

ANNUAL CHECKLIST FOR BUSINESS OCCUPANCIES

All code references are to NFPA 101 unless otherwise noted.

- 1) Pass _____ Fail _____ N/A _____
Exceptions to the normal provisions for locks shall be permitted only on the principal entrance/exit doors. (39.2.2.2.2)
- 2) Pass _____ Fail _____ N/A _____
 - **Security grilles/doors** that are part of exits must meet ALL of the following:
 - Grille/door must be secured in the **open position** during business hours
 - Must have a sign stating “**THIS DOOR TO REMAIN OPEN WHEN THE BUILDING IS OCCUPIED**”
 - Must be **easily operable from inside the space**.

If more than one exit is required in space, only half of required exits may have grilles or security doors. (39.2.2.2.6)
- 3) Pass _____ Fail _____ N/A _____
Portable fire extinguishers shall be provided in every business occupancy. (39.3.5)
- 4) Pass _____ Fail _____ N/A _____
Employees of business occupancies must be **periodically instructed in the use of portable fire extinguishers**. (39.7.2)
- 5) Pass _____ Fail _____ N/A _____
Periodic fire drills must be held if the business has an occupant load of 500 or more OR more than 100 people above or below the street level. (39.7.1)
- 6) Pass _____ Fail _____ N/A _____
The **clear width of any corridor/passageway** serving an occupant load of 50 or more must be at least 44”. (39.2.3.2)
- 7) Pass _____ Fail _____ N/A _____
There must be **two exits** unless the business meets all of the following criteria:
 - Building has a total occupant load of less than 100
 - The exit discharges directly to outside at level of exit discharge
 - Total travel distance to exit is not more than 100’Occupants don’t have to traverse stairs over 15’ in height (39.2.4.3)
- 8) Pass _____ Fail _____ N/A _____
Dead end corridors must not exceed 50 ft. (39.2.5.2)

- 9) Pass _____ Fail _____ N/A _____
Common **paths of travel shall not exceed 75'** unless building or space is sprinklered. If sprinklered, the max. travel distance is 100 ft.
Sprinklered (NFPA 101:39.2.5.3.1)
Non-Sprinklered (NFPA 101:39.2.5.3.3)
- 10) Pass _____ Fail _____ N/A _____
Emergency lights are required if building meets one of the following:
- Building is two or more stories higher than level of discharge
 - Occupancy has 100 or more occupants above or below the level of discharge
 - **The occupant load is 1000 or more. (39.2.9.1)**
- 11) Pass _____ Fail _____ N/A _____
High hazard areas must have an automatic extinguishment system and be separated by one hour rated walls and ceilings (& any doors must be $\frac{3}{4}$ hour fire resistant rating) from other parts of the building by approved means. (39.3.2.2)
- 12) Pass _____ Fail _____ N/A _____
A fire alarm system is required if the business meets the following criteria:
1. The building is two or more stories above exit discharge
 2. The occupancy is subject to 100 or more occupants above or below the level of exit discharge.
- The occupant load for the entire building is 1000 or more. (39.3.2.2)