GROUP “E” OCCUPANCY

<table>
<thead>
<tr>
<th>Fire Sprinkler System</th>
<th>Installed</th>
<th>Date Last Serviced</th>
<th>Serviced By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hood and Duct System</td>
<td>Installed</td>
<td>Date Last Serviced</td>
<td>Serviced By</td>
</tr>
<tr>
<td>Special Hazard System</td>
<td>Installed</td>
<td>Date Last Serviced</td>
<td>Serviced By</td>
</tr>
<tr>
<td>Fire Alarm System</td>
<td>Installed</td>
<td>Date Last Serviced</td>
<td>Serviced By</td>
</tr>
<tr>
<td>Fire Extinguishers</td>
<td>Installed</td>
<td>Date Last Serviced</td>
<td>Serviced By</td>
</tr>
</tbody>
</table>

Evacuation Fire Drills  Date Last Conducted:

1. Have any changes in use or construction been approved by the State Fire Marshal? [ ] Yes [ ] No
2. Are all exit ways including halls, corridors, aisles and doorways clear of obstructions? [ ] Yes [ ] No
3. Are occupant load sign posted in a conspicuous place, near the main exit or exit access doorway from the room or space? [ ] Yes [ ] No
4. Are the means of egress including exit discharge illuminated at all times the building is occupied? [ ] Yes [ ] No
5. Are emergency lighting installed and tested? [ ] Yes [ ] No
6. Are all exit and exit access doors marked by an approved exit sign, illuminated and working properly at all times? [ ] Yes [ ] No
7. Are all exit doors unlocked during hours of occupancy? [ ] Yes [ ] No
8. Are all exit doors open from the inside without a key or special knowledge and free of deadbolts or special locks? [ ] Yes [ ] No
9. Where panic hardware is installed are doors operational? [ ] Yes [ ] No
10. Are all fire rated doors or doors to special hazard areas kept closed at all times? [ ] Yes [ ] No
11. Are holes and cracks in interior walls and/or ceiling tiles been repaired to maintain the required fire resistance? [ ] Yes [ ] No
12. Is there a working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment (panel)? [ ] Yes [ ] No
13. Are extension cords and flexible cords not extended through walls, ceilings, or floors, or under doors, floor coverings or substitute for permanent wiring? [ ] Yes [ ] No
14. Are approved covers on all electrical switches, outlets and junction boxes? [ ] Yes [ ] No
15. Are all curtains or draperies in auditoriums, and other seasonal decorative materials suspended from walls or ceilings flame retardant or non combustible? [ ] Yes [ ] No
16. Are all storage maintained 24 inches below the ceiling in nonsprinklered areas or 18 inches below the sprinkler head deflectors in sprinklered areas? [ ] Yes [ ] No
17. Combustible storage is not allowed in boiler, mechanical or electrical equipment rooms? [ ] Yes [ ] No
18. Are all storage of combustible materials orderly and separated from heat sources by a distance so that ignition can not occur? [ ] Yes [ ] No
19. Are all flammable or combustible liquids in proper containers and locations? [ ] Yes [ ] No
20. Are all fire protection systems (Sprinkler System, Hood & Duct System, Special Hazard System, Fire Alarm System, Fire Extinguishers) annually service test and tagged? [ ] Yes [ ] No
21. Are all fire extinguishers provided and accessible? [ ] Yes [ ] No
22. Are kitchen hoods in good operating condition, filters in place and clean? [ ] Yes [ ] No
23. Do you have a Fire Safety and Evacuation Plan? [ ] Yes [ ] No
24. Are employees/staff trained in emergency evacuation, fire reporting procedures, and fire drills? [ ] Yes [ ] No
25. Are fire drills accomplished and documented? [ ] Yes [ ] No
26. Has a complete walk through inspection of the facility been accomplished? [ ] Yes [ ] No

If there are any questions on this form that you answered in the negative, corrected? [ ] Yes [ ] No

Name of Person Completing Form (Please Print): ____________
Signature: ____________
Date: ____________
Group “E” Occupancy Self-Inspection Guideline

Alaska State Fire Marshal’s Office

**Business Name:** The name of the facility

**Business Phone:** Phone number administrator can be reached at

**Business Address:** Location of facility

**Contact Person:** Administrators name or name of individual responsible for maintenance

**Fire Sprinkler:** The last date serviced is required along with the individual’s name who certified the system and their fire systems permit number issued by the Alaska Division of Fire and Life Safety

**Hood and Duct System:** The last date serviced is required along with the individual’s name who certified the system and their fire systems permit number issued by the Alaska Division of Fire and Life Safety

**Fire Alarms System:** The last date serviced is required along with the individual’s name who certified the system and their fire systems permit number issued by the Alaska Division of Fire and Life Safety

**Fire Extinguishers:** The last date serviced is required along with the individual’s name who certified the system and their fire systems permit number issued by the Alaska Division of Fire and Life Safety

**Evacuation Fire Drills:** Date of last fire drill conducted

1. Yes, means the construction of the building and modifications have been approved by the Division of Fire and Life Safety. No means the building has not been approved and/or renovations have been started or completed without approval by the Division of Fire and Life Safety.
2. All paths leading to exits shall be clear of obstructions.
3. Occupant load sign is a sign that states the maximum number of people allowed in an area.
4. Emergency lights shall be illuminated in the event of a power failure. There is a button on the emergency light that can be pressed to test the batteries. If the lights do not illuminate upon pressing the test button, the light shall be repaired or replaced prior to submitting this form.
5. All exit doors are required to have a self-illuminating exit sign above them.
6. All doors exit doors are to be unlocked while the building is occupied.
7. Deadbolts and slide locks are not authorized to be installed on doors.
8. Panic Hardware shall be installed on all doors where the occupant load is greater than 49.
   Panic hardware is a bar on the door that when it is pushed, the door will open.
9. Doors shall not be propped open with any object.
10. Defects in the fire rated gypsum wallboard or fire rated materials shall be repaired. All ceiling tiles shall be in-place and free of defects.
11. The electrical service panel or breaker panel shall not be blocked by any objects.
12. Extension cords shall not be used as permanent power supply.
13. All electrical junction boxes shall have approved cover plates.
14. All curtains or draperies or other decorative materials shall be fire retardant or treated with an approved fire retardant. (Contact Division of Fire and Life Safety for approved items).
15. Boxes, paper or anything that can catch on fire shall not be stacked close to ceiling.
16. The mechanical room shall not be used for storage.
17. In storage rooms, all items shall be kept neat.
18. All liquids that can catch on fire shall be in a flammable storage cabinet.
19. All fire protection systems are required to be serviced and tagged by an individual who is permitted through the Division of Fire and Life Safety.
20. All fire extinguishers shall be accessible and mounted a minimum of 4 inches from the floor and maximum of 60 inches to the top of the extinguisher.
21. Kitchen exhaust hoods are required to be kept clean.
22. Fire safety evacuation plans and maps shall be posted where visible.
23. Are all employees trained of what to do in the event of an emergency.
24. Records of fire drills shall be kept and readily available upon request of the Division of Fire and Life Safety.
25. Has an individual completed a complete walk through of the facility. Every room shall be inspected to include the exterior.

The Group “E” self-inspection shall be completed by a competent person and filled out completely. If there are items not checked or completed as described above, the Life Safety Inspection Bureau will not approve the inspection.