



# BOISE FIRE DEPARTMENT

## Fire Prevention Division

### Fire Safety Guide

- Ensure testing of fire life safety systems and devices are conducted annually – All applicable systems are to be tagged for onsite verification by the inspection company and reported to the Boise Fire Department via the Compliance Engine.
  - Fire Alarm System:
    - Panels are free of warning lights and messages
    - Notification devices are free of obstructions and working as expected
  - Sprinkler System:
    - Sprinkler heads are free of physical damage, corrosion, or obstruction by foreign materials or paint
    - Piping is in good condition and there are no signs of leakage
    - Valves and fire department connections are in good working order
  - Fire Extinguishers:
    - Ensure extinguishers are the correct type for business activities / occupancy type
    - Extinguishers are conspicuously located along normal paths of travel or areas of hazard and readily accessible in the event of a fire
- Maintain exits and emergency signs – Exit pathways must be free of obstacles in case of fire or emergency. The building should not exceed the maximum occupant load listed on the Certificate of Occupancy
  - Doors should easily open and remain unlocked from the inside. Fire doors should not be propped open with anything that could prevent from closing
  - Emergency signs and lights need to be tested regularly and replaced when necessary
  - Emergency evacuation plans need to be displayed where everyone can see it and practiced regularly
- Keep storage areas organized and electrical panel areas clear of debris
  - Storage should not be within 18 in. of sprinkler heads or block coverage
  - Leave 3 feet of clearance in front of panel and avoid storing any potentially flammable items (i.e. cardboard boxes, cleaning rags)
- Business operations that include additional hazards must take precautions to ensure safety of occupants
  - Commercial kitchen operations or equipment must maintain hood suppression systems and schedule regular cleanings
  - Combustible materials and liquids must be handled according to manufacturer's recommendations and stored in a fireproof cabinet
  - Applicable Fire Operational Permits issued by the Boise Fire Department may be needed to comply with International Fire Code requirements
- Building Exterior
  - If there is a monitored system onsite, a key box / Knox box must be supplied with current building keys
  - All fire department connection devices (FDCs) should be capped, accessible and free of debris
  - Fire hydrants and fire lanes must be accessible at all times
  - Building address should be at least 4 in. height and visible from street and/or fire lane