

GROUP "E" OCCUPANCY

Business Name:	Business Phone:
Business Address:	
Contact Person:	

	Installed	Date Last Serviced	Serviced By
Fire Sprinkler System	Yes / No		
Hood and Duct System	Yes / No		
Special Hazard System	Yes / No		
Fire Alarm System	Yes / No		
Fire Extinguishers	Yes / No		
Evacuation Fire Drills		Date Last Conducted:	

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

Name of Person Completing Form (Please Print):	Signature:	Date:
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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.