



HOTEL/MOTEL CHECKLIST

This checklist is to provide general guidelines to assist property owners and fire inspection personnel in evaluating Group R-1 occupancies as outlined in the 2014 Oregon Fire Code (OFC).

Emergency Planning and Fire Service Features

1. Address

Address is visible from street (minimum 4 inches in height/ contrasting background) as outlined in Section 505.1 OFC.

YES NO N/A

2. Fire Apparatus

Fire apparatus access unobstructed (e.g. vehicle not parked in fire lane) as outlined in Section 503.4 OFC.

YES NO N/A

3. Fire Department Access

Fire department has immediate access to fire protection equipment and/or fire hydrant as outlined in Sections 507.5.4, 5 and 509.2 OFC.

YES NO N/A

4. Fire Department Access

Key box provided with current master keys for after-hour entry as outlined in Section 506 OFC.

YES NO N/A

5. Evacuation Plan

Compliant fire safety and evacuation plan in each guest's room (back of main entry/exit door) as outlined in Section 408.8 OFC.

YES NO N/A

6. Fire Safety and Evacuation Plan

Both Fire and Emergency Evacuation Plans provided for facility located at front desk as outlined in Sections 404.2 #8 and 408.8.3 OFC.

YES NO N/A

7. Emergency Evacuation Drills

Records of quarterly employee evacuation drills as outlined in Section 405 OFC.

YES NO N/A

8. Rooms

Rooms that contain HVAC controls, fire alarm, fire sprinkler and fire protection equipment are identified as outlined in Section 509 OFC.

YES NO N/A

9. Fuel-Fired Appliances

Fuel-fired appliance clearances in accordance with Oregon Mechanical Specialty Code or manufacturer's instructions as outlined in Section 603 OFC.

YES NO N/A

General Provisions

10. Housekeeping

General housekeeping (combustible waste materials) are in compliance as outlined in Section 304 OFC.

YES NO N/A

11. Housekeeping

On-site laundry area free of combustible waste (such as dryer lint) in compliance as outlined in Section 304 OFC.

YES NO N/A

12. Premises

Vacant premises are safeguarded as outlined in Section 311.2 OFC.

YES NO N/A

13. Storage

Storage maintained 24 inches below ceiling (when non-sprinklered) and 18 inches (with fire sprinklers) as outlined in Section 315.3.1 OFC.

YES NO N/A

14. Combustible Material

Electrical, boiler, and mechanical rooms are clear of combustible materials as outlined in Section 315.3.3 OFC.

YES NO N/A

Electrical Equipment, Wiring and Hazards

15. Wiring

Electrical wiring in accordance with Oregon Electrical Specialty Code as outlined in Section 605 OFC.

YES NO N/A

16. Working Clearance for Electric Equipment

Clear working space for electrical service equipment as outlined in Section 605.3 OFC.

YES NO N/A

17. Extension Cords

Extension cords not used in place of permanent wiring and only used with limited portable appliances as outlined in Section 605.5 OFC.

YES NO N/A

18. Covers

Approved covers provided for all electrical breakers/junction boxes, switches/outlets boxes as outlined in Section 605.6 OFC.

YES NO N/A

19. Labeling Electric Room

Doors into electric control panel rooms labeled ELECTRICAL ROOM as outlined in Section 605.3.1 OFC.

YES NO N/A

20. Portable Electric Space Heaters

Only listed and labeled portable electric space heaters may be used as outlined in Section 605.10 OFC.

YES NO N/A

Rated Construction and Interior Finishes

21. General

Penetrations sealed in all fire-resistance-rated construction (floors / walls / ceilings) as outlined in Section 703.1 OFC.

YES NO N/A

22. Finishes, Furnishes and Decorations

Furnishings, decorations, etc., shall not obstruct the means of egress. Exit doors shall be distinguishable and easily recognizable as exit doors as outlined in Section 1030.6 OFC.

YES NO N/A

Fire Protection

23. Fire Suppression/Detection

Fire protection equipment (fire sprinklers, smoke alarms, and/or suppression/extinguishing systems) properly maintained, and annually serviced as outlined in Sections 509.2 and 901.6 OFC.

YES NO N/A

24. Commercial Cooking

Automatic fire-extinguishing system (for commercial cooking equipment/hood systems) serviced every 6 months, maintained as outlined in Section 904.11.6 OFC.

YES NO N/A

25. Commercial Cooking Fire Extinguisher

Class K fire extinguisher provided in the kitchen for protection from cooking grease fires as outlined in Section 906.4 OFC.

YES NO N/A

26. Manual Fire Alarm

Required manual fire alarm system is maintained in an operative condition as outlined in Sections 907.2.8, 907.8 and 1103.7.5 OFC.

YES NO N/A

27. Smoke Alarms/Detectors

Smoke alarms/detectors installed and maintained in all sleeping areas (guest’s room) as outlined in Sections 907.2.11, 1103.7.5.2.1 and 1103.8 OFC.

YES NO N/A

28. Carbon Monoxide (CO) Alarms/Detectors

In buildings with a CO source, CO devices shall be provided in all sleeping areas (guest’s rooms) and maintained as outlined in Sections 908.7.2, 908.7.5 and 1103.9.2 OFC.

YES NO N/A

29. Fire Sprinklers

Required fire sprinkler system is maintained in an operative condition as outlined in Section 901.6 OFC.

YES NO N/A

30. FDC Connection

Fire department connection (FDC) labeled and accessible as outlined in Section 912.3 OFC.

YES NO N/A

31. Extinguishers

Portable fire extinguishers (minimum 2-A 10-BC) spaced with a maximum travel distance of 75 feet, maintained in an operative condition as outlined in Section 906.1 OFC.

YES NO N/A

32. Extinguishers

Portable fire extinguishers serviced annually by certified company, located in an unobstructed, conspicuous space, and readily accessible as outlined in Sections 906.5 and 6 OFC.

YES NO N/A

Means of Egress

33. Emergency Escape and Rescue Openings

Required emergency escape and rescue openings from sleeping rooms are maintained in accordance with the code in effect at the time of construction as outlined in Section 1030.7 OFC.

YES NO N/A

34. Means of Egress

Means of egress unobstructed as outlined in Sections 1003.6 and 1104 OFC.

YES NO N/A

35. Emergency Lighting

Emergency lighting (egress illumination) installed and maintained as outlined in Section 1104.5 OFC.

YES NO N/A

36. Exit Signs

Exit signs installed and maintained as outlined in Section 1104.3 & 4 OFC.

YES NO N/A

37. Corridors

Corridors serving an occupant load greater than 30, shall have doors (e.g. openings) which provide an effective barrier to resist the movement of smoke as outlined in Section 1104.17 OFC.

YES NO N/A

38. Doors

Doors in Group A – Assembly occupancies shall swing in direction of egress with panic hardware as outlined in Sections 1008.1.2 and 1008.1.10 OFC.

YES NO N/A

39. Doors

Exit doors are readily openable from the egress side as outlined in Section 1008.1.9 OFC.

YES NO N/A

40. Door Hardware

Additional locking devices permitted for guest room entry/exit door are in accordance with Section 1008.1.9.3#4 OFC.

YES NO N/A

41. Elevator Emergency Signage

Elevator signage indicating to use stairs during emergency is provided as outlined in Section 607.2 OFC.

YES NO N/A

42. Elevator/Stairway Enclosure

Elevator hoistways and stairways are protected connecting three or more stories as outlined in Section 1103.4.2 OFC.

YES NO N/A

43. Emergency Power Systems

Inspection, testing and maintenance of emergency power systems (elevator, emergency lighting and exit signs) shall be in accordance with an approved schedule as outlined in Sections 604.3, 4 and 5 OFC.

YES NO N/A

Other

44. Flammable/Combustible Liquids

Quantities in excess of 10 gallons used for maintenance and/operation purposes are located in approved liquid storage cabinets as outlined in Section 5704.3.4.4 OFC.

YES NO N/A