



AUSTIN FIRE DEPARTMENT PREVENTION SECTION

DESKTOP PROCEDURE

Public Assembly Maintenance Inspections

1. Check all fire extinguishers for current tag.
2. Confirm all exit signs are functioning on regular & battery power.
3. Confirm emergency lights function
 - a. Emergency lighting is required if the occupancy has a load of 50 people or more
 - b. Normal and emergency lighting is required on all steps and in all stairwells.
4. If occupancy has any fire protection systems confirm that annual inspections have been performed.
 - a. Alarm system is required in public assemblies with an occupant load of 300 or more.
 - b. Full fire sprinkler system is required if occupant load exceeds 100.
5. Emergency evacuation plans for occupancies with a load of 300 or greater are required to be located in the occupancy.
6. Occupancies with a load of 300 or more require quarterly fire drills for employees only. Documentation of fire drills must be available to inspector. Should the occupant request info or assistance with fire drills have them contact the public education division to schedule a practice drill.
7. Any occupancy with a load of 50 or more is required to have panic hardware on the exit doors. No other locking devices may be on these exit doors. Only the front entrance may have a secondary lock and there must be signage stating "this door to remain unlocked during normal business hours" in 1 inch letters.
8. 2 exits are required on any floor other than the 1st floor which has an occupant load greater than 9 people.
9. Any public assembly with the ability to have a load of 50 or more is required to have a load card posted from the Austin Fire Dept. or city building department.
10. Check all other general maintenance inspection items for compliance.