

## FIRE SAFETY INSPECTION CHECKLIST

### BASED ON REPUBLIC ACT 9514 (FIRE CODE OF THE PHILIPPINES)

#### I. GENERAL INFORMATION

Name of Building : MUNICIPAL HALL OF MARAGONDOW - BLDG 1  
Address : POBLACION 1-A  
Business Name :  
Nature of Business :  
Name of owner/Represent: :  
Contact No. :

#### II. CONSTRUCTION TYPE

- ☐ Type I : Concrete & Steel (Fire Resistive)  
☐ Type II : Concrete & Exposed Steel (Noncombustible)  
☒ Type III : Concrete & Wood (Ordinary)  
☐ Type IV : Heavy Timber (Large mass wood)  
☐ Type V : Wood frame (Lightweight wood)

#### III. SECTIONAL OCCUPANCY (INDICATE SPECIFIC USAGE OF EACH FLOOR, PART OR PORTION OF THE BUILDING)

Basement : NONE  
Ground floor : RECEIVING AREA / LOBBY, OFFICES  
Second floor : OF  
Third floor :  
Fourth floor :  
N<sup>th</sup> floor :

Use separate sheet if necessary

#### IV. GENERAL OCCUPANCY CLASSIFICATION

- ☐ Assembly / ☐ Educational / ☐ Day Care / ☐ Health Care  
☐ Detention and Correctional / ☐ Residential / ☐ Residential Board and Care  
☐ Mercantile / ☐ Business / ☐ Industrial / ☐ Storage / ☐ Special Structure.

#### V. OTHER INFORMATION

Maximum Occupant Load: \_\_\_\_\_ P/Floor      Number of Stories: 2 Storey  
Building Height : \_\_\_\_\_ m      Highrise: ☐ Yes / ☐ No

## VI. MEANS OF EGRESS

### • EXIT ACCESS

☒ Doors / ☒ Corridors / ☐ Hallways / ☒ Passageways / ☒ Anterooms / ☒ Ramps

	Passed	Failed
Doors that open directly onto exit access corridors shall be self-closing and self-latching	<input type="checkbox"/>	<input checked="" type="checkbox"/>
There shall be no openings in the corridor partitions other than door openings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Free from any obstruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No flammable material stored	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### • EXITS

☐ Normal Stairs / ☐ Curved Stairs / ☒ Spiral Stairs / ☒ Winding Stairs

☐ Horizontal Exits / ☒ Outside Stairs / Exit Passageways / Fire Escape Stairs

☐ Fire Escape Ladder (for 1 & 2 family dwelling only)

☐ Slide Escape (for Industrial Occupancy Only)

	Passed	Failed
Exits doors open and close properly	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Doors swing in direction of egress.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exit Doors provided with panic hardware, vision panel, and self-closing mechanism.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
There shall be no enclosed usable space under the stairs in an exit enclosure nor shall the open space under such stairs be used for any purpose.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Interior finish: Class B	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exterior grounds are kept clear of objects that might impede evacuation or firefighting equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terminate directly at a public way or at an exterior exit discharge	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## VII. SIGNS, LIGHTING, AND EXITS SIGNAGE

### • MARKING OF MEANS OF EGRESS (EXIT)

<i>NO EXIT SIGN</i>	Actual Dim.	Passed	Failed
Minimum letter height, 150 mm	_____	<input type="checkbox"/>	<input type="checkbox"/>
EXIT signs are posted along Exit access, Exits and Exit discharge		<input type="checkbox"/>	<input type="checkbox"/>
EXIT signs are properly illuminated		<input type="checkbox"/>	<input type="checkbox"/>



• **MARKING OF MEANS OF EGRESS (EMERGENCY EVACUATION PLAN)**

		Passed	Failed
NO EVACUATION PLAN			
Posted on strategic and conspicuous location inside the building		[ ]	[✓]
Drawn with a photo-luminescent background to be readable in case of power failure.		[ ]	[✓]
Containing the following basic information below 1. "You Are Here/ room number/ building" Marking 2. Fire Exits 3. Primary Route to Exit (Nearest to the viewer) 4. Secondary Route to Exit (Second nearest to the viewer) 5. Fire alarm pull stations and annunciators 6. Fire extinguishers/ hose cabinets 7. Emergency Light 8. First Aid Kits locations (if applicable) 9. Emergency Call stations (if applicable) 10. Areas of safe refuge (for high-rise building) 11. Assembly areas instructions 12. "In Case of Emergency" instructions			
	Actual Dim.	Passed	Failed
Emergency Evacuation Plan:			
<input type="checkbox"/> Size 330.2 mm wide * 215.9 mm height (Floor area < 50 m <sup>2</sup> ) • Room or spaces	_____	[ ]	[✓]
<input type="checkbox"/> Size 609.6 mm wide * 457.2 mm height (Floor area = 50 – 150 m <sup>2</sup> ) • Room or spaces • Building lobbies upon entry. • Elevator lobbies at every floor. • Hallways and corridors. • On every bend/corner Or every 15m interval in the case of long hallway.	_____	[ ]	[✓]
<input type="checkbox"/> Size 609.6 mm height * 914.4 mm wide (Floor area ≥ 151m <sup>2</sup> ) • Room or spaces • Upon entry of the building • Area of assembly or every 25m interval in the case auditorium & gymnasium.	_____	[ ]	[✓]
Symbols/icons/logos to be used for the marking shall be in accordance with NFPA 170, Standard for Signs and Symbols.			

**VIII. HAZARD**

• **OTHER FLAMMABLE LIQUIDS (I.E. ALCOHOL, ETHER, ETC...)**

		Failed
Stored in sealed metal containers	[✓]	[ ]
Properly dispensed as per SOP	[✓]	[ ]
Provided with "NO SMOKING" sign. NO SIGN.	[ ]	[✓]

# MISCELLANEOUS HAZARDS (MECHANICAL EQUIPMENT ROOM, STORAGE, SUPPLY ROOM)

	Passed	Failed
All no smoking areas has adequate signs. <i>NO SIGN</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gasoline/ Diesel is stored in the proper place and in a metal safety can.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## HOUSEKEEPING, MAINTENANCE, STORAGE & WASTE DISPOSAL

	Passed	Failed
Brooms, mops, rags and other cleaning supplies stored in metal cabinets or approved cans	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paints, solvents and other flammables stored in metal cabinet: oily rags in metal containers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dry leaves, shrubbery trimmings and other combustibles kept away from buildings	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## IX. FIRE PROTECTION

A.	Automatic Fire Suppression System (Sprinkler)		
	Item to Inspect	Procedure How to Inspect	Passed Failed
	Sprinkler Pumps	Check automatic start and pressure.	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Sprinkler Valves	Valves are locked in the open position, no leaks, corrosion, or other defects noted.	<input checked="" type="checkbox"/> <input type="checkbox"/>
B.	Sprinkler water flow alarm	Open test valve and ensure manual alarm bell functions and sprinkler pumps start.	<input checked="" type="checkbox"/> <input type="checkbox"/>
	Wet Standpipe/Fire Hose Cabinet <i>NO HOSE</i>		
	Cabinet Door Operative	Check that door is unobstructed and opens properly.	<input type="checkbox"/> <input type="checkbox"/>
	Hose Condition	Check that hose is not rotted, wet, moldy, etc.	<input type="checkbox"/> <input type="checkbox"/>
	Nozzle	Check that nozzle is in place and operates correctly.	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Hose hung properly	Check that hose is hung properly so that it can easily be un-rolled if needed.	<input type="checkbox"/> <input type="checkbox"/>
C.	Valves and valve handles	Check that valve handles are in place and that valves operate properly and are in the open position.	<input type="checkbox"/> <input checked="" type="checkbox"/>
	Fire Pump <i>NO PUMP</i>		
	Pump System	Inspect accuracy of pressure gauges and sensors	<input type="checkbox"/> <input type="checkbox"/>
	Pipings	Check pipings if there is leak	<input type="checkbox"/> <input type="checkbox"/>



	Motor	Check unusual noise or vibrations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Electrical System	Check if there is corrosion in PCBs, cracked cable/wire insulation, leak in plumbing parts, sign of water in electrical part	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D.	<b>Fire Detection System</b>			
	Fire Detection System	Random Test of call points and smoke detectors.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E.	<b>Fire Alarm Facilities</b>			
	Location Signs	Check all signs are in place and legible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Alarm Panels	Check that all alarm panels are functioning correctly and are unobstructed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F.	<b>Lifts (Elevator)</b>			
	Lifts	All lifts "home" to ground floor during fire test, doors open and lift stops.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Fans	All lift fans operate correctly.	<input type="checkbox"/>	<input type="checkbox"/>
	Fireman's lift	Fireman's lift can be keyed to operate during fire alarm test.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G.	<b>First Aid Fire Protection (Fire Extinguishers)</b>			
	Fire Extinguisher Size	Minimal sizes of fire extinguishers for the listed grades of hazards shall be provided on the basis of table 7 & 8 of RIRR of RA 9514.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Minimum number of Extinguisher.	The minimum number of extinguishers shall be sufficient to meet the requirements of table 7 & 8 of RIRR of RA 9514.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Location	All extinguishers are in their proper location.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Seals & Tags	Extinguisher seals and tags are intact and extinguisher was serviced in the last 12 months.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Markings	Proper marking on extinguisher to indicate the type of fire the extinguisher can be used on.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Condition	No leaks, corrosion or other defects noticed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Pressure	Pressure gauge reads in the "green" area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
H.	<b>Emergency Lighting Systems</b>			
	Battery Lights	All battery powered emergency lighting turns on when mains power is removed	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I.	<b>Kitchen</b>			
	Hoods & Vents	Hoods, vents, fans and ducts in good condition and free from grease	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Hood Filters	Date of Last Cleaning	<input type="checkbox"/>	<input checked="" type="checkbox"/>

J.

BUILDING SERVICE EQUIPMENT		
	Passed	Failed
1. <b>Utilities:</b> Cooking equipment protected by AKHFSS (Restaurant and similar establishment with Occupant Load > 50p)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. <b>Heating, Ventilating and Air-conditioning:</b> Design & Installation in accordance with PMEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. <b>Smoke Control Systems/Smoke Management shall be provided in the following:</b>  <input type="checkbox"/> All high-rise buildings (stairwells, at least 1 elevator shaft, zoned smoke control, and vestibule). <input type="checkbox"/> Pressurization of smoke refuge area. <input type="checkbox"/> Every Atrium of covered mall of over 2- levels / Other type of Occupancy over 3 – levels. <input type="checkbox"/> Underground structure and windowless facilities. <input type="checkbox"/> All movie houses. <input type="checkbox"/> All other buildings or structures with at least 1,115m <sup>2</sup> single floor area.	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Rubbish Chutes, Laundry Chutes, and Flue-Fed Incinerators:</b> (not apply to detached single- or two-family dwelling)  <input type="checkbox"/> Chutes & Incinerators shall be enclosed. <input type="checkbox"/> Design and Maintained in accordance with the latest edition of PMEC.	<input type="checkbox"/>	<input type="checkbox"/>

K.

FIRE WALL (FW) (if required)	
Provided with Fire Wall (minimum 2 hours fire resistance)	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
FW extension above the roof surface shall not be less than 760mm (See MC No. 2021-064 dated 28 June 2021 for Alternative)	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No
Wall type: <input checked="" type="checkbox"/> 125mm Solid Concrete / <input type="checkbox"/> 150mm Solid Masonry / <input type="checkbox"/> 200mm Hollow Unit Masonry	