



Sleeping In Non-Residential Occupancies Guide

This guide provides information and minimum safety requirements for people sleeping in non-residential occupancies.



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PURPOSE AND SCOPE

The requirements contained herein are intended to provide for a minimum standard of safety for people sleeping in non-residential occupancies on a temporary basis, staff/volunteers/guardians, and Arvada Fire Protection District (AFPD) personnel. Each occurrence is unique to the specific facility, the number of occupants, and the specified time. This may be in existing facilities owned or operated by non-profit, religious, or public agencies classified as an Assembly (A) occupancy and is subject to the approval of the Fire Marshal. This temporary use may operate for a maximum of five (5) consecutive calendar years, and have a maximum number of individuals, including staff/volunteers/guardians, of 49 people per night.

Exceptions:

1. Subject to the approval of the Chief Building Official and Fire Marshal, the occupant load may be increased when the building is equipped with an automatic fire sprinkler system throughout the entire building.
2. Subject to the approval of the Chief Building Official and Fire Marshal, the consecutive year limit may be increased, when each of the following conditions are met:
 - a. The building has not fallen into a state of disrepair,
 - b. Fire and life safety systems, and building services and systems are maintained in proper working order,
 - c. The use has met or exceeded the requirements in this document on a continual basis, and
 - d. The occupancy has not been deemed a chronic nuisance.

INTENT

The intent of this guideline is to establish the minimum requirements to temporarily sleep overnight occupancies other than residential. This document is not intended to allow another occupancy to be used as a R Occupancy as defined in the International Fire and Building Codes. The sleeping arrangements shall be temporary in nature and not used for full time residential occupancy and shall be approved by the Fire Marshal before this operation takes place. Examples of intended uses include but are not limited to:

- Severe weather shelters
- Sheltering for homeless and transient persons
- Overnight gatherings for groups such as Boy Scouts, youth ministries, team building exercises, etc.

APPROVALS AND REVOCATION

No less than 45 days prior to using an occupancy for temporary sleeping accommodations, the operator shall contact the AFPD to schedule an on-site inspection of the facility. If the inspection of the proposed facility is in compliance with the requirements within this document and the fire code, the Fire Marshal may authorize the use of the building or portion thereof as a place to conduct SNO activities. If the occupancy has open fire code violations, SNO operations will not be allowed. Permits may be required for



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any proposed modifications, whether permanent or temporary, to mechanical, electrical, plumbing or fire protection systems. Contact information for scheduling an inspection is: 303-424-3012 and request to speak to a fire inspector.

The following documentation shall be provided prior to the on-site inspection:

- Description of the proposed use: program synopsis
- Expected number of occupants
- Hours of operation
- Emergency plan specific to the shelter, fire watch procedure, and shelter policies
- On-site contact information
- Emergency contact information
- Floor plan with the following information:
 - Layout of the sleeping mats
 - Location of exits and egress paths to exits
 - Location of existing fire protection devices and systems (i.e., fire extinguishers, manual pull stations, etc.)
- Floor level where sleeping will occur

If all the requirements are met, the AFD will provide a letter to the facility indicating approval for the proposed use. SNO approvals may be allowed for up to one calendar year and must be requested and approved at least annually.

REQUIRED INFORMATION AND DOCUMENTATION

Location in the building

Must be located at the level of exit discharge (the first floor)

Exceptions:

- With the approval of the Fire Marshal, the sleeping may be located on any floor in the building if an approved automatic fire sprinkler system is provided throughout the building.

Emergency plan and procedures

An emergency plan must be prepared specific to this operation and posted at each exit. The emergency plan shall indicate that it will be reviewed with each occupant. The operator shall provide a copy of the policies and procedures of operation that at a minimum include a security plan. A daily registration and total count of all occupants shall be available for AFD rescue purposes.

For additional information on emergency plans, reference the Emergency Planning and Preparedness Guidelines on the AFD website.



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Fire watch and automatic detection

A fire watch program must be always maintained when the facility has overnight guests, with a log on-site indicating that staff has inspected the premises for fire at least every 30 minutes during operations. Additional information regarding fire watch procedures can be provided by the AFD.

Carbon monoxide (CO) detectors must be located throughout the areas used for sleeping and in areas where there are fuel burning appliances in accordance with the manufacturer specifications. If there are no fuel burning appliances within the building, CO detection is not required.

Exits

- Not less than two (2) approved exits are required from the sleeping area. The exits shall be separated by not less than $\frac{1}{2}$ the largest diagonal of the area served, or $\frac{1}{3}$ rd the largest diagonal of the area served if the building is equipped with an automatic fire sprinkler system.
- Emergency lighting on battery or generator back-up must be provided along the means of egress.
- Illuminated exit signs must be provided at each required exit.

Separation of hazards

- The shelter must be adequately separated from any hazards to the occupants – for example, garages, rooms containing hazardous materials, and mechanical rooms.
- No flammable plastics, curtains, or other materials shall be used to separate individual sleeping areas.
- Any quantities of combustibles in the areas used for sleeping and egress, and areas that are atmospherically connected to those areas, shall be subject to inspection and approval by the AFD. Materials shall meet the International Fire and Building Codes flame spread and smoke development rating requirements when determined appropriate by the AFD.

Fire extinguishers

A minimum of two (2) 2A:10BC fire extinguishers shall be provided and installed as required by the International Fire Code. The travel distance to a fire extinguisher shall not exceed 75 feet and placed in the means of egress. If cooking occurs in kitchens equipped with a Type I hood and suppression system, a Class K fire extinguisher must be provided within the kitchen.

Staff

When occupied, trained staff with assigned responsibilities shall be present and at least one person be always awake. There shall be a point of contact staff person available on-site at all times.

Cooking

Except for warming of food, cooking in an oven, and cooking food that does not produce grease laden vapors, no cooking is allowed unless performed in a kitchen equipped with a Type I commercial kitchen hood and suppression system.



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Candles, smoking or other open flames

There shall be no open flames, incense, or candles in the shelter or within 25 feet of the shelter. Smoking shall be done in approved locations that have non-combustible cigarette disposal means only.

Required signage

A yellow diamond shaped sign measuring at least 12 inches x 12 inches shall be posted at the main entrance to the building the shelter is located in. This is a non-descript means to alert responding AFPD personnel that the space is being used for sleeping purposes.

Approval to operate may be revoked at any time for non-compliance with these provisions.



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DOCUMENTATION CHECKLIST

- Program synopsis, to include expected number of occupants and hours of operation.
- Emergency plan and procedures
- Emergency contact information
 - On-site and off-site
- Floor plan
 - Layout of sleeping area
 - Location of exits
 - Location of fire extinguishers
- Fire watch procedure
- Fire protection systems
 - Existing fire protection systems, i.e., automatic fire sprinkler system, fire alarm system.
 - CO detectors installed, where fuel burning equipment is present.