



SAN MATEO CONSOLIDATED FIRE DEPARTMENT

Fire Prevention & Life Safety

2121 S. El Camino Real, Bldg B, Ste 100, San Mateo, CA 94403
650-522-7940 · prevention@smcfire.ca.gov · www.smcfire.ca.gov

TO: Owners, Property Managers, and Building Engineers of High-Rise Buildings in Belmont, Foster City, and San Mateo

**RE: Annual High-Rise Fire and Life Safety Inspection
October 1 through December 31**

The San Mateo Consolidated Fire Department will conduct annual fire and life safety inspections of high-rise buildings within our jurisdiction between **October 1 and December 31**. Your building is included in this year's inspection program.

These inspections are conducted pursuant to **California Health and Safety Code Sections 13146.2 and 13217**, which require the annual inspection of multi-residential occupancies and high-rise structures for compliance with the California Fire Code and Title 19 of the California Code of Regulations.

A high-rise presents fire and life safety challenges that lower buildings do not. Occupants above the reach of ground ladders and aerial apparatus depend entirely on the building's built-in systems for a safe evacuation, and so do the firefighters coming to reach them. This inspection verifies that those systems remain sound, and that what we find is what your occupants and our crews would face in an emergency.

This letter asks for you to complete two items: schedule your own inspection at a time that works for your building, and correct the routine items listed below before we arrive. Buildings that address those items in advance typically pass on the first visit.

How to Schedule Your Inspection

You may select your own state-mandated inspection date and time using our online scheduling system:

SCHEDULE ONLINE

Book Your Inspection Online

Or scan the QR code below with your phone camera.



Please schedule no later than **December 1**. Buildings not scheduled by that date will be assigned an inspection date and time by this office. **Earlier dates offer significantly more availability, and we encourage you to schedule in October.**

Available days	Monday through Friday
Start times	7:30 a.m. or 12:30 p.m.
Time required	Approximately 4 hours on site
Advance notice	Appointments must be booked at least 24 hours in advance

Please have the following ready when you book. Gathering it in advance takes only a few minutes and saves a follow-up call from our office:

- **Name, phone, and email for the person who should receive the inspection report**, typically the property manager.
- **Name, phone, and email for the person who should receive the invoice**, if different from the above.
- **Name, phone, and email for your building engineer (on-site point of contact)**, separate from your own contact information. The engineer provides access to secured and restricted areas, and operates building systems as required during the inspection.
- Check-in instructions for Fire Inspector

Please Correct the Following Items Before Our Arrival

Most inspection findings are routine maintenance items you can resolve in advance. Addressing these items in advance will help ensure compliance and a successful inspection. Before your scheduled date, please verify the following:

1. **Portable fire extinguishers.** Every extinguisher carries a current service tag dated within the past 12 months, is mounted in its designated location, is fully charged, and is unobstructed.
2. **Standpipe and sprinkler systems.** Annual inspection, testing, and maintenance is current and documented. Five-year internal inspection and any required hydrostatic testing are current. Riser rooms are accessible, and control valves are open and supervised.
3. **Fire alarm system.** Annual test and certification is current and documented. No trouble or supervisory signals are active. The fire alarm control panel is accessible.
4. **Fire pump.** Annual flow test and weekly churn test records are current and available for review.
5. **Emergency and standby power.** Generator load testing is current and records are available.
6. **Elevators.** Phase I recall and Phase II in-car operation function correctly. Current certificates are posted in each car.
7. **Means of egress.** All exit stairs, corridors, and exit discharges are clear and unobstructed. Exit doors operate freely and are not chained, blocked, or padlocked. Exit signs and emergency lighting are illuminated and functional.
8. **Fire doors and stairwell doors.** Close and latch completely. No wedges, hold-opens, or other obstructions.
9. **Fire safety and evacuation plan.** Current, on site, and available for review.
10. **Electrical and mechanical rooms.** Clear of storage. Panels labeled and accessible with the required working clearance.

What We Need From You on Inspection Day

- **Access to all areas of the building.** This includes every floor, the roof, and all mechanical, electrical, elevator machine, riser, and generator rooms. **We do not require interior access to private residential units.** Where access to common areas, corridors, or tenant spaces is needed, please arrange notification in advance.
- **A building representative to accompany the inspector for the entire walkthrough.** Your building engineer or chief maintenance staff is preferred, someone who carries keys or badge access and can operate building systems. The inspection cannot proceed without an escort.
- **All inspection, testing, and maintenance records on site and available,** either in hard copy or accessible electronically during the walkthrough. This includes documentation of the most recent fire pump flow test, five-year sprinkler certification, fire alarm certification, and smoke control acceptance test.

If access or an escort is not available when our inspector arrives, the inspection will be rescheduled and a re-inspection fee may apply.

Questions

Contact the Fire Prevention Division at **650-522-7940** or **prevention@smcfire.ca.gov**. If your building has unusual access constraints, a shift-limited engineer, or scheduling needs the online system cannot accommodate, please call us directly and we will work with you.

If you are not the person responsible for scheduling or for day-to-day management of this building, please forward this letter to your property manager and building engineer.

We appreciate your partnership in keeping your building and its occupants safe.

Sincerely,

Carisa Workman

Carisa Workman
Fire Marshal
San Mateo Consolidated Fire Department