



OFFICE OF THE STATE FIRE MARSHAL
 Designated Campus Fire Marshal Program
 University of California Santa Cruz
 Office of Emergency Services
 105 Carriage House Road, Santa Cruz CA 95064



Title 19 Fire/Life Safety Self Inspection Checklist

Based on 2019 California Fire Code

Building Name			
Inspected By		Inspected On	

Fire Protection and Portable Extinguishers

- Confirm that fire extinguishers have been serviced within the last year. Service and tag extinguishers annually, perform monthly inspections. Document monthly inspections. **CFC 906.2**
- Maintain clearance to fire protection equipment (manual pull stations, fire extinguishers) so they are readily accessible. **CFC 509.2**
- Fire extinguishers shall not be obstructed or obscured from view. **CFC 906.6**
- Portable extinguishers shall not be obstructed or obscured from view. **CFC 567.3**
- Fire extinguishers shall be located in conspicuous locations where they are readily accessible and immediately available for use. **CFC 906.5**
- Fire extinguishers less than 40 pounds shall be mounted so the bottom is no less than four inches off the ground and the top not more than 5 feet off the ground. **CFC 567.6**
- Storage shall be maintained 2 ft or more below the ceiling in a non-sprinklered area of a building or a minimum of 18 inches below sprinkler deflectors in sprinklered areas of buildings. **CFC 315.3.1**

Exits

- Repair non-operable exit hardware/maintain all means of egress components; make sure all doors, locks, etc are in good working order. **CFC 1031**
- Remove all storage and obstructions from exits, aisles, corridors, stairwells, and stairways. **CFC 315.3.2 & CFC 1031.1**
- Remove all non UCSC locks or latches from doors with panic hardware. **CFC 1010.1.10**
- Repair or maintain (illuminated) exit signs and lighting to include battery/emergency power. **CFC 1031.4**
- Egress doors shall be readily open-able from the inside without the use of key or special knowledge. (Exception: The main exterior door is permitted to have a locking device if a sign is posted stating "This door to remain unlocked when building is occupied." **CFC 1010.1.9**
- Laboratory exits and area separation doors are to be automatically self-closing. Doors may NOT be wedged or held open in any manner. **CBC 716.2.6.1**
- Corridors shall be not less than 44 inches in width for an occupant capacity of 50 or more, and 36 inches for an occupant capacity of less than 50. **CFC 1020.2**
- Exterior doors and their function cannot be eliminated without approval. If approved, and the door retains the appearance as functional, the door shall have "THIS DOOR BLOCKED" posted on the exterior. **CFC 504.2**

Housekeeping

- Storage of combustible materials in buildings shall be orderly, with storage separated from heating devices by distance or shielding so that ignition cannot occur. (Dispose of excess cardboard and Styrofoam). **CFC 315.3**
- Repair or replace all holes in walls/ceilings (e.g. missing ceiling tiles). **CFC 703.1**
- Structures ≥ 4 ft. must be seismically braced or moved away from door. **ASCE 13.1.4**
- Combustible materials shall not be stored in boiler rooms, mechanical or electrical rooms. **CFC 315.3.3**

Electrical

- Extension cords and flexible wiring shall not be used as a substitute for permanent wiring. Extension cords shall **NOT** be affixed to structures, extend through walls, ceilings, floors, or under doors or floor coverings (rugs and mats). **CFC 604.5**
- Multi-plug adapters, such as cube adapters and any unfused plug strips are prohibited. **CFC 604.4**
- Daisy chaining of fused/circuited power strips is not allowed.
- Maintain a working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height in front of electrical service equipment and panels. **CFC 604.3**
- Repair or replace damaged or spliced electrical cords. **CFC 604.1**
- Provide cover plates for all outlets/boxes. **CFC 604.6**

Other Deficiencies or Additional Information