

# Town of Bedford

*New Hampshire*

## Fire Department

(603) 472-3219

Fax (603) 472-4565

Bedford Safety Complex

55 Constitution Drive

Bedford, NH 03110-6008

Email: [safety@bedfordnh.org](mailto:safety@bedfordnh.org)

## Building Department

## Health Department

(603) 472-3838

Fax (603) 472-4565

## Bedford Fire Department New Commercial Occupancy Checklist

The following checklist is designed to assist owners, occupants, and contractors recognize the most commonly overlooked items prior to a final inspection. This is not an all-inclusive list, some of these items will not apply to every project. Please contact the Bedford Fire Department with any questions prior to scheduling your final inspection.

### GENERAL

- Street number (min. 4" numbers contrasting with background)
- Knox Box and keys
- Emergency Contacts
- .pdf of building footprint submitted electronically
- Sprinkler, fire alarm, and electrical rooms labeled
- Roof access labeled
- Rooftop units labeled

### FIRE EXTINGUISHERS

- 10 lb. ABC dry chemical extinguisher at every exit
- Extinguishers arranged to meet proper coverage and travel distance
- Extinguisher monitoring system provided (where required)
- Extinguisher signage
- Service tags attached to extinguishers

### EMERGENCY BACKUP LIGHTS

- Double-Headed EBU lights provided throughout exit access
- Double-Headed EBU light provided in each restroom
- Double-Headed EBU light provided inside and outside of every exit

### ELEVATORS

- Emergency phone dials correct phone number/address
- All devices recall elevator to primary floor... ↓  
Primary floor elevator lobby smoke recalls to secondary floor
- FD elevator key for Knox Box
- Elevator drop key/tamper box in elevator machine room
- Heat detector in machine room shunts power
- State certificates in place

## **FIRE ALARM SYSTEMS**

- Proper coverage in all areas
- Spot test devices
- Test tampers and flow devices from sprinkler system
- Test time to alarm received by dispatch
- NFPA 72 Test Report provided before final inspection
- FACP and Pull Stations keyed to Cat-30
- Graphic Map of initiation devices hung next to Annunciator/FACP
- Programming Password and Instructions for disabling devices placed in FACP
- All devices labeled
- HVAC units exceeding 2000 CFM shut down upon fire alarm activation
- Lockout on Circuit Breaker
- Red exterior beacon installed above Knox Box
- Supervisory and Trouble Alarms notify emergency contacts, not FD
- Strobes remain on when system is silenced
- 120v single station smoke alarm installed in break rooms/kitchenettes

## **SPRINKLER SYSTEMS**

- Proper coverage in all areas
- Test time for waterflow alarm at FACP
- Test time for water at dry trip test
- 200 lb. underground report
- 200 lb. aboveground report
- Hydraulic design stickers on risers
- All valves labeled
- Lockout for air compressor
- Spare head cabinet and wrench
- FDC chained cap with strainer
- Knox Padlock for PIV

## **COMMERCIAL KITCHENS**

- Puff test – activation triggers FA, shunts makeup air/power/fuel
- Signage for manual pull stations
- K class extinguisher(s) provided