



Honolulu Fire Department (HFD) Fire Inspection Guidelines

An HFD Fire Inspector will conduct a fire inspection of your facility on the date and time indicated below. The inspection will involve the common areas, fire protection system, and business occupancies contained within.

Date: _____ Time: _____

Fire Inspector: _____ Phone: _____

The most common fire code violations discovered during an inspection are listed below. To minimize disruption to your business, please assist us by examining your area for fire code violations and correcting them prior to our arrival.

1. Ceiling Panels

Panel-type ceilings must have all panels in place. Penetrations or openings are not allowed and must be sealed with listed/approved fire-resistive materials.

2. Compressed Gas Cylinders

Compressed gas cylinders, full or empty, must be properly secured to prevent falling due to contact, vibration, or seismic activity.

3. Electrical Appliances

Because of their large electricity demands, refrigerators, water coolers, microwave ovens, coffee makers, air conditioners, hot plates, toasters, etc., must be plugged directly into a wall electrical outlet. These appliances must not be plugged into power strips, surge protectors, or extension cords.

4. Exit Signs

Where required, exit signs must be illuminated and visible. Exit signs provided with an emergency operation (battery backup) must be functional.

5. Extension Cords

Extension cords are designed for temporary use only. The use of extension cords on a permanent basis is a common cause of electrical fires and prohibited.

6. Fire Exits and Corridors

Fire exit doors must be openable from the inside without the use of a key, special knowledge, or effort. Exit doors must not be locked or rendered unusable. Storage in exit stairwells and corridors is prohibited.

7. Fire Extinguishers

Fire extinguishers must be serviced annually and display a satisfactory service tag denoting the month and year it was serviced.

8. Fixed Fire Protection Devices

Class 1 dry standpipe systems must display a satisfactory service tag denoting the month and year of its five-year flow test.

Class II wet standpipe systems must display a satisfactory service tag denoting the month and year of its five-year flow test. Additionally, the fire hose in the fire hose cabinet must have a verification collar appropriately mounted in the middle of the racked fire hose denoting the month and year of its annual hose inspection.

Automatic fire sprinkler systems must display a satisfactory service tag denoting the month and year of its annual flow test.

9. Piggybacking

Piggybacking is the connection of two or more power strips/surge protectors and/or extension cords in a series. This is commonly found in older buildings that do not contain an adequate amount of electrical outlets.

10. Propane

Propane cylinders must not be used or stored in buildings, including atop rooftops and deck areas.

11. Storage

Storage of combustible items in electrical and mechanical rooms is prohibited. Stored items must maintain a minimum sprinkler head clearance of 18 inches in buildings equipped with fire sprinklers and a 24-inch ceiling clearance in buildings without fire sprinklers.

12. Storage of Flammable/Combustible Liquids

When total quantities of liquid exceed ten gallons, liquids must be stored in a Flammable Liquid Storage Cabinet.

We look forward to assisting you in creating a safe working environment. Should you have any questions or concerns, please call the Fire Inspector listed above.