

"In December 2013, the Upper Gwynedd Township Board of Commissioners enacted ordinance 2013-10, which readopted the Uniform Construction Code. Within this re-adoption, the 2009 International Fire Code was adopted in its entirety. The purpose of this was to bring the municipality forward to today's current industry consensus standards regarding fire and life safety inspections. As proprietors within Upper Gwynedd Township, there is a responsibility to ensure that all employees and visitors are in facilities that are in a safe operating condition. It is the goal of the Fire Marshal's office to work with business owners to ensure compliance with the Fire Code, through the most effective means, while not creating a financial burden.

It is anticipated that there will be an 18 month schedule to complete all of the facilities in the township. There will then be a constant cycle between 12-18 months for inspections. During this time frame, there may be spot visits if information is received that a business may have a specific safety related complaint.

This brochure and items listed within should be maintained at all times. Please let your employees know the importance of keeping the facility in proper order by sharing this brochure with them.

Additional copies are available if needed by contacting the Fire Marshal's Office at 215-699-7777 ext. 199.

## FEE SCHEDULE

Square Feet	Fee
0-2999	\$30.00
3000-4999	\$50.00
5000-9999	\$100.00
10000-29999	\$125.00
30000-49999	\$150.00
50000-99999	\$250.00
100000>	\$350.00

Based on square footage for the occupancy. Multiple buildings within the same complex constitute a separate inspection.

One of the requirements of the fire code that covers all establishments is the mandatory installation of a lockbox for fire department access. Upper Gwynedd Township utilizes a company called Knox Incorporated. They manufacture high strength steel boxes, with a proprietary lock and key system. This will allow Fire Department access in the need of an emergency, and will prevent any unnecessary damage for crews gaining entry into your business. Applications are only available from the Fire Marshal's office.

For more information, please visit [www.knoxbox.com](http://www.knoxbox.com).



## SELF-INSPECTION CHECKLIST

We have provided a check list of fire safety requirements for businesses operating within Upper Gwynedd Township.

Should you have any questions, please contact

UPPER GWYNEDD TOWNSHIP

BOX 1, WEST POINT, 19486

PHONE 215-699-7777

FAX 215-699-8846

[www.uppergwynedd.org](http://www.uppergwynedd.org)

[firemarshal@uppergwynedd.org](mailto:firemarshal@uppergwynedd.org)

# BUSINESS OCCUPANCY SELF INSPECTION CHECK LIST

*\*This list is not all inclusive but is representative of the major items that will be inspected.*

## 1. MUNICIPAL LICENSE:

- Current Township Certificate of Occupancy.

## 2. STREET NUMBERS:

- Street number shall be visible from the street with contrasting colors.
- Minimum size of 6 inches in height.

## 3. FIRE EXTINGUISHER(S):

- Minimum size 2A-10BC or as required by code.
- Must have current annual inspection certification on the extinguisher.
- Must be mounted no higher than 5' high and no lower than 4" above floor.
- Additional and/or special purpose extinguisher may be required according to occupancy. Example Class "K" for cooking.
- These must be clear and unobstructed.
- Is the travel distance from all portions of the building less than 75-ft. to a fire extinguisher?

## 4. ELECTRICAL:

- All circuits shall be identified; blanks in all unused circuits.
- Wiring shall be in conduit.
- Extension cords shall not be used as permanent wiring.
- Identify electrical rooms.
- Exit lighting and emergency lighting shall be installed and operational as required by the 2009 IFC.
- Existing fixtures shall be maintained in operating condition.
- Is the area maintained clear at least 36" in front of electrical panel(s)?

## 5. EGRESS:

- Keep all exits unobstructed at all times.
- Keep all hallways unobstructed and clear.
- If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS"?

## 6. FIRE ALARM SYSTEMS:

- Back up power – Make sure back up power comes on if power failure occurs.
- All alarm components must be clear and unobstructed.
- Testing** – Full function test is required annually, Occupant shall test system monthly and maintain an accurate log book. Every device shall be activated at least once annually.
- Fire alarm systems shall be tagged per 2009 International Fire Code.

## 7. SPRINKLER AND STANDPIPE SYSTEMS:

- All sprinkler heads must be clear and unobstructed.
- All sprinkler heads can not be within 18" of stock.
- Extra supply of sprinkler heads should be stored on the premises for replacement purposes.
- A special Sprinkler Wrench should be provided and on premises.
- All system components shall be clear and unobstructed. Minimum 36" clearance.
- Fire department standpipe connections shall be clear and unobstructed, and marked by sign no less than 14" x 10".
- Inspectors test valves shall be clear and unobstructed.
- The responsibility for maintaining the sprinkler system is the obligation of the owner of the property. The system shall be inspected and tagged annually, in accordance with NFPA standard 25.
- The fire department *SHALL* also be notified if the system or a major portion of it is temporarily taken out of service. Fire watch may be required.
- Sprinkler system control valve(s) are in the open position.

## 8. HOOD SYSTEMS:

- All filters shall be cleaned as needed. All filters must be baffled type, per NFPA 96. Mesh type filters are no longer approved.
- All records of testing and cleaning must be up to date.
- Extinguishing systems shall be certified every 6 months or sooner, depending on use.
- The opening that is required for accessibility in the duct system shall be clear and unobstructed for cleaning and inspection purposes.
- A sign shall be placed on the access panels stating: "ACCESS PANEL – DO NOT OBSTRUCT".

## 9. MISCELLANEOUS:

- Knox Box.
- Inspections conducted annually.
- Maintain grounds and building free of debris.
- Fire lanes must be posted and clear.
- Dumpsters must be at least 7 ½' from the building and the area around it must be kept clear of trash and debris.
- Fire hydrants must be kept clear and unobstructed. No parking with 7 ½'.
- Fire wells must be painted, kept clear and unobstructed, and tested at least annually.
- Storage prohibited within 36" of electrical panel box, within 18" of lighting or sprinkler heads, and 24" if no sprinkler preset.
- Hazardous materials—Requirements vary according to items in stock. May require list of quantities, product and Safety Data Sheets (SDS's). Proper storage of all materials is mandatory.
- Other requirements vary according to type of occupancy.
- If you have compressed gas containers, are they chained to prevent falling?
- Other Fire/Life Safety Issues per FFP Code available on the Township website.