



# CHARLESTON FIRE DEPARTMENT



## Fire Marshal Division

### *Information Bulletin*

## Self Survey Fire Inspection – Construction Site

Dear Project Partner,

The Charleston Fire Department Fire Marshal Division conducts job site fire safety surveys on construction sites throughout the City each year. These surveys help reduce fires by eliminating basic fire hazards, educating contractors, and helping to ensure a safe and livable community.

On the second page of this document you will find a courtesy copy of a self-survey checklist to assist you in assessing general safety and code compliance within your construction site. Please take a few moments to conduct the survey and begin removing hazards as needed. You may find it useful to conduct weekly surveys based on your needs.

In accordance with the South Carolina Fire Code (SCFC), our office requires all construction sites to implement emergency and safety programs to improve employee and site safety as well as improve fire department access. We recommend a prefire plan that would incorporate the following:

- Fire Department information: Including fire department access routes, utility shut off locations, standpipe description and access, sprinkler system description and access, identifiable hazards, emergency contacts, a building description, location of stairways, and a designated fire prevention program superintendent.
- Maintenance Reports: Fire extinguishers, fire department access routes, sprinkler and suppression system inspection records.
- Training: site specific to include sounding of fire warning devices, controlling or confining a fire, notifying the fire department, and operating fire extinguishers.
- Site Specific details: Shall include storage methods for commodities and dangerous goods, fire separation for partly occupied buildings and reference reports.

The Charleston Fire Department is ready to assist you with preventing and responding to emergencies associated with your construction site. Please visit our website at [www.charleston-sc.gov/ConstructionFireSafety](http://www.charleston-sc.gov/ConstructionFireSafety) to find useful documents and training information. Feel free to contact me at 843-724-3429 or via e-mail at [julazadehm@charleston-sc.gov](mailto:julazadehm@charleston-sc.gov) with any additional questions or comments.

Sincerely,

Mike Julazadeh  
Chief Fire Marshal  
Charleston Fire Department

**Visit our website for more information,  
resources, and to sign up for notifications:  
[www.charleston-sc.gov/ConstructionFireSafety](http://www.charleston-sc.gov/ConstructionFireSafety)**

<i>Construction Fire Safety Self-Survey</i>	Address: _____
	General Contractor: _____
	Employee completing survey: _____ Date: _____

This document is provided as a courtesy to assist you with identifying routine fire safety issues found on construction sites. These surveys improve safety by eliminating basic fire hazards, educating employees on potential hazards, and help to ensure a safe and livable community. This form is intended to assist you with general compliance on your site and may not be all inclusive. The list below is intended to act as a guide to begin promoting fire safety on your site.

<b>A. FIRE PREVENTION</b>	N/A	YES	NO
1 A site safety director has been designated by the owner. SCFC 3303.2			
2 A site safety plan has been developed and approved by the FMD for the construction site. SCFC 3303.1			
3 Site safety director has provided documented training to responsible personnel in use of fire protection equipment. SCFC 3303.6			
<b>B. HOUSEKEEPING</b>			
1 Combustible materials removed from buildings at end of shift. SCFC 3305.2.2			
2 Combustible materials have not accumulated within buildings SCFC 3305.2.1			
3 Flammable and combustible storage areas are clear of combustible materials, vegetation, and waste materials. SCFC 3306.3			
4 Rubbish containers exceeding 40 gallons are made of non-combustible materials. SCFC 3305.2.3			
5 Ignition sources and smoking are prohibited in flammable and combustible liquid storage areas. Signs are posted. SCFC 3360.4			
6 Smoking is prohibited on site except in approved areas. SCFC 3305.1			
7 Open burning is not occurring on construction site. SCFC 3305.3			
8 Signs in designated cooking areas are posted with minimum letter height of 3" stating "Designated cooking area; Cooking outside of a designated cooking area is prohibited". SCFC 3305.8			
9 Temporary wiring complies with NFPA 70. SCFC 3305.7			
10 Flammable and combustible liquids are being stored properly. SCFC 3306.1			
11 Flammable gases are being stored, used, and handled in accordance with Chapter 58. SCFC 3307.1			
12 Explosive materials are being used, stored, and handled in compliance with permits on site. SCFC 3308			
<b>C. FIRE PROTECTION</b>			
1 Fire protection equipment is maintained and serviced. SCFC 3313, 3314, 3315 AND 3316			
2 Coverings placed on fire protection devices are immediately removed when construction nearby is completed. SCFC 3303.9.1			
3 Vehicle access is provided to within 100 feet of temporary or permanent FDC's. SCFC 3311.1			
4 An approved water source for fire protection is on site. SCFC 3313			
5 In buildings where a standpipe is required, standpipe will be installed per SCFC 3314 and section 905			
6 Fire extinguishers are on site at each stairway on all floor levels where combustible materials have accumulated, and every shed, and in areas where flammable and combustible liquids are present. SCFC 3316.1			
7 Fire watch provided for building demolition or hazardous construction such as hot work or temporary heating.			
8 Fire watch provided during non-working hours for new construction exceeding 40 feet in height at highest occupied floor. SCFC 3305.5.1			
9 No point on exterior of a building shall be located more than 500 ft. from a hydrant accessible to FD vehicles.			
<b>D. GENERAL</b>			
1 Building numbers are at least 4" in height and visible from the address side. SCFC 3310			
2 Buildings at least 40ft. in height have one temporary lighted stairwell, unless a permanent one is already in place. SCFC 3312.1			
3 Building is not occupied prior to sprinkler system being tested and monitored. SCFC 3315.1			
4 Motorized construction equipment exhausts are piped to the outside of the structure and do not discharge against combustible materials. SCFC 3317.1			
<b>E. ROOF</b>			
1 During roof covering or repair not less than one 3A40-BC extinguisher is present on roof. SCFC 3318.3, 303.5			
2 Asphalt and tar kettles are not within 20 ft. of combustibles or blocking egress, gates, roads, or entrances. SCFC 3318.1, 303.2			
3 Attendant within 100 feet of operating kettle. SCFC 3318.1			
4 Hi-boys are built of non-combustible materials and a limited to a capacity of 55 gallons. SCFC 303.7			
5 Tar kettles are equipped with tight-fitting lids. SCFC 303.6			