



CITY OF ELK RIVER INSPECTION CHECKLIST

Mercantile Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements

Y N

EXTERIOR:

- Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- Address visible (MSFC 505.1)
- Fire hydrants/water supply accessible (MSFC 507)
- Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- F.D. key box present/maintained (MSFC 506)
- F.D. connections visible/maintained (MSFC 912)
- Gas meter/piping protected against impact (MSFC 312, 603.9)
- Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits (MSFC 1004.1.1, 1015, 1021, 1104.24)
- Exits, aisles, & corridors free of obstructions (MSFC 1030.3)
- Exit doors open from inside (MSFC 1008.1.9)
- Exit signs present (MSFC 1011, 1104.3)
- Emergency lighting present & operational (MSFC 1006, 1104.5)
- Interior finish acceptable (MSFC 803, 804)
- Exit corridors rated (MSFC 1018.1, 1104.17.1)

CONSTRUCTION FEATURES:

- Fire rated construction present/maintained (MSFC 703.1)
- Incidental use areas separated/sprinklered (MSFC 1106.3)
- Rated fire doors operational (MSFC 703.2)
- Vertical openings protected (MSFC 1103.4)

STORAGE/MERCHANDISE DISPLAY:

- Storage neat and orderly (MSFC 315.3)
- Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- Attic storage (MSFC 315.3.4)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)
- Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)
- Proper high piled storage requirements if products displayed over 12' in height (MSFC Chap. 32)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (MSFC 5705.2.4)
- Not stored/kept near exits (MSFC 5704.3.3.3)
- No sources of ignition (MSFC 5704.2.4)
- Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- No basement storage unless sprinklered (MSFC 5704.3.5.1)
- Adequate ventilation (MSFC 5705.3.7.5.1)

Y N

HAZARDOUS MATERIALS:

- Compressed gas cylinders secured (MSFC 5303.5)
- Rooms/areas properly labeled (MSFC 5003.5)
- Acceptable quantities (MSFC 5003.1.1)
- Separation of incompatible materials (MSFC 5003.9.8)

UTILITY/MECHANICAL/HVAC:

- Shut off valves present on gas appliances (MSFC 603.1)
- Approved piping, connections & appliances used (MSFC 603.1.2)
- Combustion air supply/venting present (MSFC 603.1)
- Adequate clearance between combustibles and appliances (MSFC 305.1, 603.5.3)
- Commercial hood ducts/filters are clean (MSFC 609.3.3)

SPRINKLER SYSTEM:

- Coverage is adequate (MSFC 903.3.1)
- Controls are readily accessible (MSFC 509.2)
- Valves locked open (MSFC 903.4.4)
- System and valves supervised [>20 sprinklers new, ≥ 100 in existing] (MSFC 903.4)
- Heads in good condition (MSFC 903.3.1)
- Wrench/spare sprinklers present (MSFC 903.3.1)
- Tested/inspected at least annually (MSFC 901.6.1)
- Riser/pump rooms labeled (MSFC 509.1)

FIRE ALARM & DETECTION SYSTEMS:

- Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- Detectors properly installed (MSFC 907)
- Tested/inspected at least annually (MSFC 907.8)
- Fire alarm system installed where required (MSFC 907.2)

OTHER FIRE PROTECTION SYSTEMS:

- Standpipes needed (MSFC 905)
- Standpipes/hose in good condition (MSFC 905.2)
- Adequate coverage (MSFC 905.2)
- Hood system fuel shutoff present (MSFC 904.11.2)
- Hood system properly maintained/serviced (MSFC 609.3 & 904.11.6)

ELECTRICAL:

- No electrical hazards (MSFC 605.1, 605.6)
- Appliances/fixtures in good condition (MSFC 605.7)
- Overcurrent protection present (MSFC 605.1)
- Multi-plug adapters per NFPA 70 (MSFC 605.4)
- Extension cords not substituted for fixed wiring (MSFC 605.5)
- Power strips properly used (MSFC 605.4)
- Access/clearance to electrical panels (MSFC 605.3)
- Electrical Rooms labeled (MSFC 605.3.1)

FIRE EXTINGUISHERS:

- Readily accessible (MSFC 906.5)
- Travel distance not exceeded (MSFC 906.1, 906.3)
- Tested/inspected at least annually (MSFC 901.6.1)

CODE SUMMARY

Mercantile Occupancies

COMMON OCCUPANT LOAD FACTORS (MSFC 1004.1):

Business/Office Areas	100 sq. ft/person (gross)	Locker rooms	50 sq. ft/person (gross)
Grade (ground) Areas	30 sq. ft/person (gross)	Mechanical Areas	300 sq. ft/person (gross)
Basement Areas	30 sq. ft/person (gross)	Storage Areas	300 sq. ft/person (gross)
Other stories/floors	60 sq. ft/person (gross)		

EGRESS FEATURES:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	MSFC 1005.1 * Voice alarm reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	MSFC 1005.1 * Voice alarm reduction
Minimum Aisle Width – Public Areas (in.)	36	36	Refer to MSFC 1005.1 for actual figures
Minimum Aisle Width – Non-Public Areas (in.)	36/28	36/28	MSFC 1014.4.1.2 (Can be 28" for aisle serving less than 50 people)
Common Path of Travel – new (ft.)	75	75	MSFC 1014.3
Common Path of Travel – existing (ft.)	75	75	MSFC 1104.19
Dead-End Limit – new (ft.)	20	50	MSFC 1018.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	50	50	MSFC 1104.17.4 Unlimited allowable if length < (2.5 x width)
Exit Access Travel Distance (ft.)	200	250	MSFC 1016.1 – N; 1104.18 – E
Corridor Fire-Rating Req. – new (hr.)	1	0	For > 30 occupants. MSFC 1018.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 30 occupants. MSFC 1104.17.1

COMMON OCCUPANT LOAD FACTORS:

2nd Exit Required - more than 50 occupants (MSFC 1015.1) OR common path of travel exceeds 75 ft (MSFC 1015.1 & 1104.19) OR all stories above 2nd story (MSFC 1021.2). For existing see MSFC 1104.24.1.

3rd Exit Required - 501 to 1,000 occupants (MSFC 1021.2.4 & 1104.24.2)

4th Exit required - 1,001 or more occupants (MSFC 1021.2.4 & 1104.24.3)

SPRINKLER SYSTEM REQUIRED:

Is required if any of the following exist:

- Exceed building code height & area limits,
- Windowless/basement/below grade area provisions apply,
- Group M fire area exceeds 12,000 sq. feet,
- Group M fire area is located more than three stories above grade plane,
- Combined areas of all Group M fire areas on all floors including mezzanines exceeds 24,000 sq. feet,
- Group M display and sales of upholstered furniture or mattresses exceeds 5000 sq. feet,
- There will be high-piled combustible storage of merchandise.

NOTE: Sprinklers can be an alternative to fire department access roads and inadequate water supplies.

FIRE ALARM SYSTEM AND DETECTION REQUIRED:

Not required in new or existing occupancies.