



# DALLAS FIRE-RESCUE DEPARTMENT

## INSPECTION & LIFE SAFETY EDUCATION DIVISION

1551 BAYLOR ST., SUITE #400, DALLAS, TX 75226  
MAIN OFFICE – 214-670-4319 | FAX – 214-670-4324



### **GROUP “E” OCCUPANCY**

This checklist is intended to assist you in the preparation of your inspection and provides some of the basic regulations governing the operation of group “E” occupancies. This is **NOT** a complete list of all Dallas Fire Code (DFC) requirements and your inspector may bring to your attention other necessary corrections. The initial inspection is conducted at no charge. The first reinspection is subject to a \$171 reinspection fee and subsequent reinspection(s) are subject to a \$205 fee. If you have a particular question or concern, please contact our main office.

#### PERMITS

- A valid Certificate of Occupancy from Building Inspection is required. **(DFC 114.1)**
- A Dallas Fire-Rescue permit is required to operate a childcare (daycare) facility as defined by the Texas Department of Family and Protective Services. **(DFC 105.6.53)**
- A permit is required for welding/cutting/hot works operations, storage or use of flammable/combustible liquids, etc. Other permits may be required. Contact Dallas Fire-Rescue for more information. **(DFC 105.6)**

#### FIRE DRILLS AND EMERGENCY PREPAREDNESS PLANS

- Prepare an approved fire safety and evacuation plan. All employees should be familiar with its contents and their assigned duties. **(DFC 406.2; DFC 406.3)**
- Post an evacuation map depicting two evacuation routes in a conspicuous location in each classroom. **(DFC 403.5)**
- Educational facilities are required to have at least one fire drill per month at unexpected times and under varying conditions. Written records shall be maintained for all required emergency evacuation drills and shall include all required information. **(DFC 405.2; DFC 405.4; DFC 405.5)**
- Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. **(DFC 405.7)**
- An approved means of accountability shall be in place to ensure that all occupants have been successfully evacuated or have been accounted for during fire and evacuation drills. **(DFC 405.8)**

#### EXIT WAYS

- Doors must be unlocked and unblocked and the required width of an exit way must be unobstructed. **(DFC 1003.6; DFC 703.2; DFC 1031.3)**
- Panic or fire exit hardware must operate as designed. **(DFC 1010.1.10.1)**
- Exit and exit access doors shall be marked by an approved, illuminated exit signs readily visible from any direction of egress travel. **(DFC 1013.1; DFC1013.3)**

#### FIRE EXTINGUISHERS

- One 2A-10BC extinguisher is required for every 3,000 sq. ft. of floor space or within 75 ft. of travel. Special hazards may have additional requirements. **(DFC TABLE 906.1(1))**
- The fire extinguisher shall be mounted in conspicuous accessible locations. When mounted, the bottom of the extinguisher must be at least 4 in. from the floor and top no greater than 5 ft. above the floor. Top must be no greater than 3.5 ft. above the floor if extinguisher weighs more than 40 lbs. **(DFC 906.6; DFC 906.7; DFC 906.9.2; DFC 906.9.2)**
- Each fire extinguisher should be inspected for proper maintenance annually by licensed individuals and recharged following use. **(DFC 901.6; NFPA 10)**

#### FIRE ALARM / DETECTION SYSTEMS

- An approved fire alarm system is required. The Fire Alarm system must be installed in accordance with Chapter 9 of the Dallas Fire Code. **(DFC 907.2.3; DFC 1103.7.1)**
- Fire Alarm shall be maintained in an operative condition and replaced or repaired when defective. **Immediately notify Dallas Fire-Rescue at 214-670-4319 if the fire alarm system becomes non-operational. (DFC 901.6; DFC 907.8.5)**

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- Written operating instructions for the fire alarm system provided and maintained. **(DFC 901.6.2.1)**
- Manual alarms and smoke alarms should be tested at least annually, and/or after modification. **(DFC 901.6)**

### SPRINKLER SYSTEMS

- The sprinkler system shall be maintained in approved working conditions. **Immediately notify Dallas Fire-Rescue at 214-670-4319 if the sprinkler system becomes non-operational. (DFC 901.6)**
- Identify controls, drains, and test control valves with approved signage. **(DFC 509.1; NFPA 13)**
- Access to valves and/or fire department connections cannot be obstructed. **(DFC 509.2)**
- A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in the building must be provided for a system as follows:
  - o Less than 300 system heads, a minimum of 6 spare heads / 300 to 1000 system heads, a minimum of 12 spare heads / Over 1,000 system heads, a minimum of 24 spare heads.
- Storage shall be maintained a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings. **(DFC 315.2.1)**
- Painted sprinkler heads or cover plates are prohibited unless painted at the factory. They cannot be cleaned of paint. They must be replaced. **(DFC 901.4; NFPA 25)**
- Test system at least annually and maintain all records of all system inspections, tests, and maintenance. **(DFC 901.6; DFC 901.5.2)**

### FLAMMABLE LIQUIDS

- Flammable liquids shall be stored in approved containers and must not exceed allowable quantities. Quantities exceeding 10 gallons must be stored in approved flammable liquid storage cabinets. **(DFC 5704.3.4.4)**
- Flammable and combustible liquids, when stored, are in a location away from exits, doorways, stairways, and other areas that might obstruct egress. **(DFC 315.3.2; DFC 5704.3.3.3)**
- Prohibit sources of ignition. **(DFC 5704.2.4)**

### KITCHENS

- Fire-extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors. **(DFC 904.12)**
- If the vent hood has a fire-extinguishing system, at minimum, one K Class rated extinguisher must be provided within 30 feet. **(DFC 904.12.5; DFC 904.12.5.2)**
- Fire-extinguishing systems must be serviced at least every 6 months and after activation. **(DFC 904.12.2)**
- Maintain stove and vent hoods free of grease. **(DFC 609.3.3.2)**

### MISCELLANEOUS

- Address numbers are Arabic numbers or alphabetical letters and contrast with their background. Numbers shall not be spelled out. In complexes with multiple buildings, each building must be designated. **(DFC 505.1)**
- An exterior key box (KNOX Box) shall be installed in an approved location at all school locations. **(DFC 506.1)**
- Artwork and teaching materials shall be limited on walls of classrooms to not more than 50 percent of the specific wall area to which they are attached. **(DFC 807.5.5.3)**
- Artwork and teaching materials shall be limited on the walls of corridors to not more than 20 percent of the wall area. **(DFC 807.5.2.2)**
- Relocatable power taps (surge protector) shall be directly connected to a permanently installed receptacle and not extend through walls, ceilings, floors, under doors, or floor coverings, or be subject to environmental or physical damage. **(DFC 605.4.2; DFC 605.4.3)**
- Combustible decorations must be flameproof/flame retardant. **(DFC 807.3, NFPA 701)**
- Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space and maintained by the owner. **(DFC 1004.3)**
- Storage shall be maintained 2 ft. or more below the ceiling in non-sprinklered areas of buildings. **(DFC 315.2.1)**
- Provide cover plates for all electrical panels, outlets, boxes, and junctions. **(DFC 605.6)**
- Extension cords shall not be utilized in place of permanent wiring. **(DFC 605.5)**
- Secure compressed gas cylinders in an upright position. **(DFC 5303.5.3)**
- Portable unvented fuel-fired heating equipment shall be prohibited in Group E occupancies. **(DFC 603.3.4)**

**REVISED – FEBRUARY 25, 2020**

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