



## City of Miami - Fire & Life Safety Compliance Checklist High-Rise Occupancy

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Use this Fire Department checklist to meet the requirements for obtaining a Certificate of Use in the City of Miami.

**High-Rise Occupancy:** A building where the floor of an occupiable story is greater than 75 feet (23 meters) above the lowest level of fire department vehicle access.

### Building Identification & Access

- ☐ Post 6 inches building numbers on the street-facing side for visibility.
- ☐ Install a lock box at the main entrance with updated keys/fobs (master key, fire command room, fire pump room, generator room, roof access, main entrances).

### Fire Department Connection (FDC)

- ☐ Post visible FDC signage at the designated location.
- ☐ Mark zone locations with pressurization numbers on both high and low floors.
- ☐ Maintain a 36 inches clear path around the FDC at all times.
- ☐ Ensure FDC caps are installed and securely fastened.

### Backflow Preventer & Valves

- ☐ Keep the backflow preventer chained and in the open position.
- ☐ Keep Post Indicator Valve (PIV) locked and in open position if present.

### Fire Command Room

- ☐ Label rooms clearly with zones and devices identified.
- ☐ Ensure logbook, building plans, and emergency shut-off locations are readily accessible.
- ☐ Keep the room clear of any storage.
- ☐ Ensure the smoke control panel shows no trouble signals and all switches are set to 'Auto'.
- ☐ Post fire pump room location if applicable.

### Sprinkler, Standpipe & Fire Pump Systems

- ☐ Complete annual testing and record results in the logbook.
- ☐ Keep fire pump and valve rooms clear of storage.
- ☐ Test CO detectors on diesel fire pumps regularly.
- ☐ Keep diesel fuel tank inspections current.
- ☐ Label all pumps; post High-Zone pump floors in the main pump room.
- ☐ Tag all valves by their function.
- ☐ Keep inspection tags current.

### Generator Room

- ☐ Keep the room free of storage.
- ☐ Keep the logbook current with weekly and monthly test records.
- ☐ Check and confirm fuel levels are adequate.



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### **Stairwells**

- ☐ Ensure stairwells are always free of obstructions.
- ☐ Post signage at each stairwell indicating floor numbers and discharge locations.
- ☐ Clearly mark re-entry floors where applicable.
- ☐ Implement consistent locking procedures using either keyed or electronic locks, not both.

### **Amenity Floors**

- ☐ Clearly mark and ensure accessibility of gas shut-off valves for grills.
- ☐ Fire extinguisher installed within 10 feet of any permanent grill/BBQ.

### **Special/Unique Features**

- ☐ Inspect all hazardous material storage areas to ensure compliance with safety regulations.
- ☐ Conduct inspections of water tanks, booster pumps, and elevator rescue access doors to verify operational readiness and safety standards.

### **Life Safety Systems Annual Report**

- ☐ Submit annual reports for sprinkler systems, fire alarms, generators, smoke control systems, and other life safety systems to ensure regulatory compliance and operational integrity.

### **General Fire Protection & Safety**

- ☐ Inspect the fire alarm system annually and ensure inspection tags are current and clearly visible.
- ☐ Maintain an 18 inches clearance beneath sprinkler heads to ensure unobstructed operation.
- ☐ Store spare sprinkler heads and tools in a designated cabinet.
- ☐ Ensure fire extinguishers are tagged, mounted, visible, and accessible.
- ☐ Install carbon monoxide detectors in all required locations according to code.
- ☐ Test emergency lights and exit signs regularly to confirm they are fully functional.

### **Emergency Preparedness**

- ☐ Ensure the Emergency Action Plan (EAP) is readily available and kept up to date.
- ☐ Train staff on evacuation procedures, incident reporting protocols, and emergency response actions to ensure readiness and compliance.
- ☐ Test integrated fire protection and life safety systems as required by NFPA 4 to verify proper functionality and system coordination.