

Seattle Fire Prevention Division

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High-Rise Building Inspection Program – Inspection checklist v01-2019

This checklist is intended to assist you in preparation of your annual inspection. Some items may not apply due to the age of your building. This is not a complete list of Seattle Fire Code requirements and your inspector may bring to your attention other necessary corrections.

EXTERIOR

Address (SFC 505.1)

- Address numbers are Arabic numbers or alphabetical letters and contrast with their background. Numbers shall not be spelled out. Each character shall not be less than four (4) inches.

Signs (SFC 912.5) (SFC 912.5.1)

- A metal sign with raised letters at least 1 inch (25mm) in size shall be mounted on all fire department connections serving automatic sprinklers, standpipes or fire pump connections. Such signs shall read: AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or a combination thereof as applicable. Where the fire department connection does not serve the entire building, a sign shall be provided indicating the portions of the building served.
- An additional sign with letters at least 1 inch in size shall be provided at the fire department connections of high-rise buildings that indicate the building fire pump static (churn) discharge pressure. Where the pump is more than two stories above or below the fire department connections, the pump static/churn discharge pressure on the signage shall be adjusted to correct for the elevation difference.

Tenant Information (SFC 404)

- Optional: Provide Inspector with copy of Contact Information for each Tenant/Leased space within the High-Rise building during inspection or prior to the scheduled inspection.

Fire Department Connections (FDC) (SFC 912)

- The fire department connections are visible and accessible. (SFC 912.2.1) (SFC 912.4) (SFC 912.4.2)
- Couplings or swivels are not damaged and rotate smoothly. (SFC 912.7)
- Plugs, caps or frangible disks are in place and undamaged. (SFC 912.7)
- Identification signs are in place and include metal sign(s) with raised letters at least 1 inch (25 mm) in size, mounted on all fire department connections serving automatic sprinklers, standpipes or fire pump connections. Signs shall read: AUTOMATIC SPRINKLERS or STANDPIPES or TEST CONNECTION or a combination thereof as applicable. Where the fire department connection does not serve the entire building, a sign shall be provided indicating the portions of the building served. (SFC 912.5)
- Interior of the connection has been inspected for obstructions whenever a plug or cap is found missing. (SFC 912.7)
- An additional sign with letters at least one (1) inch in size is provided at the fire department connections of high-rise buildings that indicate the building fire pump static (churn) discharge pressure. Where the pump is more than two stories above or below the fire department connections, the pump static/churn discharge pressure on the signage is adjusted to correct for the elevation difference. (SFC 912.5.1) (SFC 1103.6.3)

Fire Escape (SFC 1104.16) (CAM 5973)

- Inspection and certification within the last five (5) years and shall be maintained in good working order. Inspection service tag located on railing of the fire escape on the lowest landing. (SFC 1104.16.5.1) (SFC 9302.3)
- No storage on fire escape steps or landings. (SFC 1104.16.7)
- Access to fire escape is not blocked by locked door or window, unless the following exceptions are all met: (1) an identified tool or device for opening the locked door or window is permanently affixed near the locked point; (2) clearly understandable directions indicating the use of the tool and the route to the fire escape are posted at the

locked door or window; and (3) the area around the locked door or window is served by emergency illumination. (SFC 9302.3)

Knox Box – Where a Knox Box is required: (SFC 506)

- There are two types of boxes approved for new installation in the city of Seattle: the Knox model 3200, or the Knox model 4400 single core key box. Existing installations of other models of Knox Boxes are still allowed. (SFC 506.1.1) (CAM 5965) (SFC 506.1 Point of Information)
- New Installations of either model are required to have a hinged face plate. (SFC 506.1 Point of Interest) (CAM 5965)
- Recommended:** A minimum of between 2 and 4 keys keyed for all exterior door(s). This allows companies to access the building from different points without having to share a single key. This will improve efficiency. (CAM 5965)

Rooftop

- The door to the roof from the stairwell is unlocked unless an approved alternative unlocking system is in use and working properly. (SFC 9302.5)
- Wires, cables, ropes, antennas, or other suspended obstructions installed on the roof of a building having a roof slope of less than 30 degrees (0.52 rad) do not create an obstruction that is less than 7 feet (2133 mm) high above the surface of the roof. (SFC 316.4)

Exceptions:

- ✓ Such obstructions are permitted where the wire, cable, rope, antenna or suspended obstruction is encased in a white, 2-inch (51 mm) minimum diameter plastic pipe or an approved equivalent.
- ✓ Such obstruction is permitted where there is a solid obstruction below such that accidentally walking into the wire, cable, rope, antenna or suspended obstruction is not possible.
- Rooftop gardens or landscaped roofs on buildings equipped with a standpipe system have the standpipe system extended to the roof level on which the rooftop garden or landscaped roof is located. (SFC 905.3.7)
- Exit signs to exit stairwell door(s) are present. (SFC 1013.1)
- Vegetated roofs shall have a minimum 6-foot-wide (1829 mm) continuous border placed around rooftop structures and all rooftop equipment including, but not limited to, mechanical and machine rooms, penthouses, skylights, roof vents, solar panels, antenna supports and building service equipment. (SFC 317.3)
- Excess biomass, such as overgrown vegetation, leaves and other dead and decaying material, are removed at regular intervals not less than two times per year. (SFC 317.2) (SFC 317.4)
- Fueled equipment stored on roofs and used for the care and maintenance of vegetation on roofs is not stored, operated or repaired within a building. It is stored in rooms constructed for such use, in approved locations where the aggregate fuel capacity of the stored equipment does not exceed 10 gallons, and the building is equipped throughout with an automatic sprinkler system. (SFC 317.5) (SFC 313.1)

INTERIOR

FIRE CONTROL ROOM (FCR) (508.1.6)

The fire command center shall comply with NFPA 72 and may contain the following readily identifiable features based on the year the building was built:

- The fire detection and alarm system annunciator. (SFC 907.7.3)
- The emergency voice/alarm communication system control unit. (SFC 907.7.3)
- The public-address system, where specifically required by the Seattle Fire Code.
- The fire department communications system (including voice communication and handheld phone set cabinet).
- A telephone for fire department use with controlled access to the public telephone system. Labeled "For Fire Department Use Only".
- The annunciator unit visually indicating the location of the elevators and whether they are operational.
- The elevator fire recall switch in accordance with ASME A17.1.
- The elevator emergency or standby power selector switch(s), where emergency or legally required standby power is provided.

- The firefighter's control panel for smoke control systems installed in the building. (SFC 909.16)
- The emergency and standby power status indicators.
- The Generator supervision devices, manual start and stop features.
- The sprinkler valve and water-flow detector display panels.
- The fire pump status indicators.
- The on-site fire protection water tank fill valve control switch, tank level indicators, tank low level alarm, and tank fill signal.
- The approved Building Information Card.
- The schematic building plans indicating the typical floor plan detailing the building core, means of egress, fire protection systems, firefighting equipment and fire department access, and the location of fire walls, fire barriers, fire partitions, smoke barriers, and smoke partitions.
- A work table.
- The status indicators and controls for air distribution systems.
- The controls for locking/unlocking stairway doors simultaneously.

Other Fire Control Room (FCR) Features

- Fire Control Room is labeled on exterior door. (SFC 509.1)
- Operating instructions for fire alarm systems and all other electronics are available. (SFC 901.6.2.1)
- A Knox Box may be installed in the fire control room of a high-rise building for the storage of pass keys to various areas of that building. The Knox Box must be readily identifiable and located in a conspicuous area of the fire control room. (SFC 506.1)
- No storage is permitted and no extraneous furniture is allowed in the FCR. (SFC 508.1.5)
- Recommended:** Telephone number is posted on or next to phone.

Fire Manual Contents (Updated Annually) – Please review Annex A checklist.

Fire and Building Systems – Please review Annex B checklist.

GENERAL

Areas of Refuge

- There is signage on doors of Areas of Refuge or directional signage indicating the location of all other means of egress. (SFC 1009.9)
- Directions for the use of the two-way communication system, instructions for summoning assistance via the two-way communication system, and written identification of the location is posted adjacent to the two-way communication system. Signage complies with the ICC A117.1 requirements for visual characters. (SFC 1031.8) (SFC 1009.8.2)

Permits

- For High Rise Building and Individual Tenants within:** Permits, as needed, are present, current, and include permit conditions. (SFC 105.1.1) (CAM 5001)
- Place of Assembly Areas:** Assembly areas including rooftop or terrace areas that have an occupant load of 100 or more require an Annual Place of Assembly permit. (SFC 105.6.41)

Exits, Fire Doors, and Pathways

- All exits and exit pathways are clear from obstructions and hazards. (SFC 1003.6) (SFC 1031.3) (SFC 314.2)
- All fire door(s) open freely, close completely, and latch when released. Includes horizontal/vertical sliding, roll up, and doors with magnetic hold open door assemblies. (SFC 1105.4.4.2.4) (SFC 703.2.3) (SFC 703.2.2)
- Furnishings, decorations or other objects do not obstruct access to, egress from, or visibility of exits. Hangings and draperies are not placed over exit doors or otherwise located to conceal or obstruct an exit. (SFC 1031.6) (SFC 1031.4)

- Mirrors are not placed on exit doors. Mirrors are not placed in or adjacent to any exit in such a manner as to confuse the direction of exit. (SFC 1031.6) (SFC 1031.4)
- All exit doors in the path of exit travel are self-closing. (SFC 9302.4) (SFC 703.2.3) (SFC 1105.4.4.2.4)
- The required fire door(s) are not wedged, blocked, or otherwise restrained to hinder self-closing. It is acceptable to have magnetic hold-open assemblies that release upon activation of the fire alarm. (SFC 703.2)
- Exit doors are readily opened from the inside without special knowledge or the use of a key. (SFC 1010.1.9) (SFC 1031.2.1)
- The panic hardware on the exit door(s) opens when subjected to a maximum of 15 pounds of pressure. (SFC 1010.1.3)
- Any exit doors to the exterior that could be blocked, (ex. alleyway) have a sign stating "**FIRE DOOR DO NOT BLOCK**" in not less than 1-inch letters permanently near or on the fire door(s). (SFC 703.2.1)
- The force for pushing or pulling open interior swinging egress doors, other than fire doors, shall not exceed 5 pounds. (SFC 1104.8) (SFC 1010.1.10.13)
- Exits are continuous from the point of entry into the exit to the exit discharge. (SFC 1022.1)
- There are no manually operated edge or surface-mounted flush bolts and surface bolts on exit doors. (SFC 1022.1)
- Flammable and combustible liquids, when stored, are in a location away from exits, doorways, stairways and other areas that might obstruct egress. (SFC 315.3.2) (SFC 5704.3.3.3)
- Horizontal and vertical sliding and rolling fire doors are inspected and tested annually to confirm proper operation and full closure. Records of inspections and testing are maintained. (SFC 703.4)

Exit Stairways

- Stairway doors are self-latching. (SFC 9302.4) (SFC 703.2.3)
 - Enclosed stairways serving more than six floors have two means of egress from the stairway. Enclosed stairways serving ten or more floors have re-entry into the building at approximately 5-story intervals. Re-entry signs are posted in the stairway. (SFC 9302.6)
- Exceptions:**
- ✓ Jails.
 - ✓ If telephones connected to a 24-hour manned location are provided in the stairway in each 5-floor increment that does not have a means of egress.
 - ✓ If any door serving as an entrance to the stair does not automatically lock behind a person entering the stair.
 - ✓ If alternate means of alerting building management to persons trapped in a stairwell are approved by the Building Official.
- Signs are provided on the stairway side of every stair door indicating the number of the stairway, the floor that the door serves, the high-rise building re-entry points, and stair termination. (SFC 9308.2) (SFC 1023.9) (SFC 1023.9.1) (SFC 1023.10)
 - Stairway doors, including the doors between any stairway and the roof, do not have locks or unlock automatically whenever a fire alarm is activated in the high-rise building. Such locks unlock automatically when power is off (fail safe). (SFC 9302.5) (SFC 1010.1.9.11)
 - Stairways have handrails on at least one side. Handrails are located so that all portions of the stairway width required for egress capacity are within 44 inches (1118 mm) of a handrail. (SFC 1104.13)
 - Any interior exit stairway or ramp is not used for any purpose other than as a means of egress and a circulation path. (SFC 1023.1) (SFC 1023.12)
 - No combustible storage is located under unprotected stairs and/or in the exit enclosures. (SFC 315.3.2) (SFC 315.3.2.1)
 - Any interior exit stairways and ramps do not continue below the level of exit discharge, or an approved barrier is provided at the level of exit discharge to prevent persons unintentionally continuing into levels below. **Note:** Does not apply to buildings constructed prior to June 24, 1959. (SFC 1104.21)
 - Stairways that continue to the roof are marked at street and floor levels with a sign indicating that the stairway continues to the roof. (SFC 1104.24) (SFC 1011.12)

Exit Lighting (CAM 5974)

- Means of egress illumination is provided in stairways, corridors, halls, passenger elevator cars, lobbies, rooms with an occupant load of 100 or more, and other areas required to provide safe egress from the premises and immediately outside of the building exit. (Code Alternate CA 1008.2) (SFC 1008.1) (SFC 9302.1) (SFC 1008.3.1) (SFC 1008.3.2)
- Exit signs are in working condition, with two working bulbs, and back up batteries. (SFC 1104.3)
- The exit signs and exit pathway lights are illuminated at all times the building is occupied. (SFC 1008) (SFC 1008.2) (SFC 9302.1)
- Emergency lighting equipment is inspected and tested with a monthly activation test and annual power test.
Note: Records are maintained for 3 years noting location of emergency lighting tested, if unit passed or failed, date of test and person completing test. (SFC 604.6)

Electrical

- Extension cords are not used as a substitute for permanent wiring. Extension cords are only used with portable appliances. **Note:** If additional outlets are needed, they must be installed in accordance with the Seattle Electrical Code. (SFC 605.5)
- Extension cords or power taps are not affixed to structures, extension cords, power taps, or run through walls, ceilings, floors, under doors or floor coverings, around nails, pipes or other objects. (SFC 605.4.3)
- The ampacity of any extension cord in use is not less than the rated ampacity of the portable appliance supplied by the cord. (SFC 605.5.2)
- Any extension cord or power tap in use, in an approved way, is not subjected to environmental damage. (SFC 605.4.3)
- Extension cords are used only in continuous lengths, without splices or taps. (SFC 605.5.3)
- Approved covers are provided for all switch and electrical outlet boxes. (SFC 605.6)
- There are no multiplug adapters, such as cube adapters, unfused plug strips or any other device not complying with NFPA 70. (SFC 605.4)
- Relocatable power taps are of the polarized or grounded type, equipped with overcurrent protection, and are listed in accordance with UL 1363. (SFC 605.5.4)
- Relocatable power taps are directly connected to a permanently installed receptacle. (SFC 605.4.2)
- Portable, electric space heaters are not operated within 3 feet (91.4 cm) of any combustible materials. (SFC 605.10.4)

Fire Extinguishers (CAM 5961)

- Fire extinguishers are inspected annually, and tagged and dated by a person possessing a SFD certificate to perform such work. (SFC 906.2)
- Portable fire extinguishers are installed in conspicuous locations where they will be readily accessible and immediately available for use. (SFC 906.5)
- Portable fire extinguishers are not obstructed or obscured from view. (SFC 906.6)
- Hand-held portable fire extinguishers, not housed in cabinets, are installed on hangers or brackets. (SFC 906.7)
- Hand-held portable fire extinguishers are properly mounted with the top of the extinguisher not more than 5 feet above the floor when up to 40 lbs. or not more than 3 ½ feet above the floor if over 40 lbs, and the bottom at least 4 inches above the floor. (SFC 906.9.1) (SFC 906.9.2) (SFC 906.9.3)
- Cooking equipment involving solid fuels or vegetable or animal oils and fats are protected by a Class K rated portable extinguisher. (SFC 904.12.5.2)
- Portable fire extinguishers are provided for the following areas (SFC 906.1):
 - New and existing Group A, B, E, F, H, I, M, R-1, R-2, R-4 and S occupancies.
 - Within 30 feet (9144 mm) of commercial cooking equipment.
 - Where flammable or combustible liquids are stored, used or dispensed.

- Special-hazard areas, including but not limited to laboratories, computer rooms and generator rooms, where required by the fire code official.

Storage

- Storage of combustible materials in buildings are orderly and stacks are stable. Combustible rubbish is not producing conditions that will create a nuisance or a hazard to the public health, safety or welfare. (SFC 304.2) (SFC 315.3)

Storage of combustible materials is:

- 2 feet or more below the ceiling in non-sprinklered areas of the building. (SFC 315.3.1)
- 18 inches or more below sprinkler head deflectors in sprinklered areas of the building. (SFC 315.3.1)

Combustible materials are not stored in:

- The boiler room, mechanical room or electrical equipment room or in fire command centers. (SFC 315.3.3)
- Areas where it obstructs access to fire extinguishers, standpipe outlets, sprinkler control shut off and safety controls or fire department access openings. (SFC 509.2)

Fire-Resistance Rated Construction (SFC 703.1)

- Any damaged plaster or gypsum wallboard has been repaired with a fire-resistive material equivalent to the surrounding surfaces.
- The attic scuttle cover(s) constructed of a fire-resistive material equivalent to the surrounding surfaces are in place when the scuttle is not in use.

Commercial Cooking Equipment (Tenant Inspections) (CAM 5971)

- Maintain documentation of inspection, testing and maintenance. (SFC 609.3.3.3) (SFC 609.3.3.1)
- Automatic fire-extinguishing systems are serviced at least every 6 months and after activation of the system. (SFC 904.12.6.2)
- Signage is provided on the exhaust hood or system cabinet, indicating the type and arrangement of cooking appliances protected by the automatic fire extinguishing system. Signage indicates appliances from left to right, is durable, and the size color and lettering are approved. (SFC 904.12)

Rubbish, Debris, Combustible Materials

- All lint, dust and combustible materials from clothes drying machinery and lint traps are removed regularly. (SFC 2105.1.5.3) (SFC 304.1)
- All lint, dust and combustible materials from the electrical machinery and areas adjacent thereto is removed regularly. (SCF 605.8)
- Oily rags and similar materials are stored in self-closing metal cans or other listed containers. (SFC 304.3.1)
- The combustible rubbish accumulations from the building are disposed of regularly. (SFC 304.2) (SFC 304.1)

HazMat, Flammable and Combustible Liquids, and Miscellaneous

- Compressed gas containers, cylinders, tanks and systems are secured against falling, accidental dislodgment and against access by unauthorized personnel. (SFC 5303.5)
- Compressed gas containers, cylinders and tanks designed for protective caps, collars, or other protective devices have the caps or devices in place except when the containers, cylinders or tanks are in use or are being serviced or filled. (SFC 5003.10.1) (SFC 5303.6.2)
- Flammable and combustible liquids inside the building are limited to not more than 5 gallons of Class I and/or 25 gallons aggregate quantity of Class II and IIIA combustible liquids. Quantities over these amounts have a SFD permit. (SFC 5704.3.4.4)
- All empty or unused flammable and combustible liquid containers and tanks are stored as if they are full, or have been removed and disposed of properly. (SFC 5704.3.3.4)
- Flammable and combustible liquids, in quantities greater than 10 gallons, are confined to an approved flammable liquid storage cabinet. (SFC 5704.3.4.4) (SFC 5704.3.2)
- Flammable and combustible liquids on shelves are stored in an orderly manner. (SFC 5003.9.9)

- A sign stating the occupant load, as approved by the Seattle Department of Construction and Inspections (SDCI), for each room in an assembly occupancy, is posted, in a conspicuous place, near the main exit or exit access doorway. Posted signs are of an approved legible permanent design. (SFC 1004.3)

For questions, please contact the Administrative Specialist for High-Rise at (206) 386-1340 or SFD_FMO_HighRise@seattle.gov.

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High-Rise Building Inspection Program Fire Manual Contents – Annex A

General (9309.1) (CAM 5982)

- The Fire Manual has been updated annually. (SFC 404.2.3.3)
- Floor Warden list is updated and fully staffed. (SFC 9309.2) (SFC 9309.1)
- The Fire Manual is available for fire department personnel. (SFC 404.2.3.4)
- The Fire Manual is available to all building staff that have responsibilities for fire safety operations and has been distributed as needed. (SFC 404.4.1) (SFC 9309.1)
- The Emergency plans are available in the workplace for reference and review by employees. (SFC 404.4.1)
- The fire safety and evacuation plans are distributed to the tenants and building service employees by the owner or owner's agent. (SFC 404.4.1)
- Building tenants have distributed to their employee's applicable parts of the fire safety plan affecting the employees' actions in the event of a fire or another emergency. (SFC 404.4.1)

Building Information Card – Content can be made poster size and affixed to the wall. (SFC 508.1.6.13)

- General building information** that includes: property name, address, the number of floors in the building (above and below grade), use and occupancy classification (for mixed uses, identify the different types of occupancies on each floor), estimated building population (i.e., day, night, weekend)
- Building emergency contact information** that includes: a list of the building's emergency contacts (e.g., building manager, building engineer, etc.) and their respective work phone number, cell phone number, and e-mail address
- Building construction information** that includes: the type of building construction (e.g., floors, walls, columns, and roof assembly)
- Exit stair information** that includes: number of exit stairs in the building, each exit stair designation and floors served, location where each exit stair discharges, exit stairs that are pressurized, exit stairs provided with emergency lighting, each exit stair that allows reentry, exit stairs providing roof access.
- Elevator information** that includes: number of elevator banks, elevator bank designation, elevator car numbers and respective floors that they serve, location of elevator machine rooms, location of sky lobby, location of freight elevator banks.
- Fire protection system information** that includes: locations of standpipes, location of fire pump room, location of fire department connections, floors protected by automatic sprinklers, location of different types of automatic sprinkler systems installed (e.g., dry, wet, preaction, etc.).
- Building services and system information** that includes: location of mechanical rooms, location of building management system, location and capacity of all fuel oil tanks, location of emergency generator, location of natural gas service.
- Hazardous material information** that includes: location of hazardous material, quantity of hazardous material, Business name of tenant with hazardous materials.

Emergency Fire Safety Plan (SFC 404.2.2) (CAM 5051)

- The procedure for reporting a fire or another emergency.
- The life safety strategy including the following:
 - Procedures for notifying occupants, including areas with a private mode alarm system.
 - Procedures for occupants under a defend-in place response.

- Procedures for evacuating occupants, including those who need evacuation assistance.

Site Plans (SFC 404.2.2.3)

- The occupancy assembly point(s).
- The locations of fire hydrants.
- The normal routes of fire department apparatus access.

Floor plans identifying the locations of the following:

- Exits.
- Primary evacuation routes and secondary evacuation routes.
- Accessible egress routes.
- Areas of refuge.

Fire Evacuation Plans (SFC 404.2.1) (CAM 5963)

- Emergency egress or escape routes and whether evacuation of the building is to be complete, or where approved, by selected floors or areas only.
- Procedures for employees who must remain to operate critical equipment before evacuating.
- Procedures for the use of elevators to evacuate the building where occupant evacuation elevators complying with Section 3008 of the International Building Code are provided.
- Procedures for assisted rescue for persons unable to use the general means of egress unassisted.
- Procedures for accounting for employees and occupants after evacuation has been completed.
- Identification and assignment of personnel responsible for rescue or emergency medical aid.
- The preferred and any alternative means of notifying occupants of a fire or emergency.
- The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
- Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
- A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

Fire Drill Documentation (SFC 405.5) (CAM 5963)

- Records are documented in the Emergency Plan Book of required emergency evacuation drills and include the following information:
 - Identity of the person conducting the drill.
 - Date and time of the drill.
 - Notification method used.
 - Employees on duty and participating.
 - Number of occupants participating.
 - Special conditions simulated.
 - Problems encountered and corrective actions taken.
 - Weather conditions when occupants were evacuated.
 - Time required to accomplish complete evacuation.

Control Diagrams of Emergency Shut Off for all Utilities (SFC 909.15) (SFC 509.1.1)

- Shows all devices in the system and identifies their location and function.
- Shows the locations for gas shutoff valves, electric meters, service switches and other utility equipment
- Is clearly and legibly marked to identify the unit or space that it serves.

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High-Rise Building Inspection Program Fire and Building Systems – Annex B

Alarm (CAM 5971)

- A fire alarm annunciator panel is in the lobby or fire control room. (SFC 508.1.6)
- Fire Alarm System (FAS) is certified and tagged. (SFC 901.6)
- Records of inspection, testing and maintenance are maintained. (SFC 901.6.2)
- A sign on the door to the room where the fire alarm panel is located will conspicuously identify room as **"FIRE ALARM CONTROL"**. (SFC 509.1)

Note: Initial records shall include the name of the installation contractor, type of components installed, manufacturer of the components, location and number of components installed per floor. Records shall also include the manufacturers' operation and maintenance instruction manuals. Such records shall be maintained for the life of the installation. (SFC 901.6.2.1)

Manual Fire Alarm Boxes (Pull Stations)

- Manual fire alarm boxes are accessible, unobstructed, unobscured, and always visible. (SFC 907.4.2.6)
- Where fire alarm systems are not monitored by a supervising station, an approved permanent sign is installed adjacent to each manual fire alarm box that reads: **"WHEN ALARM SOUNDS— CALL FIRE DEPARTMENT"**. (SFC 907.4.2.4)

Note: The fire code official is authorized to require the installation of listed manual fire alarm box protective covers to prevent malicious false alarms or to provide the manual fire alarm box with protection from physical damage. (SFC 907.4.2.5)

Sprinkler (CAM 5971)

- Certified and tagged. (SFC 901.6)
- Records of inspection, testing, signage, and maintenance are maintained. (SFC 901.6) (SFC 509.1) (SFC 912.5)
- The door to the room where sprinkler controls are located is posted with a sign conspicuously identifying **"SPRINKLER CONTROL ROOM"** (SFC 509.1)
- An unobstructed aisle way to the automatic sprinkler control valve(s) is provided and maintained. (SFC 914.2.4)

Note: Initial records shall include the name of the installation contractor, type of components installed, manufacturer of the components, location and number of components installed per floor. Records shall also include the manufacturers' operation and maintenance instruction manuals. Such records shall be maintained for the life of the installation. (SFC 901.6.2.1)

Standpipe (CAM 5971)

- Certified and tagged. (SFC 901.6)
- Records of inspection, testing, and maintenance are maintained. (SFC 901.6.2)
- Cabinets containing firefighting equipment, such as standpipes, fire hose, fire extinguishers or fire department valves, are not blocked from use or obscured from view. (SFC 901.11)
- Cabinets are unlocked or have a frangible window with a break glass tool. (SFC 901.11.2)
- An unobstructed aisle way to the standpipe control valve(s) is provided and maintained. (SFC 509.2)
- Caps have 1/8" hole drilled into the front to relieve pressure if the valve leaks. (Admin Rule 9.03.17 SCC 3.3)

Smoke Control and Evacuation Systems (CAM 5971)

- Certified and tagged. (SFC 901.6)
- Records of inspection, testing and maintenance are maintained. (SFC 901.6.2)

Note: Initial records shall include the name of the installation contractor, type of components installed, manufacturer of the components, location and number of components installed per floor. Records shall also include the manufacturers' operation and maintenance instruction manuals. Such records shall be maintained for the life of the installation. (SFC 901.6.2.1)

Fire Pumps (CAM 5971)

- Certified and tagged. (SFC 901.6.2.1) (SFC 913.5)
- Records of inspection, testing and maintenance are maintained. (SFC 901.6)
- The temperature of a pump room or pump house is above 40°F (5°C). (SFC 913.2) (SFC 913.3) (SFC 913.4)

Generator

- Certified and tagged. (SFC 913.5.2) (SFC 913.5.3)
- Records of inspection, testing and maintenance are maintained. (SFC 901.6)
- The fuel supply is tested annually for quality and contamination. (2013 NFPA 110 8.3.7)

Elevators

- Records of inspection, testing and maintenance are maintained. (SFC 901.6) (SFC 901.6.2)
- A sign is posted in every elevator lobby above each call switch noting that the elevators will be recalled to a designated location, upon activation of the fire alarm. This sign shall warn persons not to use the elevator in the event of fire and direct them to use the stairway. (SFC 607.3) (SFC 9308.3)
- Fire service access elevator lobbies and occupant evacuation elevator lobbies are maintained free of storage and furniture. (SFC 607.4) (SFC 607.5) (SFC 9308.3)
- An elevator key box locked and keyed to the standard city elevator key box access is provided at the designated recall floor above the Phase I recall switch or in the main lobby above the hall call button when no recall feature exists. (SFC 506.1.2)

Tagged set of keys in elevator box (SFC 506.1.2.2) (SFC 607.8.4)

- Keys for access to and for the operation of elevator equipment shall be tagged, labeled and retained in the key box. The elevator key box shall contain standard and non-standard fire emergency service keys (**Phase I and II, one key for each switch**). The elevator key box may, in addition, contain keys for any or all of the following:
 - ✓ Machine room door
 - ✓ Secondary level door
 - ✓ Pit door
 - ✓ Roof door
 - ✓ Independent, hospital emergency and/or attendant operation
 - ✓ Hoist way access
 - ✓ Mechanical hoist access devices (broken arm, lunar, etc.)
 - ✓ Miscellaneous switch keys
 - ✓ Fire alarm panel room
 - ✓ Sprinkler valve control room

Communication (SFC 901.6.2) (SFC 901.6) (SFC 1031.8)

- Records of inspection, testing, maintenance, and signage are maintained. (SFC 1031.8) (SFC 901.6)
- Approved radio coverage for emergency responders shall be provided within buildings meeting any of the following conditions:
 - ✓ High rise buildings;
 - ✓ The total building area is 50,000 square feet or more;
 - ✓ The total basement area is 10,000 square feet or more; or

- ✓ There are floors used for human occupancy more than 30 feet below the finished floor of the lowest level of exit discharge.
- ☐ The radio coverage system shall be installed in accordance with Sections 510.4 through 510.5.3 of Seattle Fire Code and with the provisions of NFPA 72, National Fire Alarm and Signaling Code. This section shall not require improvement of the existing public safety communication systems. (SFC 510.1) (CAM 5123)
- ☐ Where a wired communication system is approved in lieu of a radio coverage system in accordance with Section 510, the wired fire department communication system (installation, not inspection) operates between a fire command center (complying with Section 508) and the following systems: (SFC 907.2.13.2) (CAM 5122)
 - ☐ elevators
 - ☐ elevator lobbies
 - ☐ emergency and standby power rooms
 - ☐ fire pump rooms
 - ☐ areas of refuge
 - ☐ inside enclosed exit stairways at each floor level.
- ☐ Eight (8) portable handsets for the communication system are provided in the fire command center. (SFC 907.2.13.2)
- ☐ A manual override for emergency voice communication is provided on a selective and all-call basis for all paging zones. (SFC 907.5.2.2.1)
- ☐ Where BDA/DAS installed, must be tested and maintained. Annual confidence testing forms for BDA/DAS are available here [BDA/DAS Report Form](#).
- ☐ Store test results on site for tests prior to 1/1/2019.
- ☐ Upload test to SFD via The Compliance Engine for tests conducted on or after 1/1/2019.

For questions, please contact the Administrative Specialist for High-Rise at (206) 386-1340 or SFD_FMO_HighRise@seattle.gov.