



Eugene Fire & EMS
Fire Marshal's Office
 1320 Willamette St., Eugene, OR 97401
 (541) 682-5411
Assembly Use Facilities



Facility Name: _____ Address: _____ Phone: _____

Business Representative: _____ Phone: _____

Building Owner: _____ Address: _____ Phone: _____

Instructions: The Fire Department believes you are the best person to maintain a safe environment for your facility. This self-inspection form is designed to assist you in performing a fire safety inspection. Complete the form by reviewing each item and check off those that apply and are in compliance with the statement. A copy of current fire system service reports, with deficiencies corrected, shall be attached to this form. An independent servicing company must be used for inspecting the systems. If, during the Fire Marshal's inspection any of these items are found in violation of the fire code, a reinspection will be scheduled and a **reinspection fee** will be charged at the rate of **\$95.00 each hour** with a one hour minimum. If you have any questions, please call our office.

OK/NA | To be corrected or reinspection date

Exterior **Code cites are from the 2007 Oregon Fire Code**

1. ____|_____ Address is on the exterior of the building and visible from the street. The address is in a contrasting color from its background and the size is a minimum of 4 inches in height. Address size based on distance from the street: 1' to 50' = 4", 51' to 100' = 6", 101'-150' = 8", 151' to 200' = 10", 201' and up = 12". OFC 505.1
2. ____|_____ If provided the fire dept. connection is accessible, unobstructed, and has 3' of clearance 912.3.
3. ____|_____ Outdoor trash containers and dumpsters are not under any unsprinklered building overhang, canopy, or other projection, 304.3.3 and 315.3.1.
4. ____|_____ Gas meter and piping exposed to vehicular damage is protected, 603.9.

Exits

5. ____|_____ Minimum of 2 exits (up to 500 persons) half the room's diagonal distance apart, Table 1018.1.
6. ____|_____ Minimum of 3 exits (501-1,000 persons) evenly distributed, 50% of width is main exit, 1014.2.2, 1024.2.
7. ____|_____ Rooms used as a place to assemble; the exit doors must have panic hardware without any other locking device on the doors when the occupant load (O/L) is 50 or more, 1008.1.9. To determine the O/L, divide the assembly area square footage by 7 (for chairs only) or 15 (for tables and chairs), Table 1004.1.1.
8. ____|_____ Exits, including aisles are clear and unobstructed, (no storage and no equipment in required width), 305.2.2, 1027.2.
9. ____|_____ Exit doors are openable in direction of egress from the inside without the use of a key or special knowledge or effort, no bars, chains, nor rendered unusable, 1008.1.8.
10. ____|_____ No dead bolt mechanism of any type is allowed on any exit door unless it is integrated with the main door latch release to enable one operation, 1008.1.8.4 and 1008.1.8.5.
11. ____|_____ A landing and floor are provided on each side of every exit door and their surfaces are not more than ½" (if built after 10/2004), 1008.1.6 and 1" (if built before 10/2004) below the highest point of the door threshold.
12. ____|_____ Exit doors are distinguishable from adjacent construction, 1008.1.
13. ____|_____ 1 hour rated corridors: have self-closing smoke-gasketed 20 min. doors, wire or rated glazing in doors or walls, 703.1, 1017.1, 1027.17, and OSSC 715.
14. ____|_____ Exit signs are serviced and illuminated. Location is above each exit door and readily visible from any direction, 1011.1 & .2, 1027.3.
15. ____|_____ Emergency lighting operates on battery backup. If the lights do not stay on at least 5 minutes during the power-off test or using the test button, replace the batteries, 1011.5.3 and 1027.5.

Fire Protection Systems

- 16. ____|____ At least one 2A:10BC fire extinguisher is provided for every 75' of travel and 48" max. mounting height, for each floor level and "K" extinguisher for deep frying cooking areas, 906.3, 904.11.5, and NFPA 10
- 17. ____|____ All fire extinguishers have been serviced within the last 12 months, 906.2.
- 18. ____|____ Sprinkler system (if provided) has been serviced within the last 12 months, attach a copy of the service report, 901.6.1, and NFPA 25.
- 19. ____|____ Fire alarm system has been serviced within the last 12 months, attach a copy of the service report, 901.6.1, 907.20, and NFPA 72.
- 20. ____|____ Kitchen hood suppression system has been serviced within the last 6 months, attach a copy of the service report, 901.6.1 and Type "K" extinguisher is also required when cooking/frying with oils, 904.11.6.4-.5, 906.4.
- 21. ____|____ Fire alarm pull stations are accessible, 901.6
- 22. ____|____ Sprinklers are not blocked, painted, and storage is 18" below the heads, 315.2.1, 901.6.

General

- 23. ____|____ Occupant load certificate(s) are conspicuously posted and each represents current uses, 1004.3.
- 24. ____|____ Decorative materials shall be a Class A or B flame spread, provide certificate or have retreated, wood materials < 1/4" , foam and hard plastics shall be fire-resistive, 807.1 and 807.2.
- 25. ____|____ Interior wall and ceiling finishes are maintained, 803.3 -.7.
- 26. ____|____ Electrical panel has at least 30" width, 36" in front, and 78" in height of clear access, 605.3.
- 27. ____|____ Electrical room doors are marked with a legible sign "Electrical Room", 605.3.1.
- 28. ____|____ Covers are on electrical outlets and switches, no exposed or damaged wires, 605.6.
- 29. ____|____ Extension cords not permitted for permanent equipment or in lieu of permanent wiring, and multi-plug and power taps are used properly, 605.4 and .5.
- 30. ____|____ Equipment/boiler/mechanical/electrical rooms do not have any combustible storage, 315.2.3.
- 31. ____|____ Holes of rated walls/ceilings and heating equipment rooms (>400,000 btu's) are repaired and penetrations sealed (Fire-rated caulking), maintain fire-resistive construction and assemblies, 703.1.
- 32. ____|____ Candles and other open-flame decorative devices prevent spillage, enclosed flame, returns upright when released at 45 degrees, 308.3.2.
- 33. ____|____ All "A" occupancies have an emergency plan, 404.2.
- 34. ____|____ Smoking areas and the use of integrated tank LPG heaters are not permitted in tents, canopies or membrane structures, 2404.6 and .7.

Responsible Party Signature: _____ Date: _____

Office Use Only: Inspection performed by Office staff: _____ Date: _____