



## Resource Guide

Subject:	Fire Fighting/Protection Equipment/Inspection
Facility Site Review Source:	Department of Health Care Services (DHCS) All Plan Letter 20-006, Site Reviews: Facility Site Review and Medical Record Review or any superseding APL
Relevant Law/Standard:	Medicaid provider compliance with National Fire Protection Association (NFPA) 101 Life Safety Code (LSC) and NFPA 99 Health Care Facilities Code (HCFC)  29 CFR 1910.157
Agency/Organization Source:	San Francisco Fire Department
Agency/Organization URL	<a href="https://sf-fire.org/services/inspections">https://sf-fire.org/services/inspections</a>

**Background:**

A fire safety inspection of each primary care provider office is required to ensure that reasonable fire safety exists for that business. The Inspection Section of the Bureau of Fire Prevention inspects the life safety components of new building construction, building remodels, and fire sprinkler & fire alarm systems to ensure compliance with the San Francisco Fire Code. The City is geographically divided into 17 Fire Inspection districts (see Fire Inspection District Map at <https://sf-fire.org/inspections>). A Fire Inspector is assigned to each of these Fire Inspection Districts and responsible for conducting inspections within his/her area.

**San Francisco Fire Department (SFFD) Binder:**

The San Francisco Fire Department requires testing of all emergency equipment. **Records of all tests and inspections shall be maintained in a binder marked “SFFD” and stored on the premises for the fire department’s review.** Depending on your building’s features, some, or all the items listed below require your attention:

- 1) Facility Emergency Plan (Update plan as needed)
- 2) Fire Safety Director Certificate (Valid for 5 years)
- 3) Fire Alarm UL Certificate (Expiration date on certificate)
- 4) Annual Fire Drill log (**Must include date of last fire inspection and results**)
- 5) Annual Fire Alarm Test Certificate, includes the testing of (but not limited to):
  - a) Pull Stations
  - b) Visual Warning Devices
  - c) Audibility of Fire Alarm System

- d) Waterflow and Tamper Devices
  - e) Smoke Detectors
  - f) Firefighters' Phone System
  - g) Stairwell Emergency Phones
  - h) Heat Sensors.
- 6) Sprinkler/Standpipe (5-yr Certification and Annual inspection)
  - 7) Fire Pump Test (Diesel and Electric pumps)- (Annual and Weekly)
  - 8) Emergency Generator- (Weekly and Monthly)
  - 9) Elevator Emergency Equipment and Key Operation (Quarterly)
  - 10) Exit and Emergency Lighting (Quarterly)
  - 11) Emergency Exit and Release Devices (Annually)
  - 12) Smoke Control Systems and Fire/Smoke Dampers (Quarterly)
  - 13) Roll-up type fire doors (Annual)
  - 14) Firefighter Air Replenishment System (Semi-Annual)
  - 15) Special Extinguishing Systems – including, but not limited UL300 or Halon systems (Semi-Annual)

**Accessed from:** <https://sf-fire.org/services/inspections>

Appendix A:

San Francisco Fire Department

Division of Fire Prevention & Investigation



September 8, 2019

INFORMATIONAL BULLETIN

Effective September 8, 2019, San Francisco Ordinance 0192-19 requires a fee of \$130.00 per hour to cover the costs of an inspection to grant a fire clearance. Payment for the referral inspection must be paid in advance prior to scheduling a Fire Department inspection. Additional inspections may require an additional fee at a rate of \$130.00 per hour. Payment may be made in person, by mail, or credit card by phone. Complete the lower portion of this form, detach, and enclose it with your payment. Please make check payable to:

San Francisco Fire Department
Bureau of Fire Prevention - Referral
698 Second Street, Room 109
San Francisco, CA 94107

When ready for an inspection and the inspection fee has been paid, please call the Bureau of Fire Prevention at (415) 558-3300 and request to speak with the District Inspector assigned to your property address to schedule an inspection.

Unless properly notified, the SFFD will deny or cancel any referral that is more than 90 days old from date of Referral Form. Thank you.

Request for PD, DPH or Entertainment Commission Referral Inspection

Enclose a check for \$130.00 made payable to the San Francisco Fire Department.

APPLICANT NAME:
PHONE NUMBER:
ADDRESS OF BUSINESS:
NAME OF BUSINESS:
TYPE OF BUSINESS:
MAILING ADDRESS:

Telephone: (415) 558-3300
Fax No: (415) 558-3323

698 Second Street, Room 109
San Francisco, CA 94107

Revised: 9/8/19

Note: See San Francisco Fire Department site for Informational Bulletin

# San Francisco Fire Department

Division of Fire Prevention  
& Investigation



## **SFFD REFERRAL INSPECTION GUIDELINE/CHECKLIST**

A fire safety inspection of your business is required to ensure that reasonable fire safety exists for the business. To facilitate the approval of your application in a timely manner and to minimize additional inspection fees, make sure your business complies with the following requirements prior to scheduling an inspection:

- 1. Property address posted and visible from the street (minimum requirement 4-inch numbers on contrasting background).
- 2. Exit doors to open from the inside without the use of a key, special knowledge, or effort.  
**EXCEPTION:** Key-locking hardware may be used on the inside of the main door to your business if a readily visible and durable sign is installed on, or adjacent to, the door stating, "THIS DOOR MUST REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED."
- 3. Exits, and access to exits, maintained clear of obstructions.
- 4. All illuminated exit signs operational. Replace burned out bulbs.
- 5. Maximum occupant load posted for public assembly occupancies (>49 occ.).
- 6. Fire extinguishers installed, maintained, and serviced annually.
- 7. Fire extinguishers have a current State Fire Marshal (SFM) service tag attached.
- 8. Cooking area has one Type K fire extinguisher with current SFM service tag attached.
- 9. Automatic fire suppression system (hood & duct system) serviced semi-annually if installed. A current SFM service tag shall be attached to the system for proof of service.
- 10. Hoods, filters, and exhaust flues shall be clean.
- 11. No storage in boiler rooms, mechanical room, and electrical equipment room.
- 12. Existing ground floor pipe casing holes shall not be covered.
- 13. Extension cords shall not be used as a substitute for permanent wiring.
- 14. Where they exist, proof of sprinkler and standpipe systems five year maintenance service.
- 15. Where a fire alarm exists, proof of testing and maintenance in accordance with the San Francisco Fire Code.
- 16. Operator name and phone number posted at unattended parking lots.
- 17. Vehicle barrier(s) to protect public way and adjacent buildings maintained in parking lots.
- 18. Entire parking lot illuminated to (1) foot-candle (minimum) at the pavement.
- 19. Minimum 30-inch aisle for access to entire area of parking lot or garage maintained.
- 20. Parking garage ventilation systems maintained.
- 21. Vehicle exit and entrance width (minimum 15 feet) maintained.

**NOTED:** All of the above requirements may not apply to your facility or business. For an example, if a sprinkler system is not installed in facility or business that requirement is not applicable to your facility or business.

If you have questions regarding the above items, please contact the Bureau of Fire Prevention at (415) 558-3300 and ask for the District Inspector assigned to your business.

Telephone: (415) 558-3300  
Fax No: (415) 558-3323

898 Second Street, Room 109  
San Francisco, CA 94107

Revised: 9/1/17

**Note:** See [SFFD REFERRAL INSPECTION GUIDELINE/CHECKLIST](#)

**DO NOT REMOVE**

JAN	MONTH TESTED	SERVICE	MONTH TESTED	JUL
FEB		TESTING		AUG
MAR		REPAIR		SEP
APR		INSTALL		OCT
MAY				NOV
JUN				DEC

  

2018	YEAR TESTED	Make	
2019		Model	
2020		Size	
2021		Serial No.	

The material in this document is a knowledge-sharing tool provided by the FSR team to enhance compliance with Facility Site Review requirements. All content is for informational purposes and may be used and/or modified according to site-specific practices. Ensure appropriate review and approval by site management prior to adoption.