

**Administrative Rule 11.01.14**

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| <p>SUBJECT:</p> <p><b>FIRE ESCAPE STAIR STRUCTURAL EXAMINATION, TESTING AND REPAIR REQUIREMENTS</b></p>                                                                                                                                     | <p>EFFECTIVE DATE:</p> <p>#####, 2014</p>                                                         |
| <p>REFERENCES:</p> <p>Seattle Fire Code, Section 1104.16<br/>Seattle Building Code, Section 106.2</p>                                                                                                                                       | <p>SUPERSEDES:</p> <p>Administrative Rule 9.02.09, January 12, 2009.</p> <p>FCAB REVIEW DATE:</p> |
| <p>NOTICE: Administrative Rules are established per Seattle Fire Code Section 104.1, and they are subject to the Administrative Sections 104.8 Modifications, Section 104.9 Alternate Materials and Methods, and Section 108.1 Appeals.</p> | <p>APPROVED:</p> <p>_____</p> <p>JOHN NELSEN, FIRE MARSHAL</p>                                    |

**Section 1. SCOPE**

This rule specifies 1) Procedures for the structural examination, testing, and repair of fire escape stairs to meet the criteria required in the Seattle Fire Code (SFC), Seattle Building Code (SBC), and to provide information pertaining to the acceptable methods of repair when needed; 2) Procedures for the removal of counterbalance stairs; and 3) Procedures for the removal of fire escape stairs.

Fire escape stairs that have met the confidence testing requirements under Seattle Fire Department (SFD) Administrative Rule 9.02.09, and are not impaired are in compliance with this rule and shall comply with ongoing testing and repair requirements.

**Section 2. STRUCTURAL EXAMINATION, TESTING AND REPAIR REQUIREMENTS**

**Examination.** SFC Section 1104.16.5.1 requires fire escape stairs to be examined for structural adequacy and safety every five years. The examination shall be performed by, or conducted under the direct supervision of a professional engineer, licensed by the State of Washington.

**Testing.** The professional engineer may load test the fire escape stairs, if necessary in their professional opinion, to determine whether the fire escape stairs is structurally sound and structurally safe. The load test program will meet minimum requirements as specified by the professional engineer. The stairs may be tested one landing at a time.

Repair. Any deficiencies shall be repaired in accordance with the requirements of SFC and SBC. Building permits may be required from the Department of Planning and Development in accordance with SBC Section 106 including any repair or alteration work:

- Exceeding a \$6,000 cost in a six month period,
- Removal, reduction, alteration, or relocation of any loadbearing support, any work on loadbearing support,
- Reduction of egress, light, ventilation or fire-resistance,
- Any removal or modification of fire escape stairs, including counterbalance stairs, ladders or other elements.

Note: The Department of Neighborhoods Historic Preservation Office should be consulted before work is done on a building that is a landmark or is located in a historic district.

Records. A copy of the final report must be maintained on the premises for a minimum of 10 years.

**Section 4. SERVICE TAG REQUIREMENTS**

Fire escape stairs shall display a 9" x 17" service tag made of plastic, attached to the fire escape stairs on the exterior of the lowest landing. The following information shall be printed on all service tags:

1. The words "**DO NOT REMOVE BY ORDER OF THE FIRE MARSHAL.**"
2. Name, address and telephone number of the business or firm performing the structural examination.
3. Date that structural examination was performed.
4. Printed name of person performing structural examination.
5. Description of structural examination performed.

The service tag shall either be a white or red tag in accordance with the following:

**WHITE TAG – Structurally sound and safe**

Systems determined to be structurally sound and safe shall be tagged with a white service tag in the following format:

|                                                                     |                    |              |                          |
|---------------------------------------------------------------------|--------------------|--------------|--------------------------|
| <b>STRUCTURALLY SOUND/SAFE</b>                                      |                    |              |                          |
| <b>DO NOT REMOVE</b><br><br><b>By Order of the<br/>Fire Marshal</b> | <b>Year</b>        | <b>Month</b> | <b>Next Due<br/>Date</b> |
|                                                                     | <b>Firm</b>        |              |                          |
|                                                                     | <b>Address</b>     |              |                          |
|                                                                     | <b>Phone</b>       |              |                          |
|                                                                     | <b>Examined by</b> |              |                          |

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**RED TAG – Impaired fire escape stair**

Systems determined to have structural deficiencies or are unsafe shall be marked with a red service tag on the exterior of the lowest landing. The tag shall have the following format:

| <b>IMPAIRED FIRE ESCAPE STAIR</b>                                   |                                               |                                                                         |
|---------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------|
| <b>DO NOT REMOVE</b><br><br><b>By Order of the<br/>Fire Marshal</b> | <b>Date and Time<br/>Impairment<br/>Began</b> | <b>Anticipated Date and Time System Will Be<br/>Returned to Service</b> |
|                                                                     | <b>Firm</b>                                   |                                                                         |
|                                                                     | <b>Address</b>                                |                                                                         |
|                                                                     | <b>Phone</b>                                  |                                                                         |
|                                                                     | <b>Examined by</b>                            |                                                                         |
| <b>Description of impairment:</b>                                   |                                               |                                                                         |
|                                                                     |                                               |                                                                         |
|                                                                     |                                               |                                                                         |

In addition to securing the red tag on the exterior of the lowest landing of the impaired fire escape stairs, each interior access point to the fire escape stair shall be provided with a readily visible sign. The sign shall state that the fire escape stair is out of service and shall give directions to a different exit.

The fire department shall be notified by an email to [SFD\\_Impairments@Seattle.gov](mailto:SFD_Impairments@Seattle.gov) with the following information:

- ✓ Name, company name and phone number of the professional engineer performing the structural evaluation
- ✓ Name and address of the building affected
- ✓ Name of the building owner, or occupant and phone number, if known
- ✓ Nature of the impairment.
- ✓ Estimated time before it will be restored to service
- ✓ Mitigation measures implemented, if any

After the repairs to the fire escape stairs have been finished and the building permit has been finalized, the red tag and interior notification signs shall be removed and the fire department shall be notified by an email to [SFD\\_Impairments@Seattle.gov](mailto:SFD_Impairments@Seattle.gov) with the following information:

- ✓ Name and address of the building affected
- ✓ Name and phone number of person providing notification to the fire department