

**DALLAS FIRE-RESCUE DEPARTMENT**  
**Inspection & Life Safety Education**  
**Fire Code Requirements for**  
**High Rise Occupancies**



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This checklist provides some of the basic regulations governing the operation of **High Rise Occupancies**. It is not possible to cover all regulations. If you have a particular question of concern, please telephone or FAX the Dallas Fire-Rescue Department. The initial inspection is conducted at no charge. There is no charge for the first reinspection. The second reinspection is subject to a \$100.00 fee, with all reinspections after the second, subject to a \$105.00 fee.

**1. Permits**

- A. A valid certificate of occupancy from Building Inspection is required. Each tenant must also have a certificate of occupancy.
- B. Permit required for welding and cutting operations, refrigeration equipment, and other operations as needed. Contact Dallas Fire-Rescue for more information.
- C. A permit from Building Inspection is required to install electronic locking devices. The devices must be tested and approved by Building Inspection and the Fire Marshal.

**2. Exit Ways**

- A. Doors must be unlocked and unblocked. Required width of an exit way must be unobstructed.
- B. Signs must be illuminated.
- C. Electronic locking devices must unlock automatically in the event of a fire alarm or power failure.
- D. Stairwell doors must automatically close and latch.

**3. Fire Lanes and Access**

- A. Properly marked and clear of obstructions.
- B. Limited access control gates installed across fire lanes must meet requirements of the Dallas Fire Code.

**4. Fire Extinguishers**

- A. One 2A-10BC extinguisher required for every 3,000 sq. ft. of floor space or within 75 ft. of travel. Special hazards may have additional requirements.
- B. Mounted in conspicuous accessible locations.
- C. Inspected for proper maintenance annually by licensed individuals. Must be recharged following use.

**5. Fire Alarm/Detection Systems**

- A. Installed in accordance with Chapter 9 of the Dallas Fire Code.
- B. Systems installed, maintained, and approved prior to June 16, 2007 are considered to be in compliance with the Dallas Fire Code.
- C. Maintained in an operative condition at all times, and replaced or repaired when defective. Immediately notify Dallas Fire-Rescue at 214-670-4319 if fire alarm system becomes non-operational.
- D. Written operating instructions provided and maintained at an approved location.
- E. Manual alarms and smoke alarms should be tested at least annually, and/or after modification.

**6. Sprinkler Systems**

- A. Maintained in approved working condition. Test at least annually. Immediately notify Dallas Fire-Rescue at 214-670-4319 if sprinkler system becomes non-operational.
- B. Identify controls, drains, and test control valves with approved signage.
- C. Access to valves and/or fire department connections cannot be obstructed.

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D. A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in building must be provided for a system as follows:

- (1) Less than 300 system heads, a minimum of 6 spare heads.
- (2) 300 to 1000 system heads, a minimum of 12 spare heads.
- (3) Over 1,000 system heads, a minimum of 24 spare heads.

E. Maintain an 18-inch clearance between sprinkler heads and storage.

## 7. Signage

- A. Post a sign in each elevator lobby stating, "IN FIRE EMERGENCY, DO NOT USE ELEVATOR. USE EXIT STAIRS." Include a diagram showing a path to the exits. (Signs shall have letters a minimum of ½ inch high.)
- B. Post a sign in each elevator lobby stating, "Fire emergency plan available for review from the fire safety director".
- C. Post a sign in each stairwell indicating floor number, stairwell number, roof access or no roof access, and upper and lower terminus.
- D. Post a sign on all doors to electrical rooms that reads "Electrical Room".

## 8. Flammable Liquids

- A. Liquids with a flashpoint under 100 degrees Fahrenheit must not be used for general cleaning purposes.
- B. Stored in approved containers, and must not exceed allowable quantities.
- C. Prohibit sources of ignition.
- D. Provide metal cans with metal lids for the storage of rags soiled with combustible or flammable substances.

## 9. Kitchens

- A. Fire-extinguishing systems must be installed to protect commercial cooking equipment that produces grease-laden vapors.
- B. If commercial cooking equipment involves vegetable or animal oils and fats, one Class K extinguisher must be provided within 30 feet. Existing 40-BC fire extinguishers installed prior to July 1, 2004 that are properly maintained shall be permitted.
- C. Fire-extinguishing systems must be serviced at least every 6 months and after activation.
- D. Maintain stove and vent hoods free of grease.

## 10. Miscellaneous

- A. Conduct quarterly fire drills, and keep appropriate documentation.
- B. Develop an approved fire safety plan.
- C. Provide a public safety key box (Knox Box) with current building keys inside.
- D. Maintain elevator recall in proper working order.
- E. Remove combustible trash daily.
- F. Combustible decorations must be flameproof. Live Christmas trees must be removed when dry. The trunk of live Christmas trees must be kept in water.
- G. Maintain a 24-inch clearance between storage and ceiling.
- H. Provide metal covers for all electrical panels, outlets, boxes, and junctions.
- I. Extension cords must not be utilized in place of permanent wiring.
- J. Fill core and wall penetrations with a 2-hour rated material that is listed by a nationally recognized testing laboratory.
- K. Post a correct street address that is visible from the street. Designate each building in multiple building complexes.
- L. Secure compressed gas cylinders in an upright position.
- M. Gas powered appliances must be properly vented to the outside, have approved flex-type connections, and cut-off valves.