

## FIRE SAFETY INSPECTION CHECKLIST

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

### I. GENERAL INFORMATION

Name of Building : Municipal Circuit Trial Court  
Address : Garita-A, Maragondon Cavite  
Business Name : \_\_\_\_\_  
Nature of Business : Government  
Name of owner/Represent: Municipal  
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 : \_\_\_\_\_  
Ground floor : Court Room  
Second floor : PHILSYS (ONLY ACCESSIBLE ON THURSDAY)  
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: 9 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 checked="" type="checkbox"/>	<input type="checkbox"/>
There shall be no openings in the corridor partitions other than door openings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Free from any obstruction	<input type="checkbox"/>	<input checked="" type="checkbox"/>
No flammable material stored	<input type="checkbox"/>	<input checked="" 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
Exit 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>
Interior finish: Class B	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>

## VII. SIGNS, LIGHTING, AND EXITS SIGNAGE

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

	Actual Dim.	Passed	Failed
Minimum letter height, 150 mm	<u>NO SIGN</u>	<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)**

No Evacuation Plan		Passed	Failed
Posted on strategic and conspicuous location inside the building		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Drawn with a photo-luminescent background to be readable in case of power failure.  Containing the following basic information below <ol style="list-style-type: none"> <li>1. "You Are Here/ room number/ building" Marking</li> <li>2. Fire Exits</li> <li>3. Primary Route to Exit (Nearest to the viewer)</li> <li>4. Secondary Route to Exit (Second nearest to the viewer)</li> <li>5. Fire alarm pull stations and annunciators</li> <li>6. Fire extinguishers/ hose cabinets</li> <li>7. Emergency Light</li> <li>8. First Aid Kits locations (if applicable)</li> <li>9. Emergency Call stations (if applicable)</li> <li>10. Areas of safe refuge (for high-rise building)</li> <li>11. Assembly areas instructions</li> <li>12. "In Case of Emergency" instructions</li> </ol>		<input type="checkbox"/>	<input checked="" type="checkbox"/>
	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> ) <ul style="list-style-type: none"> <li>• Room or spaces</li> </ul>	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Size 609.6 mm wide * 457.2 mm height (Floor area = 50 – 150 m <sup>2</sup> ) <ul style="list-style-type: none"> <li>• Room or spaces</li> <li>• Building lobbies upon entry.</li> <li>• Elevator lobbies at every floor.</li> <li>• Hallways and corridors.</li> <li>• On every bend/corner Or every 15m interval in the case of long hallway.</li> </ul>	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Size 609.6 mm height * 914.4 mm wide (Floor area ≥ 151m <sup>2</sup> ) <ul style="list-style-type: none"> <li>• Room or spaces</li> <li>• Upon entry of the building</li> <li>• Area of assembly or every 25m interval in the case auditorium &amp; gymnasium.</li> </ul>	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 (wood cabinet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Properly dispensed as per SOP	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Provided with "NO SMOKING" sign.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

## HOUSEKEEPING, MAINTENANCE, STORAGE & WASTE DISPOSAL

	Passed	Failed
Brooms, mops, rags and other cleaning supplies stored in metal cabinets or approved cans	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paints, solvents and other flammables stored in metal cabinet: oily rags in metal containers	<input type="checkbox"/>	<input checked="" 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) <i>NO SPRINKLER</i>			
Item to Inspect	Procedure How to Inspect	Passed	Failed
Sprinkler Pumps	Check automatic start and pressure.	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler Valves	Valves are locked in the open position, no leaks, corrosion, or other defects noted.	<input type="checkbox"/>	<input type="checkbox"/>
Sprinkler water flow alarm	Open test valve and ensure manual alarm bell functions and sprinkler pumps start.	<input type="checkbox"/>	<input type="checkbox"/>
B. 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 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"/>
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 type="checkbox"/>
C. 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 type="checkbox"/>	<input checked="" type="checkbox"/>
E.	<b>Fire Alarm Facilities</b>			
	Location Signs	Check all signs are in place and legible.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Alarm Panels	Check that all alarm panels are functioning correctly and are unobstructed.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
F.	<b>Lifts (Elevator)</b>			
	Lifts	All lifts "home" to ground floor during fire test, doors open and lift stops.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Fans	All lift fans operate correctly.	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>

<b>J. BUILDING SERVICE EQUIPMENT</b>			
		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.		

<b>K. FIRE WALL (FW) (if required)</b>	
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 type="checkbox"/> 125mm Solid Concrete / <input type="checkbox"/> 150mm Solid Masonry / <input type="checkbox"/> 200mm Hollow Unit Masonry	