



RIVERSIDE COUNTY FIRE DEPARTMENT

OFFICE OF THE FIRE MARSHAL
CITY OF MORENO VALLEY



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Business Owner Pre-Fire Inspection Checklist

The Riverside County Office of the Fire Marshal at Moreno Valley has developed this checklist to assist building and business owners with fire code violations. These do not include all violations but is a short list of commonly found violations. Please read and check off the appropriate boxes to assist you in your inspection. The code sections provided are from the *2019 California Fire Code* unless noted otherwise.

1. **Fire Extinguishers:**
 - a. Fire extinguisher gauges shall be “in the green” (906.2).
 - b. They shall be tagged by a licensed fire protection contractor within the last year (*California Code of Regulations Title 19, Division 1, Chapter 3*).
 - c. Extinguishers shall be accessible (906.6), located not further than 75’ of travel (906.3), and securely installed on a bracket with the top not more than 5’ above the floor (906.7).
2. **Exit lighting:**
 - a. Exit signs must be illuminated (1013.3) and contain 90 minutes of backup power (1013.6.3)
 - b. Egress Illumination shall be not less than 1 ft. candle at walking surface (1008.2.1) and shall have 90 minutes of backup power (1008.3.4)
3. **Address Posting:**
 - a. Commercial address shall be 12” in height and suites shall be 6” in height (505.1).
 - b. Address shall be internally or externally illuminated on contrasting background (505.1).
 - c. Minimum requirements for [Premise Identification Guidelines](#) on all new and existing buildings.
4. **Exiting:**
 - a. All exit doors shall be unlocked from the interior. Doors that require a key to unlock from the interior of the building, shall install a sign stating “THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED” that is visible with 1” lettering. (1010.1.9.4 & 1010.1.9.6).
 - b. No exit doors shall be obstructed from access, any materials shall be removed that may prevent immediate dispersal, and all exit hardware shall be in an operable condition (1031.1).
 - c. No flammable or hazardous materials shall be adjacent to an exit.
5. **Electrical Hazards:**
 - a. Identification of electrical disconnect, “Electrical Room” signs and equipment access (no less than 30” in width and 36” in depth to the side and in front of electrical equipment shall be provided) CFC Section 509.
 - b. Extension cords are not allowed to be used as permanent wiring (604.5).
 - c. Open junction boxes and open-wiring splices are prohibited (604.6)
6. **Hazardous Materials:**
 - a. Is a permit required? (105.6 & 105.7) Questions can be directed to the Fire Department at the top of this form.
 - b. If a permit is required follow the requirements of the permit. If not be sure to follow the fire code requirements;
 - (i) Including labeling of all hazardous materials containers (5003.5).
 - (ii) Installing “No Smoking” signs around combustible or flammable chemicals.
7. **Storage:**
 - a. No storage shall be located in a boiler, electrical or mechanical room (315.3.3).
 - b. Storage shall not be placed within 24” of the ceiling or 18” for sprinklered buildings (315.3.1).
8. **Hood Extinguishing Systems:**
 - a. Hoods suppression systems shall be serviced not less than every 6 months (609.3.4).
 - b. Hood and ducts shall be maintained free of grease accumulation (609.3.3.1).

Building Owner Maintenance Responsibility

The Fire Code places the responsibility upon building owners for the maintenance of the fire protection systems. The items noted are to assist building owners to remain in compliance with State Codes and Regulations. These items are a very select few fire code regulations and are in no way intended to be a complete list. The following code sections are from the *2019 California Fire Code*.

1. **Fire Sprinkler Maintenance:**
 - a. All fire systems are required to comply with *California Code of Regulations Title 19, §901 – §906* (forms can be found on the California State Fire Marshal's Office webpage that include necessary intervals)
 - b. The required test and inspection records shall be available to the fire code official at all times.
 - c. Where any work or installation does not pass an initial test or inspection, the necessary correction shall be made so as to achieve compliance with this code. The work or installation shall then be resubmitted to the fire code official for inspection and testing (107.2.2).

2. **Fire Alarm Maintenance:**
 - a. Ensure that the fire alarm systems are tested and maintained in accordance with NFPA 72 (2016) including weekly, monthly, and annuals.
 - b. Maintain the fire alarm testing and maintenance reports on-site in accordance with NFPA 72 (2016) and be sure that the required test and inspection records are available to the fire code official at all times.
 - c. Where any work or installation does not pass an initial test or inspection, the necessary correction shall be made so as to achieve compliance with this code. The work or installation shall then be resubmitted to the fire code official for inspection and testing (107.2.2).

3. **Private Fire Hydrant Maintenance:**
 - a. Fire hydrants shall be maintained in accordance with *California Code of Regulations Title 19, Division 1, §904*.
 - b. Blue reflective markers shall be placed and maintained as originally approved or in accordance with the Fire Department Standards.
 - c. Fire hydrants shall be in an operable condition at all times. *Title 19, Division 1, §3.42*.

4. **Fire Protection Equipment:**
 - a. Fire Protection equipment (FDC and PIV valves) should be identified as to the areas that they serve (509.1.1).
 - b. Rooms containing fire equipment (Fire alarm control units and fire sprinkler riser rooms) and electrical disconnect rooms shall be labeled accordingly (509.1).
 - c. Access to fire equipment shall be unimpeded and available at all times (509.2).

5. **Fire Lanes:**
 - a. Fire lanes shall be maintained with the approved plans to provide fire department vehicular access (503.3).
 - b. Fire lanes shall be designated in accordance with the fire department standard and shall include "Fire Lanes - No Parking, CVC 22500.1" at intervals no greater than 30' (503.3).

6. **Knox Rapid Entry System:**
 - a. Knox boxes shall be installed on buildings at 60" in height to the right of the main entry and shall contain keys to gain the necessary access (506.1)
 - b. Knox padlocks shall be installed on gates or similar barriers (506.1.1).
 - c. [Knox Online Ordering Guide](#)