In Addition...

Both fire alarm systems and portable fire extinguishers require service type maintenance at least once every 12 months
When you have your fire extinguisher or fire alarm system serviced be sure to check for the following:

- Ask to see a current City of El Segundo Business License
- Ask to see a State of California Certification and a valid contractor's license. (Note: Fire extinguisher service contractors are required to carry a license bearing a photograph that is issued by the State Fire Marshals Office)

The El Segundo Fire Department offers these other fire safety programs:.

► **Fire Extinguisher Training-**
Provide hands-on fire extinguisher training for your employees.

► **Emergency Evacuation Planning-**
Review or help establish an evacuation plan for your business.

► **Fire Station Tours-**
Please phone ahead to make arrangements.

► **CPR Training-**
Provides American Red Cross CPR & First Aid training for your employees. Please phone us for class schedule and fee information.

► **CERT Training-**
Community Emergency Response Team Training on disaster recovery.

Please call (310) 524-2234 for more information

As a Reminder...

The City of El Segundo has adopted fees for performing fire inspections. The inspection fees, as adopted by resolutions No. 4574 and 4578, are as follows:

- **Annual Inspection**
  The annual Inspection of apartment buildings and condo complexes that contain 5 units or more:
  0 to 1,499 sq. ft. - $65.00
  1,500 to 9,999 sq. ft. - $85.00
  10,000 to 24,999 sq. ft. - $150.00
  25,000 to 99,999 sq. ft. - $275.00
  100,000 to 499,999 sq. ft. - $650.00
  500,000 sq. ft. and greater - $1,300.00

- **Re-inspections**
  There is no fee for the initial re-inspection of apartment buildings and condo complexes that contain 5 units or more units. Any additional re-inspection is:
  0 to 1,499 sq. ft. - $45.00
  1,500 to 9,999 sq. ft. - $45.00
  10,000 to 24,999 sq. ft. - $60.00
  25,000 to 99,999 sq. ft. - $105.00
  100,000 to 499,999 sq. ft. - $200.00
  500,000 sq. ft. and greater - $400.00

- **Five Year Tests**
  If your building has a fire sprinkler system or standpipe system, a five year service test is required and witnessed by the Fire Department. The fee is $465.00 for each system.

- **Knox Box**
  A steel lock box, from the Knox Company, may be required for your building if you have security gates protecting your building or parking area.

If you have any questions or concerns, please do not hesitate to call the Fire Prevention Division at (310) 524-2234 or (310) 524-2236.

FIRE DEPARTMENT

Apartment / Condominium Owner's

Basic Fire Safety Requirements

El Segundo Fire Department
314 Main Street
El Segundo, California 90245

Fire Safety Worksheet

Dear Apartment/Condo Complex Owner:

The El Segundo Fire Department inspects the common areas of apartment buildings and condominium complexes containing 5 or more units per building.

To help you identify potential fire hazards in the common areas, reduce the risks and avoid re-inspection fees, the El Segundo Fire Department has developed this fire safety brochure. As the apartment/condo complex owner or manager, you may use this brochure as a guide to identify and correct potential fire hazards that are commonly found.

In accordance with City Council Resolutions 4574 and 4578, your apartment building or condominium complex will be assessed an inspection fee and re-inspection fees based on your building's square footage.

To avoid re-inspection fees, be sure to correct any violations that were noted by the date of the first re-inspection.

Apartment/condo complexes with less than 5 units are not inspected by the Fire Department as a part of our annual inspection program. If you have any questions please feel free to call the Fire Prevention Division at (310) 524-2234. We will be happy to assist you.

Sincerely,

Kevin S. Smith
Fire Chief

1. Fire Extinguishers:

- Each fire extinguisher must have a minimum rating of 2A:10BC.(T-19 CCR § 568)
- A portable extinguisher must be available within 75 feet of travel to all portions of the building, unobstructed and clearly visible. (T-19 CCR § 568)
- The fire extinguisher must have been serviced within the last 12 months. (T-19 CCR § 575.1)

2. Exits:

- Corridors and stairs are clear and unobstructed. (CFC § 1028.2)
- Common area doors, such as building entrance doors and stairway doors, can be opened from the inside without special knowledge or effort (no locks or deadbolts). (CFC § 1008.1.2)

3. Combustible Materials/Storage:

- Combustible materials are not to be stored under a stairway. (CFC § 1009.5.3)
- Walls and ceilings that separate parking spaces from living areas shall be maintained and properly repaired whenever breached or penetrated. (CFC § 703.1)
- The trash dumpster must be at least 5 feet from any building, window or opening, unless protected by a sprinkler head above it. (CFC § 304.3.3)
- Charcoal and LP-gas barbecues are not allowed on balconies or within 10 feet of combustible construction. (CFC § 308.3)

4. Address Numbers

- Building address numbers must be clearly visible (4 in. minimum height) from the street and alley sides of the building. (CFC § 505.1)

5. Electrical:

- Wall outlets and switches have cover plates and are not overloaded. (CFC § 605.1)
- Cords and cables are in good condition. (CFC § 605.1)
- Multi-plug adapters are U.L. listed (*surge protector—circuit breaker style).* (CFC § 605.4)
- Extension cords shall not be used in place of permanent wiring. (CFC § 605.5)
- Storage of combustible material shall not be within 30-inches of electrical panels. (CFC § 605.3)

7. Fire Alarm (as applicable):

- The fire alarm system is in working condition. (CFC § 901.6)
- The system must be serviced and tested by a qualified technician within the past 12 months (*keep a copy of the report on file).* (CFC §901.6)

8. Fire Protection Systems:

- All fire protection systems are maintained in working condition. (CFC § 901.6)
- A test of the sprinkler and/or standpipe system has been conducted by a state licensed fire suppression contractor within the past 5 years. Note: ESFD to witness test (*keep a copy of the report on file).* (T-19 CCR § 904(a)(1))
- There is at least 18 inches clearance below the fire sprinkler heads. (CFC § 315.2.1)