



Crawfordsville Fire Department

Code Enforcement Division

100 South Water Street - Crawfordsville, IN 47933 - (765) 362-1277

Above Ceiling Pre-Inspection Checklist

This worksheet is intended to assist the contractor in understanding specific expectations during the inspection process. CFD will keep this document as a part of the permanent project file and will use it to verify code compliance. The applicant (**Owner/Occupant**) needs to sign and date this document and is responsible for assuring the accuracy and consistency of the information provided herein. **Please submit this checklist prior to calling for the inspection. You may send it via e-mail (preferred) to bbechtel@Crawfordsville-in.gov or via FAX to 765-364-5198.**

PROPERTY INFORMATION

Project Name:		
Project Address:		
Owner's Name:		
Owner's Address:		
Phone #:	Fax #:	Email:

SYSTEM DESIGNER/CONTRACTOR

Company Name:		
Company Address:		
Contact Name (Designer):		
Phone #:	Fax #:	Email:
System designed by a NICET Level 3 or 4? <input type="checkbox"/> Yes <input type="checkbox"/> No		
NICET Level 3 or Level 4 Name & Registration #:		
System Designed by Registered Engineer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of System Designed by Registered Engineer (<i>stamp included</i>):		

BASIC INFORMATION

<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Are there any fire-resistive rated walls, floors, and /or ceilings? If yes , proceed to Question 2. If no , proceed to Question 21 .
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2. Do you have copies of the UL listed fire-stop system(s) on site and available For review by Fire Inspector?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3. Have you verified that the UL listed fire-stop system(s) has been installed in Accordance with the listing(s)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4. Are all fire-stop systems readily "visible and accessible" by ladder or lift for fire inspection? (<i>i.e., all ceiling tiles removed, etc.</i>)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5. Is there an "independent" fire-stop contractor/installer?

FIRE STOP SYSTEMS

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6. "Head of Wall" Fire Stop System installed according to UL listings?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7. "Wall to Wall" Fire Stop System installed according to UL listings?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	8. "Floor to Wall" Fire Stop System installed according to UL listings?

PENETRATIONS (*Rated Walls*)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	9. Fire Resistive Wall "Through-Penetrations" installed according to ASTM E 814 or UL 1479, and in accordance with UL Listing(s)? (<i>IBC 714.3</i>)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10. Fire Resistive Wall "Membrane-Penetrations" installed in accordance with (<i>IBC 714.3.2</i>)

PENETRATIONS (*Ceilings and Floors*)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	11. Fire Resistive "Horizontal assemblies" <i>Floor and/or Ceiling</i> Fire Stop Systems(s) installed according to UL listings and (<i>IBC 714.4</i>)
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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	12. Light Fixtures enclosures installed with proper fire resistive “membrane Penetrations” per (IBC 714.4.1.2)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	13. Non-Fire Resistive “Horizontal assemblies” (Floor and/or Ceiling) Fire Stop System(s) installed according to UL listings and (IBC 714.4.2)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	14. Combustible plumbing pipe sizes greater than 3 inches in diameter must be provided with “collars” (<i>showing locations</i>) and provide UL listings to Fire Department.
HVAC Duct and Air Transfer Openings (Walls)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15. Fire Dampers “installed” and “pre-tested” in Fire Resistive Walls in accordance With UL 555 and in accordance with (IBC Table 717.3.1) (<i>if yes, answer next question below</i>)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	16. Are they readily “accessible” for testing by fire inspectors with approved “access panels”?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	17. Are the dampers “labeled” in accordance with (IBC 717.4)
HVAC Duct and Air Transfer Openings (Ceilings and Floors)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	18. “Ceiling Radiation” Fire Dampers “installed” and “pre-tested” in accordance with UL 555c, (IBC 717.6.2.1), and in accordance with (IBC Table 717.3.1) (<i>if yes, answer questions 18 & 19 below</i>)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	19. Are they readily “accessible” for testing by fire inspectors?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20. Are the dampers “labeled” in accordance with (IBC 717.4)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	21. Are all plenum rated materials installed in accordance with IMC 602.2.1?
ELECTRICAL (Fire Alarm)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	22. All electrical wiring is installed and supported properly by building structural beams/columns/trusses per NFPA 70-Article 760?
SPRINKLER SYSTEMS (if applicable)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	23. Sprinkler piping not used to support “external loads” (NFPA 13:6-1.1.5- 1999 Ed)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	24. Sprinkler heads located both above and below ceiling are completely installed (100%)?
KITCHEN HOOD DUCT SYSTEMS (if applicable)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. Leakage Test (or 100 watt light test) has been conducted and verified prior to above ceiling fire inspection?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	26. Fire-resistive duct wrap and banding has been installed per UL listing? (First layer of wrap has passed inspection and second layer installed prior to Above Ceiling Inspection)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	27. Access panels provided and accessible, in accordance with UL listing?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	28. A copy of the Access Panel and Duct Wrap UL listings are available on site for fire inspection?
MISCELLANEOUS	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29. Attic Access Panels installed with adequate opening size and head space?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	30. Location of Lighted Exit Signs with battery backup installed in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	31. Location of Emergency Lighting with battery backup installed in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	32. Draft Stop installed in Attic Space in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	33. Draft Stop installed in “floor/ceiling” assemblies in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	34. All wiring and ceiling mounted fire alarm devices (smoke detectors) visible and accessible?

DISCLAIMER: *The information contained herein includes basic requirements for commercial construction of commercial kitchen exhaust hoods and ducts and is not to be relied upon as all-inclusive or complete requirements. It is to your advantage to consult and use a qualified design professional and or a qualified professional contractor to assist you with those areas of construction with which may be unfamiliar to you in order to avoid untimely delays and expenses to your project. This list may not be all-encompassing and should not be considered a comprehensive list due to the extensive list of adopted codes. The inspector shall document ALL fire and Life Safety violations and require corrections when any are discovered during an inspection.*

Owner or General Contractor

I certify that the information provided in this document is true and accurate.

(Printed Name)

(Signature)

(Date)

(Company Name)

(Email and Phone Contact)