**FIRE AND SAFETY CHECKLIST**

**INSTRUCTIONS FOR OFFICE/WAREHOUSE LEASES UNDER $25,000**

**AND UNDER THREE YEARS IN DURATION**

Attached is the "Leased Property Fire and Safety Checklist" prepared by the Department of Insurance. Beginning immediately, this completed checklist should be included in your files for all leases that your Department, Agency, or Institution executes that fall within your delegated leasing authority (annual rental not exceeding $5,000 and the term not exceeding three years).

Further, a copy of the checklist, completed by your safety officer or other qualified representative, must be attached to each "Proposal to Lease" (Form PO-28) which is forwarded to the State Property Office for execution (annual rental between $5,000 and $40,000 and the term not exceeding three years).

The checklist should also be used by your safety representatives as an aid to the Department, Agency, or Institution in evaluating and comparing competitive proposals received as a result of the advertising process (G.S. 146-25.1). The Department of Insurance will continue to inspect those proposed or existing locations that exceed $40,000 in annual rental or the term exceeds three years.

Mr. Wilson Sawyer of the Department of Insurance will be happy to clarify any questions regarding the contents of this form. You may reach his assistant Mrs. Mistry Wade at 919-647-0068 or email [misty.wade@ncdoi.gov](mailto:misty.wade@ncdoi.gov)

The State Property Office is always available to help you with your real estate needs.

NOTE: Each Department, Agency or Institution is responsible for determining compliance with the recommendations of the Department of Insurance.

**LEASED PROPERTY FIRE and LIFE SAFETY CHECKLIST**

**DATE**:

**STATE AGENCY:**

**EVALUATION BY:**  \_\_\_\_\_\_\_

**MAIL ADDRESS:**

**PHONE # / FAX #:**

**BUILDING CHECKED:**

**STREET ADDRESS:**

**CITY, STATE, ZIP:**

**OWNER'S REP:**

**PHONE # / FAX #:**

**TYPE OF LEASE:** **□** **RENEWAL □ PROPOSED**

**RESULTS and COMMENTS:** \_\_\_\_\_\_\_\_\_\_

**LEASED PROPERTY FIRE AND LIFE SAFETY CHECKLIST –**

This checklist is intended to be used by the State Property Office and by agency property management personnel in evaluating space to lease. **It should be completed far enough in advance of the lease renewal or potential new lease to permit effective negotiations for building safety improvements.** This list is not all-inclusive and a building which looks good may still have conditions detrimental to life safety, or loss prevention. Conversely, buildings with one or more deficiencies are not automatically disqualified from consideration but "NO" answers at least raise some questions or caution flags about the property. The final decision on all leases is up to the State Property Office and agency management. NOTE: Local building code officials have jurisdiction over property that is not owned by the State.

**YES** **NO N/A EXITS, EXIT ACCESS, AND SEPARATION**

   1. Does building have at least two exits that are remote (1/2 the diagonal of

the space served for an unsprinklered building, 1/3 the diagonal for sprinklered) from each other?

If **NO,** answer Item (2). If **YES,** skip to Item (3)

   2. Answer (2) **ONLY** if Item (1) was **NO**:

Is the building two stories or less, has 30 occupants or less, and travel distance to a Code compliant exit 50 feet or less from any point in the building? **OR** is the building 1 story with less than 50 occupants and travel distance of 75 feet or less to an exit from any point in the building? (Note that conference rooms and waiting rooms are calculated at 1 person per 15sf instead of 1 person per 100sf as used for office spaces).

If **NO,** see Note (A).

   3. Is travel distance to exit or to an enclosed exit stair less than 200 ft (250

ft if sprinklered) from the most remote point on a floor, and are all dead ends in exit access corridors less than 20 ft (50 feet if sprinklered of pre-1991 building)?

If **NO,** a Code deficiency may exist. See Note (A) and (B)

   4. Are all the exit stairs fully enclosed with at least one-hour fire rated

construction and 1hour or 1 ½ hour “B”-labeled doors having closers and latching hardware? (The label is

found on door edge, hinge side or top.)

If **NO,** a Code deficiency exists.

**YES** **NO** **N/A EXITS, EXIT ACCESS, AND SEPARATION**

   5. Are all vision panels in stair doors wired glass in steel frames, not

exceeding 100 square inches? (Any other type of vision panel, side light, or window between a stair and the interior of a building is prohibited by Code.)

If **NO,** a Code deficiency exists.

   6. Do all exit stairs terminate outside the building, with direct access to a public

space, and do not require re-entering the building?

If **NO**, answer Item (7). If **YES**, skip to Item (8).

   7. Answer (7) **ONLY** if Item (6) was **NO**:

If upstairs occupants must re-enter the building from the stair enclosure at the exit level, is this area or vestibule separated from the remainder of the exit level floor by at least one-hour fire rated construction?

If **NO**, see Note (A) and (B).

   8. Are tenant spaces separated by one-hour fire rated construction?

(This typically means at least gypsum board walls on steel studs, extending tight to the floor or roof deck.)

If **NO**, a deficiency exists.

   9. Does the building have a complete sprinkler system?

If **NO**, see Note (B).

**NOTE:** (A): The exit system may be deficient. The building will have to be evaluated by a building code professional.

(B): A sprinkler system, if present in the building, may offer some relief from this deficiency. Check with a building code professional.

**YES** **NO N/A FIRE PROTECTION AND EMERGENCY EQUIPMENT**

   10. Does the building have an automatic fire detection system and manual

pull-stations at exit doors, with alarms transmitted off-premises?

If **NO**, see Note (B).

   11. Are fire extinguishers rated at least 2A on every level and within 75 feet?

If **NO**, a Code deficiency exists.

   12. Do fire extinguishers have tags indicating they have been inspected

annually and given a visual check monthly?

If **NO**, a Code deficiency exists.

   13. Is emergency egress lighting having a separate and independent source of

power (battery or generator) provided?

If **NO**, a Code deficiency may exist.

   14. Where the location of or the direction to exits from any room or space is

not obvious,

are exit signs and directional exit signs provided?

If **NO**, a Code deficiency exists.

   15. Is the building accessible to the handicapped, including parking spaces?

If **NO**, a Code deficiency and/or non-compliance with ADA exists.

**YES** **NO N/A GENERAL ITEMS AND ACCESSIBILITY**

   16. Does the building have sufficient, accessible restroom facilities?

(Separate for male and female if >2,500sf and if this is a post 1991 new or renovated building.) If renovations are occurring or will occur, are there individual toilet rooms or stalls that are at least 5’ x 5’?

If **NO**, a Code deficiency and/or non-compliance with ADA exists.

   17. Are corridors maintained clear and unobstructed at all times, to provide

for safe egress in an emergency?

If **NO**, a Code deficiency exists.

   18. Are all of the electrical panelboards provided with at least three feet

clearance, for maintenance purposes and to allow rapid access to the disconnects in an emergency?

If **NO**, a Code deficiency exists.

   19. Are electrical and mechanical equipment rooms kept relatively clear and

free of combustible material?

If **NO**, a Code deficiency exists.

   20. Is building security acceptable to your agency? This includes street

lighting, parking arrangements, the surrounding environment, and how well the building is secured against unauthorized entry. You may want to question previous tenants about any crime problems.