



# Lafayette Fire Department

## Above Ceiling Pre-Inspection Checklist

This **Pre-Inspection Checklist** is provided to assist you in verifying readiness for the field inspection and acceptance tests. Please contact our office with any questions. [LFD-FirePrevention@lafayette.in.gov](mailto:LFD-FirePrevention@lafayette.in.gov) or (765) 807-1600.

When your project includes work for **1) Sprinkler Systems, 2) Fire Alarm Systems, and/or 3) Kitchen Hood Suppression Systems**, please note that you must submit detailed plans which have been “accepted” by the fire department **prior to scheduling the field inspection. (Review times are based upon 10 working day turnaround)**

BASIC INFORMATION	
<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Are there any fire-resistive rated walls, floors, and/or ceilings? If <b>yes</b> , proceed to Question 2. If <b>no</b> , proceed to <b>Question 21</b> .
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	2. Do you have copies of the UL listed fire-stop system(s) on site and available for review by fire inspector?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	3. Have you verified that the UL listed fire stop system(s) has been installed in accordance with the listing(s)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	4. Are all fire-stop systems readily “visible and accessible” by ladder or lift for fire inspection? ( <i>i.e., all ceiling tiles removed, etc.</i> )
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	5. Is there an “independent” fire stop contractor/installer?
FIRE STOP SYSTEMS	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	6. “Head of Wall” Fire Stop System installed according to UL listings?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	7. “Wall to Wall” Fire Stop System installed according to UL listings?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	8. “Floor to Wall” Fire Stop System installed according to UL listings?
PENETRATIONS (Rated Walls)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	9. Fire Resistive Wall “Through-Penetrations” installed according to ASTM E 814 or UL 1479, <b>and</b> in accordance with UL Listing(s)? ( <i>IBC 712.3</i> )
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	10. Fire Resistive Wall “Membrane-Penetrations” installed in accordance with IBC 712.3.1?
PENETRATIONS (Ceilings and Floors)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	11. Fire Resistive “Horizontal assemblies” ( <i>Floor and/or Ceiling</i> ) Fire Stop System(s) installed according to UL listings and IBC 712.4?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	12. Light Fixtures enclosures installed with proper fire resistive “membrane penetrations” per IBC 712.4.1.2
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	13. Non-Fire Resistive “Horizontal assemblies” ( <i>Floor and/or Ceiling</i> ) Fire Stop System(s) installed according to UL listings and IBC 712.4.2?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	14. Combustible plumbing pipe sizes greater than 3 inches in diameter must be provided with “collars” ( <i>showing locations</i> ) and provide UL listings to Fire Department.
HVAC Duct and Air Transfer Openings (Walls)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	15. Fire Dampers “installed” and “pre-tested” in <b>Fire Resistive Walls</b> in accordance with UL 555 and in accordance with IBC Table 716.3.1? ( <i>if yes, answer next question below</i> )
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	16. Are they readily “accessible” for testing by fire inspectors with approved “access panels”?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	17. Are the dampers “labeled” in accordance with IBC 716.4?

**HVAC Duct and Air Transfer Openings (Ceilings and Floors)**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	18. "Ceiling Radiation" Fire Dampers "installed" and "pre-tested" in accordance with UL 555c, IBC 716.6.2.1, and in accordance with IBC Table 716.3.1? (if yes, answer questions 18 & 19 below)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	19. Are they readily "accessible" for testing by fire inspectors?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	20. Are the dampers "labeled" in accordance with IBC 716.4?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	21. Are all plenum rated materials installed in accordance with IMC 602.2.1?

**ELECTRICAL (Fire Alarm)**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	22. All electrical wiring is installed and supported properly by building structural beams/columns/trusses per NFPA 70- Article 760?
---	--

**SPRINKLER SYSTEMS (if applicable)**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	23. Sprinkler piping not used to support "external loads" (NFPA 13:6-1.1.5- 2010 Ed)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	24. Sprinkler heads located both above and below ceiling are completely installed (100%)?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	25. Are there <b>Flexible Sprinkler Hose Fittings</b> that penetrate a suspended ceiling?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	26. If answer to question #25 is yes, does the ceiling provide support in accordance with ASTM C 635 & ASTM C 636? ( NFPA 13:9.2.1.3.3.2- 2010 Edition)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	27. Are these fittings greater than 6 feet in length, and if yes, are hanger(s) provided from the structure for support? (9.2.1.3.3.3)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	28. Do the corrugated stainless steel braids meet the "radius bend" in accordance with mfg's listing, and typically meet a three-inch radius?

**KITCHEN HOOD DUCT SYSTEMS (if applicable)**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	29. Leakage Test (or 100 watt light test) has been conducted and verified prior to above ceiling fire inspection?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	30. Fire-resistive duct wrap and banding has been installed per UL listing? (First layer of wrap has passed inspection and second layer installed prior to Above Ceiling Inspection)
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	31. Access panels provided and accessible, in accordance with UL listing?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	32. A copy of the Access Panel and Duct Wrap UL listings are available on site for fire inspection?

**MISCELLANEOUS**

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	33. Attic Access Panels installed with adequate opening size and head space?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	34. Location of Lighted Exit Signs with battery backup installed in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	35. Location of Emergency Lighting with battery backup installed in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	36. Draft Stop installed in Attic Space in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	37. Draft Stop installed in "floor/ceiling" assemblies in accordance with plans?
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	38. All wiring and ceiling mounted fire alarm devices (smoke detectors) visible and accessible?

**SIGNATURE and CONTACT INFORMATION**

**Owner or General Contractor**

I certify that the information provided in this document is true and accurate.

\_\_\_\_\_  
(Project Name & Address)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Email and Phone Contact)

**Fire Stop Contractor (if applicable)**

I certify that the information provided in this document is true and accurate.

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Email and Phone Contact)

***DISCLAIMER:*** This list is not all-encompassing due to the extensive list of adopted codes. The inspector shall document ALL Fire and Life Safety violations and require corrections when any are discovered during an inspection.

***A completed form indicates all listed items have been verified.***

***In the event the field inspection reveals that an item is not complete, a fine of \$50.00, per item, will be issued.***