



INSPECTION CHECKLIST

Hotel Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements



Y N

EXTERIOR:

- ☐ ☐ Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- ☐ ☐ Address visible (MSFC 505.1)
- ☐ ☐ Fire hydrants/water supply accessible (MSFC 507)
- ☐ ☐ Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- ☐ ☐ F.D. key box present/maintained (MSFC 506)
- ☐ ☐ F.D. connections visible/maintained (MSFC 912)
- ☐ ☐ Gas meter/piping protected against impact (MSFC 312, 603.9)
- ☐ ☐ Dumpsters are outside and 5 ft. or more from combustible walls, openings or combustible roof eave lines. (MSFC 304.3.3)

EXIT FEATURES/MEANS OF EGRESS:

- ☐ ☐ Adequate number of exits (MSFC 1004.2, 1006, 1016, 1104.25)
- ☐ ☐ Second means of egress from sleeping rooms (MSFC 1030 & 1104.26)
- ☐ ☐ Exits, aisles, & corridors free of obstructions (MSFC 1031.3)
- ☐ ☐ Exit doors open from inside (MSFC 1010.1.9)
- ☐ ☐ Exit signs present (MSFC 1013, 1104.3)
- ☐ ☐ Emergency lighting present & operational (MSFC 1008, 1104.5)
- ☐ ☐ Interior finish acceptable (MSFC 803, 804)
- ☐ ☐ Exit corridors rated (MSFC 1020.1, 1104.17)

CONSTRUCTION FEATURES:

- ☐ ☐ Fire rated construction present/maintained (MSFC 701)
- ☐ ☐ Incidental use areas separated/sprinklered (MSFC 1105.3)
- ☐ ☐ Rated fire doors operational (MSFC 704.2)
- ☐ ☐ Vertical openings protected (MSFC 1103.4)

STORAGE:

- ☐ ☐ Storage neat and orderly (MSFC 315.3)
- ☐ ☐ Combustible storage prohibited in electrical equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- ☐ ☐ Attic storage (MSFC 315.3.4)
- ☐ ☐ Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)
- ☐ ☐ Rubbish/waste subject to spontaneous ignition shall be disposed of daily and in listed container (MSFC 304.3.1)

FLAMMABLE/COMBUSTIBLE LIQUIDS:

- ☐ ☐ Safety containers if used (MSFC 5705.2.4)
- ☐ ☐ Not stored/kept near exits (MSFC 5704.3.3.3)
- ☐ ☐ No sources of ignition (MSFC 5704.2.4)
- ☐ ☐ Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- ☐ ☐ No basement storage unless sprinklered (MSFC 5704.3.5.1)
- ☐ ☐ Adequate ventilation (MSFC 5705.3.7.5.1)

FIRE EXTINGUISHERS:

- ☐ ☐ Readily accessible (MSFC 906.5)
- ☐ ☐ Travel distance not exceeded (MSFC 906.1, 906.3)
- ☐ ☐ Tested/inspected at least annually (MSFC 901.6.1)

Y N

HAZARDOUS MATERIALS:

- ☐ ☐ Compressed gas cylinders secured (MSFC 5303.5)
- ☐ ☐ Rooms/areas properly labeled (MSFC 5003.5)
- ☐ ☐ Acceptable quantities (MSFC 5003.1.1)
- ☐ ☐ Separation of incompatible materials (MSFC 5003.9.8)

UTILITY/MECHANICAL/HVAC:

- ☐ ☐ Shut off valves present on gas appliances (MSFC 603.1)
- ☐ ☐ Approved piping, connections & appliances used (MSFC 603.1.2)
- ☐ ☐ Combustion air supply/venting present (MSFC 603.1)
- ☐ ☐ Adequate clearance between combustibles and appliances (MSFC 315.3.3, 603.5.3)
- ☐ ☐ Commercial Kitchen hood ducts/filters are clean (MSFC 607.3.3)

SPRINKLER SYSTEM:

- ☐ ☐ Coverage is adequate (MSFC 903.3.1)
- ☐ ☐ Controls are readily accessible (MSFC 509.2)
- ☐ ☐ Valves locked open (MSFC 903.4.4)
- ☐ ☐ System and valves supervised [>6 sprinklers new, ≥ 100 in existing] (MSFC 903.4)
- ☐ ☐ Heads in good condition (MSFC 903.3.1)
- ☐ ☐ Wrench/spare sprinklers present (MSFC 903.3.1)
- ☐ ☐ Tested/inspected at least annually (MSFC 901.6.1)
- ☐ ☐ Riser/pump rooms labeled (MSFC 509.1)

FIRE ALARM & DETECTION SYSTEMS:

- ☐ ☐ Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- ☐ ☐ Detectors properly installed (MSFC 907 & 1103.7.4)
- ☐ ☐ Tested/inspected at least annually (MSFC 907.8)
- ☐ ☐ Single station smoke detectors present in each apartment (MSFC 907.2.10, 1103.8)
- ☐ ☐ Fire alarm system installed where required (MSFC 907.2.8, 1103.7.4)

OTHER FIRE PROTECTION SYSTEMS:

- ☐ ☐ Standpipes needed (MSFC 905, 1103.6)
- ☐ ☐ Standpipes/hose in good condition (MSFC 905.2)
- ☐ ☐ Adequate coverage (MSFC 905.2)
- ☐ ☐ Hood system fuel shutoff present (MSFC 904.12.2)
- ☐ ☐ Hood system properly maintained/serviced (MSFC 607.3 & 904.12.5)

ELECTRICAL:

- ☐ ☐ No electrical hazards (MSFC 604.1, 604.6)
- ☐ ☐ Appliances/fixtures in good condition (MSFC 604.7)
- ☐ ☐ Overcurrent protection present (MSFC 604.1)
- ☐ ☐ Multi-plug adapters per NFPA 70 (MSFC 604.4)
- ☐ ☐ Extension cords not substituted for fixed wiring (MSFC 604.5)
- ☐ ☐ Power strips properly used (MSFC 604.4.1)
- ☐ ☐ Access/clearance to electrical panels (MSFC 604.3)
- ☐ ☐ Electrical Rooms labeled (MSFC 604.3.1)

Version 3.0 effective March 31, 2020

This checklist is intended as a guide to assist fire inspection personnel in identifying general fire and life safety hazards, other possible code requirements may apply. Please refer to other checklists for information on certain occupancies/topics.

MSFC = Minnesota State Fire Code

CODE SUMMARY

Hotel Occupancies

COMMON OCCUPANT LOAD FACTORS (MSFC 1004.1):

Residential Areas	200 sq. ft/person (gross)
Assembly (chairs only)	7 sq. ft/person (net)
Assembly (tables/chairs)	15 sq. ft/person (net)
Exercise Areas	50 sq. ft/person (gross)

Mechanical Areas	300 sq. ft/person (gross)
Parking Garages/Areas	200 sq. ft. /person (gross)
Storage Areas	300 sq. ft/person (gross)

EGRESS FEATURES:	UNSPRINKLERED:	SPRINKLERED:	REFERENCE SECTION:
Egress Width – Stairs (in./occupant)	0.3	0.2 *	MSFC 1005.1 * Voice alarm reduction
Egress Width – Other (in./occupant)	0.2	0.15 *	MSFC 1005.1 * Voice alarm reduction
Common Path of Travel – new (ft.)	75	75	MSFC 1006.2.1 Table 1006.2.1
Common Path of Travel – existing (ft.)	75	75	MSFC 1104.20
Dead-End Limit – new (ft.)	20	50	MSFC 1020.4 Unlimited allowable if length < (2.5 x width)
Dead-End Limit – existing (ft.)	50	50	MSFC 1104.17.4 Unlimited allowable if length < (2.5 x width)
Exit Access Travel Distance (ft.)	200	250	MSFC 1017.1 – N; 1104.19 – E
Corridor Fire-Rating Req. – new (hr.)	Not Allowed	0.5	For > 10 occupants. MSFC 1020.1
Corridor Fire-Rating Req. – exist. (hr.)	1	0	For > 10 occupants. MSFC 1104.17.1

COMMON OCCUPANT LOAD FACTORS:

2nd Exit Required- more than 10 occupants (MSFC 1006.3.3) OR common path of travel exceeds 75 ft.
(MSFC 1006.3.3 & 1104.20) OR all stories above 2nd story (MSFC 1006.3.3)
3rd Exit Required - 501 to 1,000 occupants (MSFC 1006.3.2 & 1104.25.2)
4th Exit required - 1,001 or more occupants (MSFC 1006.3.2 & 1104.25.3)

SPRINKLER SYSTEM REQUIRED (MSFC 903.2.8):

Sprinkler protection required for buildings where:

- Group R-1 fire area 4,500 sq. ft. or more in size
- Group R-1 multiunit resort buildings, as defined in Minnesota Statute 157.15 and licensed by the Minnesota Department of Health, 9,250 sq. ft. or more of building area.
- Sprinklers can be an alternate to fire department access roads and inadequate water supplies.

FIRE ALARM SYSTEM AND DETECTION GENERAL REQUIREMENTS AND WHERE REQUIRED:

Automatic detection is required in boiler rooms, furnace rooms, shops, laundry rooms, mechanical rooms, electrical rooms, trash collection rooms, storage rooms, gift shops, locker rooms and similar areas. Automatic smoke detectors required in all common areas and interior corridors serving as a required means of egress (not required if sprinklered and manual activation provided at constantly attended location).

Activation of fire alarm or fire sprinkler system shall activate a general evacuation system throughout building.

Single station smoke detectors/alarms are required in each guest room but are not to be connected to fire alarm system.

Existing (MSFC 1103.7.4):

- Building contains 20 or more guest rooms (with some exceptions) OR
- Building is 3 or more stories in height

New (MSFC 907.2.8):

- All buildings unless:
- Building contains 5 or less guest rooms OR
- Building is 2 stories or less and all guest rooms, attic and crawl spaces are separated from each other and public/common areas by a minimum 1 hour fire partition and all guest rooms have exit to public way, exit court or yard.

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