



State of New Jersey

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DEPARTMENT OF INSTITUTIONS AND AGENCIES,
P. O. BOX 1237
TRENTON 08625

July 12, 1966

TO: ALL APPROVED BOARDING HOMES FOR SHELTERED CARE

RE: REVISED FIRE PROTECTION STANDARDS

The Hospital Licensing Board, at its meeting on June 10, 1966, recommended that Chapter III on Fire Protection, pages 1 through 10 (a copy of which is enclosed) be adopted effective July 1, 1966, to replace Part III on Fire Protection, pages 4 through 6, in the present Standards for Existing Boarding Homes for Sheltered Care, approved September 28, 1953.

In accord with the provisions of R. S. 30:11A-6, the Board also recommended that any boarding home for the sheltered care of adult persons in operation at the time of adoption of the revised standards be given a period of time, not to exceed two years, within which to comply with the revised standards.

The Board further recommended that each boarding home for sheltered care approved by the Department shall inform the State Fire Marshal on or before December 31, 1966, of what provisions will be taken by the boarding home to comply with the revised standards. Forms for this purpose will be sent to you by the State Fire Marshal.

The foregoing recommendations were approved by the State Board of Control on June 22, 1966.

We request that you acknowledge receipt of the enclosed revised Fire Protection Standards, by signing and returning the form attached for this purpose. Any general question regarding the standards should be directed to our Bureau of Community Institutions. However, as in the past, technical questions will be referred to the State Fire Marshal.

Sincerely yours,

Lloyd W. McCorkle
Lloyd W. McCorkle
Commissioner

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Attachments 2
Acknowledgment Form
Revised Standards

Copy 2

Bureau of Community Institutions
Department of Institutions and Agencies
P. O. Box 1237
Trenton, New Jersey 08625

This will acknowledge receipt of Chapter III on Fire Protection, pages 1 through 10, approved by the State Board of Control on June 22, 1966, and effective July 1, 1966, which replaces Part III on Fire Protection, pages 4 through 6, in the present Standards for Existing Boarding Homes for Sheltered Care, approved September 28, 1953.

Signature of Boarding Home Operator

Address of Boarding Home

Date

STATE OF NEW JERSEY
Department of Institutions and Agencies
Bureau of Community Institutions
Trenton

EFFECTIVE JULY 1, 1966, THE ATTACHED CHAPTER III,
FIRE PROTECTION, PAGES 1 THROUGH 10, REPLACES
PART III ON FIRE PROTECTION, PAGES 4 THROUGH 6,
IN THE PRESENT STANDARDS FOR EXISTING BOARDING
HOMES FOR SHELTERED CARE, APPROVED SEPTEMBER 28, 1953.

In accord with the provisions of R. S. 30:11A-6, any boarding home for the sheltered care of adult persons in operation at the time of the effective date of the revised standards shall be given a period of time, not to exceed two years, within which to comply with the revised standards. However, each boarding home for sheltered care approved by the Department shall inform the State Fire Marshal on or before December 31, 1966, of what provisions will be taken by the boarding home to comply with the revised standards.

CHAPTER III*
FIRE PROTECTION

I. PREVENTION

Prevention is the keynote of fire protection and the boarding home operator shall make every effort to safeguard against the existence of fire hazards in the interest of protecting both lives and property. It is in these interests that the Department has adopted the fire protection measures in this manual.

II. FIRE DETECTION SYSTEM

All boarding homes shall have an automatic fire detection system of a type approved by the State Fire Marshal. No such installation shall be made without the written approval of the State Fire Marshal.

III. HORIZONTAL ZONING

- A. To provide horizontal fire zoning, all floors above the first floor of any non-fireproof building which is occupied by residents, and which exceeds 3,000 square feet in area, shall be divided into separate areas by horizontal smoke and fire partitions of at least one-hour fire-resistance rating.
- B. Specifications on materials which provide such rating may be obtained from the Fire Insurance Rating Organization of New Jersey, Newark.
- C. All doors provided in such partitions shall have the following:
 - 1. A fire-resistance rating of at least one hour.
 - 2. Be equipped with a positive latch.
 - 3. Be equipped with a self-closing device so installed that the door will close automatically if held open.
 - 4. Be equipped with a fusible link if held open.
- D. All doors shall be tight-fitting.
- E. Doors should preferably be 36 inches wide.

*Approved by the State Board of Control on June 22, 1966, effective July 1, 1966

- F. Doors in fire-resistance partitions, to meet the one-hour rating requirement, shall be:
 - 1. Hollow metal doors, or
 - 2. Solid wood doors of the flush type not less than 1 3/4 inches thick.
- G. Doors as specified above shall have panels for clear vision and all such panels shall have clear wire glass set in metal frames.

IV. STAIRWAYS AND EXITS

- A. Two satisfactory and easily available emergency means of egress, remote from each other and preferably at opposite ends of the building, shall be provided from each floor occupied or utilized by residents, owners or personnel. Such exits shall lead directly to the exterior of the building. Exits through kitchens from the second floor or above will not be accepted.
- B. Stairways and hallways leading to the exterior shall be kept free and clear of obstructions at all times.
- C. All exit doors to such stairways shall be clearly marked.
- D. The two primary exits on the first floor shall open outward. If screen doors are necessary, they may open to the inside but shall be of light construction and shall be maintained in an open position during the night hours.
- E. In the event that it is necessary to provide an acceptable second means of egress to the exterior, it shall be constructed in conformity with standards of the Department.

V. STAIR ENCLOSURES

- A. All interior stairways, except those leading to the basement, shall be enclosed either at the top or bottom to prevent the upward spread of smoke, flame and fumes.
- B. Enclosures on primary interior stairways shall have a one-hour fire-resistance rating. They may be constructed of 3/4 inch gypsum plaster on metal lath on each side of 2 x 4 wood studs, or equivalent, or of wire glass in metal framework. All construction proposed as "equivalent" shall be approved by the Department. In enclosures there shall be no movable transoms or movable interior windows and all transoms and interior windows shall be of wire glass in metal frame. Landings adjacent to all doors in stair enclosures should be at least the width of the door.

C. Doors in enclosures shall be:

1. Hollow metal doors, or
2. Solid wood doors of the flush type not less than 1 3/4 inches thick
3. Doors should preferably be 36 inches wide.
4. Such doors shall have transparent wire-glass vision panels which shall not exceed 100 square inches in area and all such panels shall be installed in metal frames.
5. All such doors shall be self-closing and tight-fitting, shall open in the direction of egress and shall be equipped with positive latches.
6. Double doors shall be prohibited.

VI. DUMBWAITER AND LAUNDRY CHUTES

- A. All dumbwaiters, laundry chutes or other vertical shafts and openings thereto shall be sealed top and bottom with material having a fire-resistance rating of not less than one hour.
- B. All doors in shafts shall be:
 1. Hollow metal doors, or
 2. Solid wood doors of the flush type not less than 1 3/4 inches thick.
 3. All doors shall be tight-fitting, of the self-closing type, and equipped with positive latches.
 4. Vision panels in such doors and openings shall be prohibited.

VII. ELEVATORS AND ELEVATOR SHAFTS

Elevator shafts shall be of fire-resistant construction.

VIII. BASEMENTS

A. Doors at the head of basement stairways shall be:

1. Hollow metal doors, or
2. Solid wood doors of the flush type not less than 1 3/4 inches thick.
3. All doors shall be tight-fitting, of the self-closing type, and equipped with positive latches.
4. If provided, vision panels in such doors shall be clear wire glass.

B. Basement Ceilings

1. Basement ceilings shall be protected with metal lath and plaster, or equivalent construction approved by the Department, except in cases where such ceilings are already covered with plaster (on wood lath) in good condition. In all cases, hollow partitions shall be effectively fire-stopped with material of at least one-hour resistance rating. Side walls and ceilings enclosing basement stairways shall be protected in the same manner as basement ceilings.

As alternatives to the type of protection mentioned above, either of the following ceiling protection will be permitted:

- a. A ceiling of not less than 5/8 inch U. L. rated plasterboard, nailed to joists, cemented and taped at joints.
 - b. Coat all ceiling wood (including joists and crossbars) with approved fire retardant paint. All vertical openings shall be plugged or sealed prior to painting.
2. If there exists a wood lath or metal lath ceiling under the joists and the plaster on such ceilings is broken or deteriorated, it shall be replaced with facing, or the broken lath and plaster shall be torn down to exposed wooden joists. Proceed as per item 1 above.
 3. If compliance of the above requirements is accomplished by means of applying approved fire retardant paint, all such surfaces when being repainted in the future, must be repainted with approved fire retardant paint.

4. Approved facilities protected with a comprehensive automatic sprinkler system, shall be exempt from the protective measures required for combustibile basements and basement ceilings.
5. Smoke pipes from heaters to chimneys shall not pass within 18 inches of ceilings even though the ceiling may have been protected with metal lath and plaster. (If it is not possible to place the smoke pipe 18 inches from such ceiling, other adequate protective measures will be recommended by the Department).

IX. FIRE RETARDANT PAINT

Approved fire retardant paint shall be a product meeting the minimum requirements set forth in the Department's specifications, and which product has been approved by the Office of the State Fire Marshal.

X. ELECTRICAL WIRING

- A. There shall be no temporary wiring in the home.
- B. All electrical accessories shall carry U. L. approval.
- C. All basement electrical wiring shall be in BX cable or equivalent and all outlets shall be of approved type.
- D. An approved boarding home operator shall, on or before January 1st of each year, submit a written statement by a licensed electrician that the electrical circuits and wiring in the home are satisfactory. This report should include the date of inspection and should give assurance that circuits are not overloaded, that all wiring and permanent fixtures are in good condition and that all portable electrical appliances, including lamps, are equipped with U. L. approval.

XI. KITCHENS

- A. Since kitchens constitute hazardous areas, other areas of the home shall be protected from such hazards by doors. However, it is recommended that such doors be protected by materials of at least one-hour fire-resistance rating.

- B. Kitchen exhaust fans and metal ducts shall be kept free of grease and dirt at all times, and metal ducts from such fans shall extend at least 2 feet beyond the building. Areas around kitchen ranges shall be kept free of grease residue at all times.
- C. Metal hoods and exhaust ducts over kitchen ranges are not required. However, where such facilities exist or are installed, construction standards of the National Board of Fire Underwriters shall be met.

XII. LAUNDRY EQUIPMENT

Where such equipment is limited to ordinary household types, no special protective measures are essential.

However, if commercial type equipment is utilized, it shall be installed in a separate laundry room because of the hazards involved. The remainder of the home shall be protected from the laundry room by partitions and openings of at least one-hour fire-resistance rating. Doors to such laundry rooms shall be protected in accord with the regulations affecting doors leading to kitchens.

XIII. FIRE ESCAPE SPECIFICATIONS

- A. Plans for all fire escapes must be approved by the Department prior to any actual construction and must show in detail all buildings adjacent to fire escapes.
- B. Wood Fire Escapes
 - 1. Outside stringers must be of the closed type, 3 inches by 12 inches, and there must not be less than 3 string pieces. Treads must be 2 inches by 10 inches, not less than 36 inches in the clear and properly supported on pieces 2 inches by 4 inches well spliced to stringers.
 - 2. All platforms must be supported by uprights not less than 4 inches by 4 inches, properly braced.

3. The fire escape should be directly accessible from the interior and so arranged as to make clear the direction of egress.
4. All exit doors to fire escapes shall be clearly marked.
5. Fire escape stairways should lead away from the building and not run alongside.
6. All doors leading to fire escape shall swing outward and should lead to a platform, level with the door, and the width of the platform shall not be less than 36 inches square.
7. Runways, stairs and all landings shall not be less than 36 inches in the clear and all shall be equipped with a suitable handrail braced at every third tread and with an intermediate guard rail.
8. The rise of steps must not exceed $7\frac{1}{2}$ inches. The treads of steps must not be less than $9\frac{1}{2}$ inches exclusive of nosing.
9. No run of steps shall have more than 17 risers unless an intermediate platform is provided.
10. No counter-balanced fire escape is acceptable but all shall be permanently fixed in place.
11. All fire escapes shall have concrete footings extending at least 3 feet below grade.

C. Steel Fire Escapes

1. Steel fire escapes shall provide the same characteristics of the wooden fire escapes.
2. Such escapes shall have no member less than $\frac{1}{4}$ inch thick. Where such escapes are fastened to the building, bolts must run clear through wall and any member passing through wall must be protected against corrosion. All stairs, platforms, landings, and balconies must be constructed to sustain a live load of at least 100 pounds per square foot with a factor of safety of 6, also a concentrated load of 200 pounds at the center of each tread.

XIV. FIRE EXTINGUISHER SPECIFICATIONS

- A. There shall be an adequate number of fire extinguishers in the basement and on each floor of the building, all of which should bear the seal of the Underwriters' Laboratories.
- B. Extinguishers shall be conspicuously hung and kept easily accessible and all shall be recharged and inspected in accord with the manufacturer's specifications. Each shall be labeled to show the date of such annual inspection and refilling.
- C. The following types of extinguishers shall be provided:
 1. In kitchen areas (because of the danger of grease fires), extinguisher should be a 5-lb. CO₂ or dry chemical.
 2. In the basement area, extinguisher shall be a 5-lb. dry chemical if oil is used as a fuel. If coal is used, 2½ gallon air-pressurized water-type extinguishers shall be provided.
 3. Generally throughout the house, there shall be a sufficient number of 2½ gallon air-pressurized water-type extinguishers and these shall be located in strategic areas.

XV. OPEN FIREPLACES

- A. The use of an open fireplace shall be restricted to the living and recreation rooms on the first floor of the home.
- B. The fireplace shall be constructed of all non-combustible material and shall be kept clean and in good condition.
- C. When used, it shall be protected by metal screens.
- D. When in use, it shall be under the direct control and supervision of a responsible employee.
- E. After use, the fire shall be totally extinguished.

XVI. SMOKING BY RESIDENTS

Careless smoking by residents presents a continuing threat and danger.

- A. Residents shall never be permitted to smoke alone in their rooms and in other secluded areas.
- B. Restricted smoking areas shall be designated and rules governing such smoking promulgated and rigidly enforced.

- C. Large metal, ceramic, or non-flammable ashtrays in sufficient numbers shall be provided in permitted smoking areas so that residents will not be tempted to utilize such flammable items as paper cups, waste baskets, etc., for the disposal of ashes or "butts".

XVII. FIRE RULES AND REGULATIONS

- A. Each home for sheltered care shall develop specific fire rules and regulations.
- B. Such rules shall be formalized in writing and posted in a prominent place within the home.
- C. Such rules should outline the procedures to be followed in the event of fire, shall list the telephone number of the local fire department, and outline the procedure for notifying such department in the event of need.
- D. These regulations shall include an evacuation plan for residents, owners and personnel.
- E. Employees shall be instructed in the location and use of fire protection equipment and the procedures to be followed in the event of an emergency. Such instruction shall be reviewed at least once a month.
- F. A copy of all fire rules and regulations shall be forwarded to the State Fire Marshal who will review and record the receipt of such regulations.

XVIII. FIRE SAFE HOUSEKEEPING AND STORAGE

- A. Good housekeeping practices are of basic importance for an effective fire prevention program. All areas within the home, including basements, shall be maintained in a neat and orderly fashion.
- B. The storage of combustible materials shall not be permitted within heater rooms or within 18 feet of any heater located in an open basement.
- C. Paints, varnishes, lacquers, thinners, and all other flammable materials and liquids shall preferably be stored outside the building, but minimum supplies may be kept in basements if stored in closed metal cabinets or containers.
- D. Basements shall be kept in good order and reasonably clear of excess furniture and equipment, and shall never be used for indiscriminate storage. However, neat stocks in original containers shall be permitted in basement storerooms.

- E. All unnecessary combustible partitions within the basement shall be removed.
- F. All ashes shall be kept in metal containers.

XIX. LOCAL FIRE DEPARTMENTS

The boarding home operator shall solicit the cooperation of the local fire departments for the following specific purposes:

- A. To request periodic fire and safety inspections. A minimum of one annual inspection is recommended.
- B. To assist in pre-planning for fire emergencies and evacuation of the home.
- C. To seek general advice as to fire protection measures which they deem important.

XX. STATE FIRE MARSHAL

Advice or interpretation of the fire protection standards of this manual shall be obtained from the State Fire Marshal, Department of Institutions and Agencies, Box 1237, Trenton, New Jersey.