INTERIOR CODES CHECKLIST

PROJECT NAME: _____

PUBLICATION	YEAR OF EDITION	YEAR OF AMENDMENT (if required)	RESEARCH DATE
CODES AND REGULATIONS:			
BUILDING CODE - Circle One: NBC SBC UBC IBC OTHER Structural Engineer Required? ____ YES ____ NO	_____	_____	___/___/___
PLUMBING CODE - Circle One: NPC SPC UPC IPC OTHER Plumbing Engineer Required? ____ YES ____ NO	_____	_____	___/___/___
MECHANICAL CODE - Circle One: NMC SMC UMC IMC OTHER Mechanical Engineer Required? ____ YES ____ NO	_____	_____	___/___/___
ELECTRIC CODE - Circle One: NEC(NFPA 70) IEC OTHER Electrical Engineer Required? ____ YES ____ NO	_____	_____	___/___/___
LIFE SAFETY CODE (NFPA 101)	_____	_____	___/___/___
RESIDENTIAL CODE - Circle One: OTFDC IOTFDC IRC OTHER	_____	_____	___/___/___
ACCESSIBILITY REGULATIONS/STANDARDS			
Americans with Disability Act Accessibility Guidelines (ADAAG) *	_____	_____	___/___/___
ANSI A117.1 Accessible and Usable Buildings and Facilities	_____	_____	___/___/___
Other: _____	_____	_____	___/___/___
OTHER:** _____	_____	_____	___/___/___
_____	_____	_____	___/___/___
_____	_____	_____	___/___/___
_____	_____	_____	___/___/___
STANDARDS: ***			
NATIONAL FIRE PROTECTION ASSOCIATION (NFPA):			
NFPA ___: _____	_____	_____	___/___/___
NFPA ___: _____	_____	_____	___/___/___
NFPA ___: _____	_____	_____	___/___/___
NFPA ___: _____	_____	_____	___/___/___
AMERCIAN SOCIETY OF TESTING & MATERIALS (ASTM)			
ASTM ___: _____	_____	_____	___/___/___
ASTM ___: _____	_____	_____	___/___/___
UNDERWRITERS LABORATORIES (UL)			
UL ___: _____	_____	_____	___/___/___
UL ___: _____	_____	_____	___/___/___
AMERICAN SOCIETY OF HEATING, REFRIGERATION, AND AIR CONDITIONING ENGINEERS (ASHRAE)	_____	_____	___/___/___
OTHER: _____	_____	_____	___/___/___
_____	_____	_____	___/___/___
_____	_____	_____	___/___/___
_____	_____	_____	___/___/___

* All projects should be reviewed for ADAAG compatibility with few exceptions (ie: federal buildings).

** Be sure to check for state and local codes. Local codes can include special ordinances, health codes, zoning regulations, and historic preservation laws. List the specifc ones.

*** Refer to the codes as well as local requirements to determine which standards are required. List the specific publications.

Figure 1.2. Interior Codes Checklist.

OCCUPANCY CHECKLIST

PROJECT NAME: _____

OCCUPANCY CLASSIFICATIONS

BUILDING TYPE/USE: _____

___ NEW ___ EXISTING

NUMBER OF OCCUPANTS: _____

___ ESTIMATED ___ ACTUAL OCCUPANCY LOAD (see below)

TYPE OF HAZARDS: _____

___ EXPLOSIVE ___ FIRE ___ PHYSICAL ___ HEALTH ___ OTHER _____

OCCUPANCY CLASSIFICATION: _____

CODE SOURCE: ___ NBC ___ SBC ___ UBC ___ IBC ___ LSC ___ OTHER:_____

OCCUPANCY SUBCLASSIFICATION: _____

CODE SOURCE: ___ NBC ___ SBC ___ UBC ___ IBC ___ LSC ___ OTHER:_____

SPECIAL OCCUPANCY REQUIREMENTS: _____

CODE SOURCE: ___ NBC ___ SBC ___ UBC ___ IBC ___ LSC ___ OTHER:_____

OCCUPANCY LOADS

OCCUPANCY USE AND LOAD FACTOR:

Use 1: _____Load Factor: _____ ( ) Gross ( ) Net

Use 2: _____Load Factor: _____ ( ) Gross ( ) Net

Use 3: _____Load Factor: _____ ( ) Gross ( ) Net

Use 4: _____Load Factor: _____ ( ) Gross ( ) Net

CODE SOURCE: ___ NBC ___ SBC ___ UBC ___ IBC ___ LSC ___ OTHER:_____

TOTAL FLOOR AREA: (SF = Square Feet)

Use 1: _____ ( ) Net SF ( ) Gross SF ( ) Other: _____

Use 2: _____ ( ) Net SF ( ) Gross SF ( ) Other: _____

Use 3: _____ ( ) Net SF ( ) Gross SF ( ) Other: _____

Use 4: _____ ( ) Net SF ( ) Gross SF ( ) Other: _____

OCCUPANCY LOAD: (FORMULA: Load = Area (Sq. Ft.) / Load Factor

Use 1: _____ ( ) Using Formula ( ) Fixed Seat Variable _____

Use 2: _____ ( ) Using Formula ( ) Fixed Seat Variable _____

Use 3: _____ ( ) Using Formula ( ) Fixed Seat Variable _____

Use 4: _____ ( ) Using Formula ( ) Fixed Seat Variable _____

TOTAL OCCUPANCY LOAD: _____

LOCAL CODE APPROVAL REQUIRED

___ NO ___ YES: NAME:_____DATE:_____

NOTE: If there is more than one building type in the project, use a separate checklist for each.

MEANS OF EGRESS CHECKLIST

PROJECT NAME: _____

TYPE OF SPACE: ____ BUILDING ____ FLOOR ____ TENANT ____ ROOM

OCCUPANCY TYPE(S): _____ _____ _____

OCCUPANCY LOAD(S): _____ _____ _____

TYPES OF MEANS OF EGRESS (Check and research those that apply):

EXIT ACCESS	EXIT	EXIT DISCHARGE
___ Doors	___ Exterior Doors	___ Main Lobby
___ Stairs	___ Exit Stairs	___ Foyers
___ Ramps	___ Horizontal Exits	___ Vestibules
___ Corridors	___ Exit Passageway	___ Discharge Corridors
___ Aisles		___ Exit Courts
___ Intervening Rooms		

TYPICAL CODE AND ACCESSIBILITY REQUIREMENTS (Research):

___ Doors: Type, Swing, Size, Hardware, Threshold, Clearances, Fire Rating
___ Stairs: Type, Riser Height, Tread Depth, Nosing, Width, Handrail, Guardrail, Fire Rating
___ Ramps: Slope, Rise, Landings, Width, Edge Detail, Finish, Handrail, Guardrail
___ Corridors: Length, Width, Protruding Objects, Fire Rating
___ Aisles: Fixed Seats, No Fixed Seats, Ramp(s), Steps, Handrails
___ Intervening Rooms: Type, Size, Obstructions, Fire Rating

EGRESS CAPACITIES (Calculate):

NUMBER OF EXITS:
___ MINIMUM OF TWO EXITS
1 - 500 = 2 Exits
501 - 1000 = 3 Exits
over 1000 = 4 Exits
___ ONE EXIT EXCEPTION
___ REQUIRED NUMBER OF EXITS
___ NUMBER OF EXITS PROVIDED

EXIT WIDTH:
OCCUPANCY LOAD X VARIABLE = TOTAL WIDTH
___ LEVEL VARIABLE
___ STAIR VARIABLE
___ OTHER VARIABLE
___ CALCULATED WIDTH @ EACH EXIT LOCATION
___ TOTAL WIDTH REQUIRED

TRAVEL DISTANCE:
___ 1/2 DIAGONAL RULE
___ DEAD END CORRIDOR
___ COMMON PATH OF TRAVEL
___ MAXIMUM ALLOWED TRAVEL DISTANCE

NOTES:
1. ATTACH ANY FLOOR PLANS AND OTHER PAPERWORK INDICATING THE REQUIRED CALCULATIONS.
2. CHECK SPECIFIC OCCUPANCY CLASSIFICATIONS FOR SPECIAL REQUIREMENTS THAT MAY APPLY.

Figure 4.17. Means of Egress Checklist.

FIRE RESISTANCE CHECKLIST

PROJECT NAME:_____

OCCUPANCY (new or existing):_____

TYPE OF CONSTRUCTION:_____

REQUIRED FIRE PROTECTION (check those that apply)	**EXISTING** (yes or no)	**LOCATION IN BUILDING**	**TYPE OF MATERIAL OR ASSEMBLY REQUIRED** (list information)	**HOURLY RATING OR FIRE TEST REQUIRED** (list type)
FIRE BARRIERS: __ Fire Wall(s) __ Occupancy Separation Wall(s) __ Tenant Separation Wall(s) __ Corridor Walls __ Horizontal Exit(s) __ Vertical Shaft Enclosure(s) __ Room Separation(s) __ Floor/Ceiling Assembly(ies) __ Other:_____				
SMOKE BARRIERS: __ Wall Assembly(ies) __ Vertical Shaft(s) __ Vestibule(s) __ Other:_____				
OPENING PROTECTIVES: __ Fire Door(s) __ Fire Window(s) __ Rated Glazing __ Other:_____				
THROUGH-PENETRATION PROTECTIVES: Engineer Required? __YES __ NO __ Firestop(s) __ Draftstop(s) __ Damper System(s) __ Other:_____				

NOTE: Refer to codes and standards for specific information. Also check the *ADAAG* for mounting locations.

Figure 5.15. Fire Resistance Checklist.

FIRE PROTECTION CHECKLIST

PROJECT NAME:_____

OCCUPANCY (new or existing):_____

TYPE OF CONSTRUCTION:_____

REQUIRED FIRE PROTECTION (check those that apply)	**EXISTING** (yes or no)	**LOCATION IN BUILDING**	**TYPE OF SYSTEM REQUIRED** (list information)	**QUANTITIES REQUIRED** (new or additional)
DETECTION SYSTEMS: Engineer Required? ___YES ___ NO __ Smoke Detector/Alarm(s) __ Fire Alarm(s) __ Audio System(s) __ Accessible Warning System(s) __ Other:_____				
SUPRESSION SYSTEMS: Engineer Required? ___YES ___ NO __ Fire Extinguisher(s) __ Standpipe(s) __ Fire Hose(s) __ Sprinkler System(s) __ Types of Sprinkler Head(s) __ Other:_____				

NOTES:

1. Refer to codes and standards for specific information. Also check the *ADAAG* for mounting locations and alarm details.
2. If automatic sprinkler systems are used, check for possible code trade-offs.
3. Consult and coordinate detection systems with electrical engineers and supression systems with mechanical engineers.

Figure 6.4. Fire Protection Checklist.