



NAPA COUNTY FIRE DEPARTMENT
CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION



CAL FIRE

CO-OPERATIVE FIRE PROTECTION SINCE 1932

GEOFF BELYEA

NAPA COUNTY FIRE CHIEF

Napa County Fire Department Life and Safety Inspection Checklist

The purpose of this checklist is to assist property owners in keeping residents, occupants, guests and general public safe by maintaining their properties and meeting Fire and local code requirements.

Addressing/Signage:

1. Commercial properties shall have a permanent sign with a minimum of 6" each number and facing both sides of the main road. The numbers shall be in contrast.
2. Industrial properties shall have a permanent sign with a minimum of 12" each number and facing both sides of the main road. The numbers shall be in contrast.
3. All sleeping units and bedrooms shall be properly identified with a permanent sign. This applies to hotels, motels, B&B's, vacation rentals, apartments, condominiums and townhomes.
4. A diagram depicting two evacuation routes shall be posted on or immediately adjacent to every required egress door from each hotel or motel sleeping unit.
5. A maximum occupancy load shall be posted on all rooms that have an occupant load of 50 or more persons.

Access:

1. All fire lanes shall be painted and maintained red with the words, "Fire Lane" painted in white.
2. All electrical, mechanical, sprinkler riser, water heater, boiler, hvac, roof access rooms and fire alarm control panel rooms are required to be labelled with a permanent sign.
3. All sprinkler riser and fire alarm control panel and roof access rooms are required to be labelled with a sign that is in red background and white letters.
4. Post indicator Valves (PIV's), Fire Department Connections and Outer Stem and Yoks (OS&Y's) shall be chained and shall have approved signage.

Automatic Fire Sprinkler Systems:

1. All commercial properties that are equipped with a sprinkler system (NFPA 13 and NFPA 13R) are required to have a copy of the annual and 5 year certification report issued by a licensed C-16 contractor on site at all times.



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2. It is the responsibility of the property owner and/assignee to ensure that the reports submitted by the licensed C-16 contractor are the approved NFPA 25 reports. *Copy Attached*
3. It is the responsibility of the property owner and/or assignee to ensure that all deficiencies detailed on the NFPA 25 inspection report are fixed/repaired.
4. Once all detailed violations are fixed/repaired, a new "Passed" NFPA 25 Inspection report shall be obtained by the property owner/assignee and kept on-site.
5. All risers are required to have an NFPA 25 sticker detailing the most recent annual and 5 year inspection conducted by a qualified C-16 contractor.
6. A spare head box is required to be maintained on all commercial properties that are sprinklered.
7. All sprinkler heads that are painted, corroded, leaking and/or damaged shall be replaced.
8. All missing trims and escutcheons shall be replaced immediately.
9. All sprinkler heads in attics and in walk-ins are required to have a protective cage.
10. Storage shall be maintained a minimum of 18 inches or more below sprinkler deflectors.
11. Post indicator Valves (PIV's), Fire Department Connections and Outer Stem and Yoks (OS&Y's) shall remain unobstructed at all times.
12. Fire pumps shall be inspected and tested annually by a qualified technician.
13. An Approved NFPA 25 Fire Pump inspection form shall be retained at the property.

Alarm:

1. All properties that are equipped with a fire alarm are required to be inspected annually by a licensed C-10 contractor.
2. It is the responsibility of the property owner/assignee to ensure that the reports submitted by the licensed C-10 contractor are the approved NFPA 72 reports. *Copy attached*
3. It is the responsibility of the property owner and/or assignee to ensure that all deficiencies detailed on the NFPA 72 inspection report are fixed/repaired.
4. Once all detailed violations are fixed/repaired, a new "Passed" NFPA 72 Inspection report shall be obtained by the property owner/assignee and kept on-site.
5. All fire alarm control panels are required to have an NFPA 25 sticker detailing the most recent annual alarm certification.



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Kitchen Suppression System:

1. All properties that are equipped with a kitchen suppression system are required to be inspected semi-annually (every 6 months) by a qualified technician.
2. It is the responsibility of the property owner/assignee to ensure that the reports submitted by the qualified technician are the approved NFPA 25 reports. *Copy attached*
3. It is the responsibility of the property owner and/or assignee to ensure that all deficiencies detailed on the NFPA 25 inspection report are fixed/repaired.
4. Once all detailed violations are fixed/repaired, a new "Passed" NFPA 25 Inspection report shall be obtained by the property owner/assignee and kept on-site.
5. All kitchen suppression systems are required to have an NFPA 25 tag on the automatic pull station detailing the most recent certification.
6. If cooking appliances are re-arranged, a qualified technician is required to update the suppression system to provide adequate protection.

Hood and Duct Steam Cleaning:

1. It is the responsibility of the property owner/assignee to ensure that all commercial kitchen hoods and ducts be steam cleaned by a qualified person.
2. If the steam cleaning is conducted by an employee, a letter directed to the Fire Marshal is required to be submitted to the Fire Inspector detailing the procedure that is used for the cleaning. The letter shall also state that the property owner is liable for any fires caused by fires inside the hood, filters and plenum.
3. The hood system is required to display a sticker detailing the last steam cleaning conducted.

Fire Extinguishers:

1. Fire extinguishers shall be serviced on an annual basis.
2. Fire extinguishers shall be manually inspected at least monthly by the building owner or occupant.
3. Fire extinguishers are required to be installed every 75 feet of travel distance and in every floor in a conspicuous location, mounted between 3-5 feet off the ground and shall remain unobstructed at all times.
4. Commercial kitchens equipped with a kitchen suppression system shall have a Class K rated extinguisher within 20 feet of travel distance from cooking equipment.



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Exit Signs and Emergency Exit Lights:

1. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or path of egress travel is not immediately visible to the occupants.
2. Intervening means of egress within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible sign.
3. The face of an exit sign illuminated from an external source shall have an intensity of not less than 5 foot candles (54 lux).
4. A monthly inspection report detailing that all dedicated Exits and all Emergency Lights have been tested shall be stored on-site.

Private Fire Hydrants:

1. Private fire hydrants shall be inspected annually.
2. Additions, repairs, alterations and servicing shall comply with approved standards. Records of tests and required maintenance shall be maintained.
3. It is the responsibility of the property owner and/assignee to ensure that the reports submitted by the licensed C-16 contractor are the approved NFPA 25 reports. *Copy Attached*

Electrical:

1. Extension cords shall not be used as substitute for permanent wiring.
2. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlets.
3. All electrical outlets shall have outlet cover.
4. All electrical panels shall remain unobstructed.
5. All electrical panels shall be labelled.
6. Missing breakers shall be covered and not exposed.

General:

1. All dedicated exits, egress corridors and egress paths shall remain unobstructed at all times.
2. All fire rated doors shall remain in working condition at all times.
3. All fire rated doors shall have the listing on the edge.



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4. Flammable liquids shall be stored inside Non-flammable cabinet.
5. Oily rags shall be stored inside non-flammable container.
6. Max occupancy signs shall be posted for occupancies that have a max occupancy of 50 or more.
7. Fire curtains shall be inspected once a year by a qualified technician.
8. Elevators shall be inspected annually by a qualified technician.
9. Propane tanks shall be stored in accordance with NFPA 58 requirements.
10. All fire resistive penetrations shall be
11. Storage shall be maintained 2 feet or more below the ceiling in non-sprinklered areas or buildings.
12. Vegetation shall be cleared for a distance of not less than 30 feet from buildings.
13. All drapes, hangings, curtains and other decorative material, including Christmas trees that would tend to increase the fire and panic hazard shall be made from a non-flammable material or shall be treated and maintained in a flame retardant condition with a flame-retardant solution approved by the State Fire Marshal.

Note: This list is not an all-inclusive checklist and property owners are encouraged to refer to local codes, California Fire Code, NFPA Standards and Building Codes.

All required forms and documents are required to be stored on the property and it is recommended that they are all housed in a binder.

To inquire about additional information not detailed in this checklist please contact Napa County Fire at (707)299-1464.

Respectfully,

Erick Hernandez
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Fire Marshals Officer
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Se Habla Español