

R-1 Guidelines

General Requirements

- Post building numbers which are unobstructed and visible from the street.
- Maintain exterior of building free of storage, debris, and trash.
- Keep dumpsters and other trash receptacles at least 5 feet from building, and never under a building opening (windows/doors).
- Storage is not permitted under stairways.
- Remove all combustible storage.
- Maintain/repair interior walls.
- Remove combustible storage

Exiting Requirements

- When occupant load is equal to or greater than 10 persons, 2 exits are required beginning on the 2nd floor and above.
- Fire Doors shall be maintained in operating condition, and latch closed. Door stops are not permitted and must be removed.
- Means of egress, including doors, corridors, and stairways, shall remain free of storage, debris, decorations, and operational at all times.
- Storage is not permitted under stairways which are without sprinkler protection.
- All corridors, stairways, and pathways to public street shall be illuminated at all times. Egress lighting shall be provided with back-up power supply and tested monthly.
- Exit signs shall be illuminated either internally or externally at all times and installed at each change of direction.

Fire Protection Equipment

- All guest rooms, apartments must be provided with an operating smoke detectors. These detectors shall be checked for operation at least once per year. For hotels and motels we strongly recommend they are checked after each checkout of clients by staff or manager.
- Smoke detectors are installed and operable in each bedroom/sleeping room with bars and in the hallway or common corridor(s) serving the bedroom/sleeping(s) areas.
- Fire Extinguishers are required in common corridors in a location not to exceed 75 feet of travel distance by any occupant. The top of the fire extinguisher shall be mounted no higher than 5 feet above the finished floor and a sign to indicate location shall be posted above fire extinguisher at 7 feet. Fire extinguishers shall be serviced annually by a Certified Fire Extinguisher Company.
- Storage shall be maintained at least 18 inches below sprinkler heads when a building is sprinklered and 24 inches when the building is not sprinklered.
- Sprinkler Systems and Standpipe Systems shall be certified by a licensed sprinkler company every 5 years. A copy of the certification shall be submitted to the Oakland Fire Prevention Bureau. All valves shall be locked in the open position. Note: Buildings with 100 sprinkler heads or more shall be monitored by a fire alarm system regardless building age.

- A sprinkler head box shall be provided and installed at least 5 feet above the finished floor adjacent to sprinkler riser when a sprinkler system is installed. Other locations require the approval of the Oakland Fire Department.
- Fire Hose Cabinets shall be maintained with tempered glass and proper labeling. Old hose shall be replaced when required by the sprinkler company.
- Sprinklers are required in basements 1500 sq. ft or more and when exits are more than 75 feet away.
- Maintain access to Fire Department connections, size shall be 2 ½ inch connections, and caps shall be provided at all times.

Fire Alarm Systems

- Fire Alarm Systems shall be tested on a quarterly basis. In accordance with NFPA 72, 1999 Standards, testing and maintenance shall be done by a certified fire alarm technician.
- A manual and automatic fire alarm system is required when there are 20 or more guest rooms, apartments, condominiums ect., or when the building is 3 or more stories in height.

Security Bars

- Obstructions are not permitted to emergency egress windows of sleeping rooms without a permit.
- Security bars on bedroom/sleeping room(s) have at least one operating, single motion release mechanism on an exit window.
- Passage to all exits, including exit window, and release mechanisms are maintained without obstruction.
- Bars, with releases, swing freely and safely without obstruction.
- A permit shall be issued for each building with bars. Contact Fire Prevention at (510) 238-3851 for more information.

Emergency Evacuation Plans

- All Hotel and Motels shall have a Fire Safety Coordinator. A plan shall be developed and maintained which shall include the Emergency Telephone Number (911), other emergency response numbers, evacuation and/or relocation of occupants, designated emergency personnel within the facility, employee responsibilities, and procedures to identify and assist non-ambulatory or physically disabled persons with evacuation/relocation.
- Apartments and condominium complexes with enclosed common corridors shall be provided with evacuation maps.
- Evacuation Maps shall be provided at every stairway landing, every elevator lobby, and inside all public entrances, on every floor. Hotels and Motels shall post on guest room side of the every guest room door.
- **Written Evacuation Plans** shall be submitted to the Oakland Fire Department, Public Safety Coordinator for approval. For questions in developing these plans please call (510) 235-7255.
- **Evacuation Map** requirements are specific. Obtain these requirements from the Oakland Fire Prevention Bureau by calling (510) 238-3851.

- Staff shall practice emergency evacuation procedures on a quarterly basis.