas	50 sq. ft/person (gross)
Assembly (tables/chairs)	15 sq. ft/person (net)	Kitchens (commercial)	200 sq. ft/person (gross)
Assembly (standing)	5 sq. ft/person (net)	Stages	15 sq. ft/person (net)

GENERAL OCCUPANCY REQUIREMENTS:

EGRESS FEATURE:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	MSFC 1005.1 * Voice Alarm Reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	MSFC 1005.1 * Voice Alarm Reduction
Common Path of Travel – new (ft.)	30/75	30/75	MSFC 1028.8 (30 for > 50 occupants; 75 for ≤ 50 people)
Common Path of Travel – existing (ft.)	20/75	20/75	MSFC 1104.19 (20 for > 50 people; 75 for ≤ 50 people)
Dead-End Limit – new (ft.)	20	20	MSFC 1018.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	20	20	MSFC 1104.17.4
Exit Access Travel Distance (ft.)	200	250	MSFC 1016.1 – N; 1104.18 – E
Corridor Fire-Rating Req. – new (hr.)	1	0	For > 30 occupants. MSFC 1018.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 30 occupants. MSFC 1104.17.1

ASSEMBLY OCCUPANCY SPECIFIC REQUIREMENTS:

EGRESS FEATURE:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Minimum Aisle Width – Seats on both sides – level or ramped aisle (in.)	42/36/30	42/36/30	MSFC 1028.9.1 (42 serving > 50 seats; 36 serving 14-50 seats; 30 serving ≤ 14 seats)
Minimum Aisle Width – Seats on one side – level or ramped aisle (in.)	36/30	36/30	MSFC 1028.9.1 (36 serving > 14 seats; 30 serving ≤ 14 seats)
Minimum Aisle Width – Seats on both sides – stair aisle (in.)	48/36	48/36	MSFC 1028.9.1 (48 serving > 50 seats; 36 serving ≤ 50 seats)
Minimum Aisle Width – Seats on one side – stair aisle (in.)	36	36	MSFC 1028.9.1

COMMON OCCUPANT LOAD FACTORS:

- 2nd Exit Required - more than 49 occupants (MSFC 1015.1) OR common path of travel exceeds 75 ft. (MSFC 1015.1) OR all stories above 1st story (MSFC 1021.2). For existing see MSFC 1104.24.1.
- 3rd Exit Required - 501 to 1,000 occupants (MSFC 1021.1 & 1104.24.2)
- 4th Exit required - 1,001 or more occupants (MSFC 1021.1 & 1104.24.3)

FIRE ALARM SYSTEM AND DETECTION REQUIRED

NEW: Assembly occupancies with occupant load of 300 or more (MSFC 907.2.1). Voice/alarm ≥ 1,000 occupants (MSFC 907.2.1.3)
 EXISTING: Assembly occupancies with occupant load of 300 or more (MSFC 1103.7.1)

NOTE: Exceptions exist for churches, sprinklered buildings, and Group A portions of E occupancies in new and existing buildings, refer to MSFC.

Automatic detection (heat or smoke) is required in boiler rooms, furnace rooms, shops, laundry rooms, mechanical rooms, electrical rooms, trash collection rooms, storage rooms, and similar areas (not required if sprinklered).

SPRINKLER SYSTEM REQUIRED

New: See MSFC 903.2.1 & 903.2.11 for specific requirements. Basements exceeding 2,500 sq. feet for drinking and dining and bowling. (MSFC 1103.5.3)