



Beverly Hills Fire Department Fire Life Safety Checklist for Construction

Purpose:

The purpose of this guideline is to provide a list of common fire requirements to address during the early and final phases of a project. Not all items are applicable to every project.

The information contained in this document is intended to promote compliance during demolition, new construction, or tenant improvements.

Scope:

This guideline applies to all commercial construction projects. This guideline is for informational purposes only and shall not replace all other adopted codes, standards and other requirements.

Existing Fire Protection Systems:

Existing Fire Protection Systems during construction, demolition and remodel shall be maintained operable at all times. Fire Sprinklers and Fire Alarm systems impaired while any portion of the building is occupied shall be placed on Fire Watch per BHFD Standard 19-003 & California Fire Code unless a licensed service technician is on-site and working on specific impaired system. If service technician cannot repair the system at the end of their service call, a fire watch will need to be coordinated.

Fire Checklist for Construction:

General Checklist:

- Existing areas not part of the tenant improvement, remodels or additions (affected adjoining areas or floors) are subject to fire inspection to insure areas are compliant with CBC and CFC.
- Any additional permits with outside agencies such as AQMD, Los Angeles County Department of Environmental Health (see county website for reportable amounts), Health Department, DSA, etc. shall be the sole responsibility of the project representative.
- Any hazardous materials such as (gases, liquids or solids) per California Fire Code Chapter 50 shall be disclosed and reviewed for approval prior to use, storage or handling in business operation. Common materials to report are oxygen, Carbon Dioxide, Nitrogen, Acetylene, Propane, Chlorine, Acids. If material use is not disclosed in architectural approved plans, the material cannot be used until approved by the city.

Fire Protection Checklist:

- All existing fire protection equipment ie: Fire Sprinklers and Standpipes (5 year), Alarm (annual), Kitchen suppression system (6 months), Fire Pumps (annual), extinguishers (annual), Hood/duct cleaning (as needed), Fire Doors / Windows (annual) or similar fire protection systems shall be current on certification and maintenance prior to final.
- Buildings with an existing fire alarm system shall not have additional / separate fire alarm system installed. Redundant systems shall be removed unless otherwise approved per BHMC 907.5.1.2
- Extinguishers shall be a minimum 2A;10BC rating. Extinguishers shall be visible, accessible and mounted between 3 ½' - 5' in height. All Mechanical and Electrical Rooms shall be provided with a fire extinguisher. Additional extinguisher may be required due to travel distance or accessibility concerns.

- Knox Box shall be mounted 4-6' in height and shall be readily accessible and visible. (2-4 complete sets of keys with tags shall be provided upon final)

Exit(s) Checklist:

- All exit doors shall be easily distinguishable as exit doors. Mirrors, drapes, or decorative materials on exit door that are not easily identifiable are not permitted.
- All exterior doors leading into the building shall be provided with exterior key access and approved exterior door opening hardware for emergency access by the fire department.
- Front exit doors with locking hardware shall be "indicating type" and shall have sign above the door "This door to remain unlocked when occupied" and all other required exit doors shall be single action hardware.
- Delay egress or Access-controlled egress doors (if not originally approved on plans) shall be approved by Building and Safety prior to installation and testing and comply to CBC Chapter 10. Existing Magnetized, electrical, Method-B or similar delay hardware will be tested to verify compliance.
- Security gates, or doors shall be provided with methods for emergency access and shall comply with fire and building codes.

Signage Checklist:

- All fire protection appliances shall be visible, unobstructed, and clearly marked/labeled.
- All mechanical, electrical, elevator rooms or similar dedicated rooms shall have signs to exterior portions of doors.
- Assembly rooms shall have posted occupant load signs.
- All stairways (if applicable) shall have signs indicating stairwell access and stairwell identification (inside and outside).
- All emergency evacuation maps (if applicable) shall have signs posted in elevator lobbies, designated rooms and / or stairwells.
- No Smoking and Handicap signs shall be posted to street facing side.
- Address shall be a minimum of 6" in height and on contrasting background. The address shall be visible and shall not be placed where obstruction may affect visibility such as vehicles, canopies, trees, etc.
- Additional "Keep Clear, No Storage" or "Fire Exit, Do Not Block" signs may be required to be placed in corridors, stairways, or exit pathways.
- Electrical panels or equipment not dedicated in a room will require signs and markings that read "Keep Clear 30" Perimeter"
- Storage shall be kept 24" below ceilings in non-sprinklered buildings. Storage shall be kept 18" below sprinkler deflector in sprinklered buildings. Additional signs may be required to be posted in storage rooms to clearly indicate limitations.
- All exit signs and emergency lights shall be tested. Additional exit signs may be required if deemed necessary by AHJ.

Housekeeping:

- Combustible debris, rubbish and waste shall be removed from building(s) at the end of each shift of work. Debris, rubbish and waste containers / bins shall not be left on-site more than 1 trash pickup cycle.