



WEST COVINA FIRE DEPARTMENT

Fire Prevention Bureau
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Plaza West Covina Tenant - Guidelines

PURPOSE

This guide is intended to provide safety standards and regulations for Plaza West Covina mall. The requirements listed in this guideline were derived from the 2013 California Fire Code (CFC), 2013 California Building Code (CBC), and California Code of Regulations, Title 19.

SCOPE

These guidelines shall apply to all permanent and temporary tenant spaces located inside Plaza West Covina.

REQUIREMENTS

1. Tenant Address

- a) The tenant space address shall be located on the storefront lower right corner and center of the rear door.
- b) Numerics shall be 4" tall and ½" wide strokes on white reflective vinyl.
- c) Final location to be approved by Fire Inspector.

2. Knox Box

- a) A recessed Knox Box shall be located to the right side of the storefront, 18" above the floor.
- b) Inside mall locations are required to purchase and install **Knox Box Recess Type Part Number 3273**. Application may be picked up at West Covina Fire Department.
- c) Final location to be approved by Fire Inspector.

3. Fire Alarm Systems

- a) Fire alarm systems must be maintained in an operable condition at all times. All systems shall be serviced as required by CCR, Title 19 and NFPA 72. Systems shall be tested yearly by a certified Fire Alarm company and as required by code.
- b) Existing fire alarm systems shall be brought up to current code and designed to "Plaza West Covina requirements".
- c) Maintain 30" clearance in front of fire alarm control panel and/or fire alarm power supply.

4. Fire Sprinkler Systems

- a) Fire sprinkler systems must be maintained in an operable condition at all times. All systems shall be serviced as required by CCR, Title 19 and NFPA 25. Systems shall be tested and tagged every 5 years by a licensed Fire Sprinkler contractor and as required by code.
- b) Fire sprinkler heads shall not be painted, leaking or corroded.
- c) All storage and furnishings shall be kept a minimum of 18” below fire sprinkler heads.
- d) Fire sprinkler piping shall not be used to support storage or merchandise.
- e) **Any modifications to the sprinkler system shall be performed by a licensed C-16 sprinkler contractor, with approved plans and permit.**

5. Fire Extinguishing Systems (Commercial Cooking Operations)

- a) Fire extinguishing systems shall be serviced at least every 6 months, or after activation of the system, by a licensed contractor. All systems shall be serviced as required by CCR, Title 19 and NFPA 17A.
- b) Where changes in cooking equipment, positioning of cooking equipment or replacement of cooking equipment occur in existing commercial cooking systems, approved plans and permit shall be obtained.

6. Fire Extinguishers

- a) Fire extinguishers shall be a minimum of (2A 10BC) rating and properly mounted five feet from the floor to the top of the extinguisher. They must be visible and accessible at all times. Travel distance to an extinguisher shall not exceed 75 feet.
- b) A “K” rated fire extinguisher is required for all commercial kitchens. Travel distance shall not exceed 30 feet from the cooking surface. All other type of extinguishers shall be prohibited within kitchen area.
- c) Fire extinguishers shall be certified by a licensed contractor annually.
- d) Final location to be approved by Fire Inspector.

7. Exits

- a) The path of exit travel to and within exits in a building shall be identified by exit signs conforming to the requirements of the CBC. Exit signs shall be readily visible from any direction of approach. Exit signs shall be located as necessary to clearly indicate the direction of egress travel.
- b) Decorative materials, props and/or merchandise racks shall not obstruct, confuse, or obscure exits, pathways, exit signs, or emergency lighting units.
- c) Final locations to be approved by Fire Inspector.

8. Electrical

- a) Only UL listed power strips with over-current protection shall be used when the number of outlets provided is inadequate. Power strips shall be plugged directly into provided outlets and shall not be plugged into one another in series.
- b) A clear working space of not less than 30” in width, 36” in depth and 78” in height shall be provided in front of electrical panels.