

## CO & Building Final Readiness Checklist

**Purpose:** This checklist is for tenants to verify compliance **before scheduling a Certificate of Occupancy (CO) and/or Building Final inspection**. All items should be reviewed and corrected as applicable to your space.

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### GENERAL

- Business is free of clutter, trash, and excessive storage
  - Storage is maintained **18 inches below ceiling** (sprinklered buildings)
  - Storage is maintained **24 inches below ceiling** (non-sprinklered buildings)
  - No storage in attics unless specifically approved
  - Exterior/outside storage is orderly and code-compliant
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### EMERGENCY PLANNING & FIRE SERVICE FEATURES

- Fire apparatus lanes are clear, unobstructed, and properly marked
  - Address numbers visible from the street (minimum **6 inches**, contrasting color)
  - Suite numbers visible (minimum **4 inches**)
  - All required rooms are labeled:
    - Electrical rooms
    - Mechanical rooms
    - Stairways
    - Roof access
    - Sprinkler riser room
    - Fire pump room (if applicable)
    - Fire Alarm Control Panel (FACP)
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### ELECTRICAL

- Electrical wiring is installed and maintained per electrical code
  - Extension cords are **not** used in place of permanent wiring
  - All electrical panels, junction boxes, outlets, and switches have proper covers
  - Required clearance to electrical service equipment is maintained (no storage in front)
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### RATED CONSTRUCTION & INTERIOR FINISH

- No unsealed penetrations in fire-rated walls, floors, or ceilings
  - Fire-resistive construction is intact and properly protected
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## FIRE PROTECTION SYSTEMS

- Fire alarm system is operational and has a **current annual inspection sticker**
  - Fire sprinkler system is operational and has a **current inspection tag**
  - Fire pump system inspected and operational (if applicable)
  - Commercial kitchen suppression system inspected, tagged, and manual pull is accessible
  - Commercial hood, duct, and filters are clean with current inspection sticker
  - Fire extinguishers:
    - Properly installed and mounted
    - Visible and accessible
    - Current inspection tag attached
  - Fire hydrants and Fire Department Connections (FDCs):
    - Clearly labeled
    - Unobstructed
    - Caps in place
  - Private hydrants maintained (if applicable)
  - Smoke removal/exhaust systems operational (if applicable)
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## MEANS OF EGRESS

- Means of egress are **not obstructed, reduced, or blocked**
  - Exit doors open freely and are not locked or chained
  - Emergency exit signs illuminated and operational
  - Emergency lighting operational
  - Panic/fire exit hardware installed and functioning where required
  - Door signage does not interfere with required hardware or operation
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## ACCESS GATES (IF APPLICABLE)

- Automatic gate openers (KS2 switches) operational
  - OptiCom or light-attenuated devices operational
  - Fire Department manual release and/or Knox padlocks installed and functional
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## FUEL SYSTEMS (IF APPLICABLE)

- Emergency shut-off button installed, labeled, and operational
  - Required fuel system signage posted
  - Fuel hoses in good condition (no cracks or dry rot)
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## **OTHER LIFE SAFETY ITEMS**

- Knox Box installed at approved location
  - Knox Box keys are current and correct
  - Compressed gas cylinders secured to prevent falling
  - Occupant load sign posted where required
  - Emergency contact information posted and current
  - Roof access is clear, unobstructed, and accessible
  - No additional hazards or violations present
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