



FIRE DEPARTMENT

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A fire/ safety inspection has been scheduled for . The following is a list for you to conduct a self inspection. The list is made up of the most common things found during our fire safety inspections. If you have any questions please feel free to call our office at 326-7651.

Self Inspection Checklist

Exterior

- Fire lanes well marked, clear of obstructions
- Fire hydrants not blocked by vehicles, shrubs, fencing, etc...
- Address plainly visible from the street
- Outside storage away from building openings, neat and orderly
- F.D. lockbox has up to date keys and information

Exits

- Exits, aisles and corridors free of obstructions and tripping hazards
- All doors openable from the inside without a key or special knowledge
- All doors openable from the inside with one motion (door handle only, not multiple locks or bars)
- Exit signs visible, and in working condition
- Exit signs present for all areas that serve 100 or more people
- Exit illumination adequate at all times the building is occupied

- Emergency lighting present and operational where required (hold button 10 seconds)
- Occupant load sign posted and maintained in assembly rooms.

Construction Feature

- Fire Separations maintained (no holes in walls and ceilings)
- Opening in fire walls sealed with rated doors or dampers
- Rated fire doors close and latch automatically (open and let it close by itself, then check proper latching)
- Fire doors not blocked open
- Fire rated furnace room provided where necessary (over 400,000 BTU's)

Storage/Housekeeping

- Storage neat and orderly
- No storage near heat producing items like water heaters, space heaters, etc...
- No combustible storage under unprotected stairways or in stairwells
- Storage maintained 24" below ceilings
- Storage maintained 18" below sprinkler heads
- No storage in aisles
- Combustible rubbish removed not less than once each day
- Oily rags and waste stored in metal self closing containers

Compressed Gas

- Compressed gas cylinders secured from falling

Flammable Liquids

- Proper quantities, 10 gal. max except industrial buildings 60 gal max or must be in approved cabinets, or a specially designed storage room
- Not stored near exits
- Not stored in basements
- Adequate ventilation where used
- Proper warning labels

Utility, Mechanical, HVAC

- Shut off and relief valves accessible on gas appliances
- Venting present and in good condition, not near combustibles
- Adequate clearances between combustibles and appliances

Fire Extinguishers

- 2A 10BC readily accessible within 75 feet of all locations: exceptions for sprinkled E, B, and A occupancies
- Areas with flammable or combustible liquids
- Serviced within past 12 months

Sprinkler System

- F.D. Connections visible from the street, covers on and in good condition, well marked

- Sprinkler heads everywhere including offices, closets and coolers
- Sprinkler heads not obstructed by walls, ducts, overhead doors, ceilings, appliances etc...
- Valves and controls readily accessible
- Valves locked open or electronically supervised in the open position
- Heads in good condition, not corroded or painted
- Wrench and spare heads available
- Serviced annually by a qualified technician

Fire Alarms (where applicable)

- Smoke Detectors in all exit areas
- Pull stations installed near exits
- Heat detectors in all hazardous areas
- Clear access to alarm panel equipment
- Serviced annually by a qualified technician

Other Fire Protection

Equipment

- Standpipe and hoses in good condition and accessible
- Kitchen hood systems maintained grease free, fuel shutoff present
- Hood extinguishing systems serviced semi-annually by qualified technician

Electrical

- Appliances, fixtures and cords in good condition
- Current protection present and accessible
- Extension cords not used in place of fixed wiring
- Proper use of wiring and equipment (no splices or makeshift electrical work)
- 30" clear access in front of electrical panels provided
- Boxes, outlets, switches, fixtures and other equipment properly enclosed (all covers in place)