



Austin Fire Department, Fire Marshal's Office

<http://www.austintexas.gov/department/fire-marshals-office>

Maintenance Inspection Considerations

The following is a list of items that are routinely checked during a Fire Department life safety inspection.		2021 IFC Reference
1.	Verify approved forms of address are posted and maintained on all buildings and visible from the street.	Sec. 505
2.	Verify proper marking and maintenance of fire lanes	Sec. 503.3
3.	Verify Fire Department access roadways, fire hydrants and firefighting appliances are not obstructed.	Sec. 503.4, 507.5.4
4.	Verify all gas meters are properly protected from vehicular damage.	Sec. 312
5.	Verify accumulations of combustible waste are not present.	Sec. 304
6.	Verify the proper size, type and number of portable fire extinguishers on hand. These extinguishers shall be properly mounted and properly serviced, within the immediately previous 12 months, and shall be ready for immediate use.	Sec. 906
7.	Verify approved means of egress are not blocked. Egress doors shall not be locked and means of egress are not used for storage.	Sec. 1030.2, 1030.3
8.	Verify exit signs are illuminated and in working order.	Sec. 1013
9.	Verify emergency lighting function.	Sec. 1008.3
10.	Verify flammable/combustible liquids are kept in approved safety containers and stored in an approved manner.	Sec. 5704.3.2, 5704.3.4.4
11.	Verify there are no electrical hazards (proper clearance around panels, no extension cords used as permanent wiring or piggybacked).	Sec. 603.4, 603.6
12.	Verify combustible waste, soiled rags, etc., are stored in approved metal containers.	Sec. 304.3
13.	Verify heating appliances are maintained in proper working order.	Sec. 603.9, 605.6
14.	Verify all combustible decorations, including drapes and curtains, are adequately treated for fire resistance.	Sec. 807
15.	Verify all compressed gas cylinders are stored/used properly.	Sec. 5303.5
16.	Verify "no smoking" signs are posted at appropriate locations and smoking is allowed only in designated areas.	Sec. 310
17.	Verify occupant load cards are posted near the main entrance in places of public assembly and that authorized occupant loads are not exceeded.	Sec. 1004.3
18.	Verify fire protection systems have been maintained in working order and serviced as required for the existing use and hazard type.	Sec. 901.2
19.	Verify testing of fire protection systems and components in accordance with fire protection system inspection contained in Section 3.2.10 and 3.2.11 of the Fire Protection Criterion Manual.	See Chart on Page 2



**July 2021 Fire Criterion Manual, Chapter 3.2.10
Fire Protection Equipment Inspection Schedule**

Type of System	Test Frequency	Qualified Personnel
Fire Alarm and Detection System	Annually, semiannually, quarterly, and monthly in accordance with NFPA 72	State-licensed fire alarm company, except monthly and quarterly tests by building engineering staff when approved by AFD
Magnetic Locks and Stairway Door Locks	Annually (quarterly function test by building engineering staff for high rise buildings)	*Building engineering staff
Fire Pump	Annually (quarterly function test by building engineering staff for high rise buildings)	State-licensed automatic sprinkler company
Standpipes	5-year, Annually, quarterly and monthly in accordance with NFPA 25	State-licensed automatic sprinkler company, or licensed master plumber (for Independent Standpipe Systems only). Quarterly and monthly tests may be by building staff when approved by AFD.
Automatic Sprinklers	5-year, Annually, quarterly and monthly in accordance with NFPA 25.	State-licensed sprinkler company. Quarterly and monthly tests may be by building staff when approved by AFD.
Shaft Pressure	Annually (quarterly function test by building engineering staff for high rise buildings)	Special inspection agency or service
Emergency Generators	Annually (quarterly function test by building engineering staff for high rise buildings)	Licensed master electrician or authorized generator company service representative
Elevators	Annually (quarterly function test by building engineering staff for high rise buildings)	Elevator company service representative (or as approved by Building Official)
Tempered Windows/Smoke Removal	Annually (quarterly function test by building engineering staff for high rise buildings and atrium systems)	Building engineering staff (tempered windows only), or special inspection agency or service
Sequence Test	Annually	Austin Fire Department
Foam Systems	Annually/5-year	Licensed fire protection system company
Fire Escape	5-year (annual function test by building engineer)	Licensed professional engineer
Halon/, CO ₂ or Halon Alternative Agents	Annually	Licensed fire protection system company
Range Hoods	Semi-annually	Licensed fire protection system company
Dry Chemical	Semi-annually	Licensed fire protection system company
Evacuation Plans	Annually	Austin Fire Department
Fire Hydrants	Annually	AWU-approved organization or contractor

* Building engineering staff is acceptable provided a responsible person is designated who has specialized knowledge of the system being inspected and any related building systems which may be present.