

Allen County Fire & EMS District

Code Enforcement Division

Fire & Life Safety Final Inspection Checklist

This is a general reference of what ACFD expects to find at final inspection; specific requirements depend on the project, occupancy type, and applicable codes.

1 Exterior / Fire Department Access

- Address visible from the street (minimum 6-inch height)
- Fire lanes marked and unobstructed
- Hydrants accessible
- Private fire hydrants painted red and flow tested
- Fire department access roads of proper width and surface
- Fire Department Connection (FDC) accessible and visible, with appropriate collar and caps/chains installed
- FDC sign posted above the connection — red sign with white lettering
- Knox Box installed and keyed, where required
- Knox gate key switch installed for mechanical gates
- Perimeter doors numbered interior and exterior per Allen County door numbering guideline

2 Means of Egress

- Exit doors open easily and are unobstructed
- Doors swing in the direction of egress where required
- Panic hardware installed where required
- Exit signs illuminated
- Emergency lighting operational
- Exit path clear to the public way, and the exit discharge is maintainable
- Stairwells clear of storage
- Fire doors self-closing and latching, and release properly if connected to the fire alarm system

3 Fire Alarm System

ACFD will witness all fire protection system testing to confirm everything functions.

- Panel shows NORMAL, with no trouble or supervisory signals
- Zone map posted at the fire alarm control panel
- Monitoring confirmed — two paths of communication using different technologies
- All pull stations tested
- All flow switches tested
- All tamper switches tested and reporting supervisory signal to the panel
- Horn/strobes activate and are synchronized
- Smoke detectors tested and unobstructed
- Alarm displays correctly on the panel
- Waterflow switch activates the alarm within 90 seconds

4**Fire Sprinkler System**

- Control valves open and supervised (tamper switch)
- Sprinkler heads unobstructed, with clearance below heads maintained
- No painted or damaged heads or escutcheons installed
- Spare head cabinet present with wrench
- All valve signage in place
- Hydraulic placards in place, with maximum storage height where applicable
- Sprinkler system coverage map posted

5**Fire Extinguishers**

- Proper type installed
- Mounted correctly
- Travel distance compliant
- Inspection tag current
- Visible and accessible

6**Fire Barriers / Construction**

- Penetrations sealed with listed components
- Fire-rated walls continuous
- Ceiling tiles installed
- Shaft enclosures complete
- No exposed wiring hazards

7**Commercial Cooking Equipment (if applicable)**

- Type I hood installed where required
- Hood and duct system clean
- Grease filters installed and clean
- Duct access panels installed
- Suppression system inspection witnessed and tag current
- Nozzles unobstructed with caps installed
- Manual pull station accessible
- Gas shutoff activates with the system
- Electrical shutoff activates with the system
- Hood suppression activates the fire alarm
- Class K fire extinguisher present and accessible (within 30 ft of appliances)

Documentation Submitted to IROL

- Fire Alarm Acceptance Test Report
- Sprinkler Contractor Material & Test Certificate
- Fire Pump Acceptance Test Report
- Monitoring Activation Letter