



Department of Emergency & Safety Services  
Bureau of Fire Safety  
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## Fire Safety Fact Sheet

### Life Safety Systems Reports Due

All commercial buildings and facilities, including multi-family dwellings, are required to perform monthly life-safety equipment checks, annual life-safety equipment inspections and all records maintained on-site. The below listed items that are those that need to be checked and/or inspected along with their frequency of inspection.

All inspection test records should be forwarded to the Fire Marshal's Office throughout the year and are the responsibility of the owner/occupant.

Monthly Check Logs need only to be reviewed by the Fire Inspector during the time of inspection

**\*\* Inspections MUST be performed by New Jersey Licensed Contractors\*\***

**\*\*Monthly checks may be performed by the owner or occupant of a location\*\***

#### Monthly Equipment Checks

- Exit/Egress Lighting Test Log (604.4.1.1)
- Carbon Monoxide Alarm Test Log (5:70-4.9)
- Portable Fire Extinguisher Inspection Log (906.2)
- Single Station Smoke Detector Test Log (907.11.1)
- Fire Drill & Evacuation Logs (405.5)
- Fire Pump Churn Test Log (913.5)
- Generator Load-Transfer Test Run Log (604.4.1.3)

#### Quarterly Inspections

- Kitchen Hood Cleaning \* - This may have an increased or decreased frequency based on grease build-up as approved by the Fire Official. (609.3.3)
- Sprinkler System Inspections (The Annual Inspection should be sent to the FM's office) (901.6.1)
- Fueling System Emergency Shut-Off Test Log (2006.6.4)

#### Semi-Annual Inspections

- Kitchen Hood Extinguishment System Inspection (904.12.6.2)
- Specialty Fire Extinguisher System Inspection (901.6.1)

#### Annual Inspection

- Portable Fire Extinguisher Inspection (906.2)
- Fire Alarm System Inspection (including monitored Carbon Monoxide Detectors) (901.6.1)

- Sprinkler System Inspection (Annual) (901.6.1)
- Fire Department Connection (FDC) Inspection (912.7)
- Fire Pump Inspection (913.5)
- Generator Annual Inspection (604.4.1.3)
- Private Fire Hydrant Flow Test (507.5.3)
- Fire Door (Sliding and Rolling) Annual Test & Inspection (703.4)

**Every 3 Years**

- Dry Sprinkler System Drip Test (901.6.1)

**Every 5 Years**

- Sprinkler System Internal Inspection (901.6.1)
- Standpipe Flow Test (901.6.1)
- FDC Internal/Pressure Test (912.1; NFPA 25, 13.8.5)

If you have any questions, feel free to contact the Princeton Bureau of Fire Safety for assistance.