



SHAKOPEE FIRE PREVENTION BUREAU

NEW CONSTRUCTION

PRE FINAL- CHECKLIST

This sheet is designed to help identify the common issues with the final occupancy of a building. THIS SHEET DOES NOT ADDRESS ALL ISSUES OR CORRECTIONS FOR YOUR PROJECT.

GENERAL

- Fire lane signage installed. SFPB Policy #06-2000.
- Lock box installed above department connection or other approved location. Fire Marshal has the order form for the DAMA Lockbox. 2003 MSFC Section 506.
- Two (2) master keys for ALL tenant spaces and one (1) master key for mechanical rooms and any other fire protection equipment given to the Fire Marshal for the lockbox.
- Pre-plan completed per policy. SFPB Policy #08-2000.
- Address on building and tenant spaces. SFPB Policy #01-2000.
- Labeling of fire rated walls. SFPB Policy #10-2000.
- Doors labeled. 2003 MSFC Section 510. See detail on other side.
 - "Electrical Room" on all doors to electrical rooms.
 - "Fire Access" on the exterior door to the sprinkler riser room and fire alarm panel.
 - "Sprinkler Room" on door(s) to the sprinkler riser room.
 - "Fire Alarm Panel" on door(s) to the fire alarm control panel.
 - "Roof Access" The door(s) to the room with the roof access ladder.
- Fire extinguishers installed. 2003 MSFC Section 906.
- Exit signs and emergency lighting installed and tested. 2003 MSFC Sections 1003.2.10, 1003.2.11.
- Kitchen hood and duct fire protection systems shall be inspected and tagged.
- Fire Hydrants turned on and checked.
- All Fire Doors close and latch. 2003 MSFC Section 10.

FIRE PROTECTION SYSTEMS

- The underground main to the sprinkler system has been properly flushed prior to the attachment of the sprinkler riser. Must be witnessed by the Fire Prevention Bureau and Shakopee Public Utilities. Conductivity and bacteria test shall be completed. SFPB Policy #05-2000.
- Chain and lock will be needed on all control valves on the sprinkler system including yard or wall post indicators. NFPA 13 (1999) 5-14.1.1.3.
- Reflective sign installed above FDC. Aluminum reflective 18" x 12" base with red reflective letters. SFPB Policy #04-2000. See detail on other side.
- Sprinkler and/or fire alarm zone maps posted. 8-1/2" x 11" map in frame mounted to wall. SFPB Policy #04-2000, Policy #09-2000.
- Monitoring system for sprinkler and/or fire alarm installed and UL 72 certificate completed. SFPB Policy #09-2000.
- All testing for sprinkler system completed.
- All testing for fire alarm system completed, including testing of all single-station smoke detectors.
- Testing for any special suppression system completed.
- Testing of smoke removal system.

FIRE PREVENTION OFFICE NUMBERS

Fire Marshal: Tom Pitschneider 952-233-9336 or 952-233-9300

Fax: 952-233-3801

FDC Signage

Reflective sign for FDC: Minimum 18" x 12" with engineer grade reflective sheeting. Red letters on a white background.



Door Labels

Letters shall be of a contrasting color to the background.

Labels on exterior doors shall identify the door use and property address. The main wording shall be in 6" letters with secondary wording in 3" letters.

Stairs

Basement thru 4th
Roof Access

Fire Access

1850
No Building Access

Labels on interior doors shall identify the door use.

Wording shall be in 3" letters. Reduced size letter shall be pre-approved by the Shakopee Fire Prevention Bureau.

Electrical Room

Fire Access

Riser Room