

# BUILDING INSPECTIONS

Occupancy (1997 OBC) revised April, 2002

## Classification Data

Inspections conducted pursuant to Section 2.4.3. 'Occupancy of Unfinished Buildings' of the Ontario Building Code. This checklist does not include the additional requirements for buildings within the scope of 3.2.6.

This checklist pertains to the following areas/floor(s) in the building:

No	INSPECTION CHECKLIST			V	L	R
1.	GENERAL	a	Final architects' general review report submitted for the area to be occupied			
		b	Final mechanical engineers' general review report submitted for the area to be occupied			
		c	Final electrical engineers' general review report submitted for the area to be occupied			
		d	Parking accessible to serve occupants and visitors, including barrier free path to the building			
		e	Fences and safe guards provided for exterior swimming pools			
		f	Fire access route complete, signs erected or application submitted			
		g	Exterior screening and fencing provided for roof top units and waste disposal areas, respectively			
		h	At least one elevator (in addition to any fire fighters' elevators) operating to provide access to floor areas			
2.	STRUCTURAL FRAMING	a	Final structural engineers' general review report submitted for the entire building			
		b	Construction of structural frame completed to the roof			
		c	Final independent inspection and testing agency reports submitted, ie. curtain wall systems, skylights			
3.	BUILDING ENVELOPE	a	Masonry or precast concrete is completed to the roof level			
		b	Windows or curtain walls completed to the roof level			
		c	Access to construction garbage chutes and material hoists restricted from public access			
		d	Final roofing system reports submitted			
4.	WALLS	a	Interior layout of walls conform with the permit drawings (travel distance, exit smoke separation and maximum flame-spread ratings apply, etc.)			
		b	Permanent guards, filler panels and walls installed on all floors to be occupied			
		c	All openable windows in dwelling units of Group C major occupancy apartment building have proper latches and screens to limit opening of window sash			
		d	Guards installed on all retaining walls designated as a structure			
		e	Openings in guards restricted to 200 mm (industrial occupancies, etc.) or 100 mm in restaurants, day cares, public places, occupancies where children could be present			
		f	Openings in non-mandatory guards are less than 100 mm or greater than 200 mm			
		g	Guards are the proper height and guards in residential occupancies do not contain a climbable foothold			
5.	FIRE SEPARATION	a	Floor to floor fire separations on floors to be occupied are complete			
		b	Fire dampers installed for the area to be occupied			
		c	Fire stop flaps installed for the area to be occupied			
		d	Lay-in tile ceiling membrane fire separation complete, including light fixture protection & clips			
		e	Fire proofing of structural members (spray or gypsum board assembly, report for spray application req'd.			
		f	Fire rated bulkheads at different ceiling elevations for lay-in tile ceiling membranes			
		g	Openings in fire resisting ceiling membranes protected			
		h	Penetration by ducts, pipes etc. of fire separations are sealed with an approved fire stopping system			
		i	Fire separations between tenants are complete, including above suspended ceilings			
		j	Fire separation for public corridors are complete; transfer ducts installed above ceilings			
		k	Fire rated doors and frames are labelled complete with latch, hinges and closer			
		l	Approved access doors installed in duct and wall finish for access to fire dampers			
		m	Wired glass and/or glass block complete			
		n	Max. temp. rise on unexposed side of door not exceeded (exceptions apply refer to the OBC)			
		o	Maximum aggregate area of wired glass panels not exceeded between an exit and floor (see exceptions)			
p	Maximum area of wired glass in a door not exceeded					
6.	EXITS	a	All stair enclosures, including doors, frames, hardware from grade or lowest level below grade to floor to be occupied are complete			
		b	Location, number and width of exit(s) in conformance with the permit documents			
		c	Permanent handrails, balustrades, guards installed. In nursing homes, home for aged and B-3 occupancies the handrail is continuous on both sides, including landings.			
		d	Openings in the exterior walls of another fire compartment are protected when close proximity to exits			
		e	Permanent stairs with a minimum of 3 risers (except food service, handrails & illuminated) non-slip treads, distinctive nosings and uniform rise, run and treads, minimum run of 10"			
		f	Exit to public thoroughfare with no overhead hazards. Appropriate guards, hoarding erected			
		g	No obstructions in exits ie. fire hose cabinet doors, turnstiles etc.			
		h	Maximum flame-spread rating of 25 not exceeded on walls and ceilings			
		i	Penetrations limited to services serving the exit (ducts, plumbing and other services not permitted)			
		j	Exit doors clearly identifiable, openable without the use of keys or special knowledge			
		k	Fire exit hardware or fire hardware (panic type as per occupant load and occupancy type)			
No	INSPECTION CHECKLIST			V	L	R
	1	Thumb-turn or dead-bolt locks not installed on exit doors serving Group A occupancies or exit shaft doors				

6.	EXITS Cont'd		that serve an occupant load of more than 100 persons or exit lobby doors					
		m	Exit doors, side lights and doors in an access to an exit are readily apparent by hardware, permanent decals, guards or railings					
		n	Exit and access to exit doors swing in the direction of exit travel in Group F-1 occupancies & room(s), suite(s) or floor area(s) having an occupant load of more than 60 persons & service rooms with boilers					
		o	Sliding or revolving doors are designed to swing when pressure applied and labelled to inform persons					
		p	Arabic numerals indicating the assigned floor numbers mounted on each side of doors to exit shaft, ie. 1					
		q	Upper case letters installed to each side of a stair indicating the designation of the shaft, ie. A, B, C etc.					
		r	In buildings over 2 storeys, sign posted where exit continues past the exterior exit door down to basmt					
		s	In buildings over 6 storeys, sign posted where exit does not lead to an exit at the roof level					
		t	Cross-over floor provided and signs installed for buildings exceeding 6 storeys					
		u	Glass in doors and side lights greater than 20" is safety glass type					
		v	Electromagnetic locking devices installed with building permit and Certificate of Installation submitted					
		w	Proper headroom clearance provided in all areas, ie. sprinkler piping, column capitals, exit signs etc.					
		7.	SHAFTS	a	Fire dampers are installed and shaft walls complete, elevator doors installed			
b	Concealed spaces used as return-air plenum contain limited materials, max. S.D. of 50							
c	Continuity of service space (shaft) maintained from top to bottom of fire separation							
d	Foamed plastic insulation fire protection installed (ie. gypsum board, metal)							
8.	RESTRICTED ACCESS TO SITE	a	Main lobby complete if part of exit system					
		b	Fire separation installed in stair exit shaft enclosure between occupied area and construction					
		c	Overhead protection provided					
		d	Hazardous and unfinished areas fenced/barricaded to prevent entry by the public, trip hazards (incomplete floor tile work) eliminated					
9.	EGRESS	a	Construction material not stored in exits, means of egress and areas of occupancy					
		b	All trip hazards have been eliminated, including door thresholds					
		c	Glass doors in the barrier-free path of travel have a continuous opaque strip					
		d	Occupants capable of leaving the bldg or floor area in a safe manner, including barrier-free requirements					
		e	Means of egress provided from any part of a floor area is not less than 760 mm (2'-6"), ie. turnstiles, etc.					
10.	SERVICE ROOM	a	Boiler and incinerator room doors swing outward, except in corridor or room for 'A' occupancy					
		b	Boiler, refrigerating machinery, transformers and hot water tanks not located under an exit					
		c	Service rooms do not open directly into an exit					
		d	Mechanical room fire separations complete, including walls, ceilings, closures, doors and hardware					
		e	Combustible refuse rooms are fire separated and sprinklered					
		f	Electrical equipment vaults fire separated and complete in conformance with the permit documents					
11.	PLUMBING FACILITIES	a	Plumbing facilities operational for the area(s) to be occupied					
		b	Barrier-free facilities are installed (door operators, water closets, faucet handles, signage, etc.)					
		c	Signs erected to indicate barrier-free locations and gender served					
		d	Water closets and urinals are not visible when the door to a room containing more than one w.c. is open					
		e	Glass used in shower or bathtub enclosures is safety glass type					
		f	Final professional and consultant reports submitted and testing completed for the area(s) to be occupied					
12.	SUITE LIGHT & HVA/C	a	The heating, lighting and electrical equipment is complete and operational in the suites and common areas to be occupied					
13.	LIGHTING IN CORRIDORS STAIRWAYS & EXITS	a	Lighting is operational for corridors, stairs and exits from the floor to be occupied downwards					
		b	Exit signs lights are visible from floor area being served, directional exit signs installed					
		c	Emergency lighting systems are operational for the designated time period and lighting levels					
		d	Gas or fuel fired generators have a separate identified shut-off valve located outside the building					
		f	Exterior lighting complete at exits					
14.	LIFE SAFETY SYSTEMS	a	Permanent sign posted indicating designed occupant load (framed & securely fastened to the wall)					
		b	Portable fire extinguishers and fire hose cabinets installed					
		c	Completion of the Building Standards checklist for Life Safety Systems					
15.	GARBAGE & LINEN CHUTES	a	Chute rooms and main garbage room complete including walls, rated closures, floor drain, rated closure at bottom of chute if applicable					
16.	ACCESS FOR FIRE FIGHTING	a	Required fire access routes are constructed to permit drawings for location, width, length, radius, over head clearance, gradient and construction for support of loads					
		b	Access to above grade storeys provided where the storey(s) is not sprinklered and identified on the ext.					

V	Date	Inspector	V	Date	Inspector	V	Date	Inspector
A			D			G		
B			E			H		
C			F			I		

**COMPLIANCE**

BUILDING INSPECTOR	DATE	CO-SIGNER	DATE
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