PRE-INSPECTION FIRE CHECKLIST

Fire inspectors look at many items in your place of business. So that you may have a better idea and understanding of what to keep an eye on in regard to maintenance, we have provided the following checklist. This list is not an exhaustive list of potential violations, but a guide to highlight issues commonly discovered.

A. **EXITS**
   
   ___ Door/aisle is not obstructed.
   
   ___ Proper lock/hardware on exit door. (No flush bolts, hasps, etc.)
   
   ___ Exit doors open easily.
   
   ___ There is a sign over the main entrance that reads:
     
     “This door to remain unlocked during business hours.”
   
   ___ Illuminated exit signs maintained in working order.
   
   ___ Means of egress kept clear.
   
   ___ Emergency lights maintained and in working order.
   
   ___ Doors with panic hardware have no other locking devices
   
   ___ Maximum Occupancy signage posted in a conspicuous location.

B. **EXTINGUISHERS/FIRE PROTECTION EQUIPMENT**
   
   ___ Minimum Class 2A:10BC extinguisher installed.
   
   ___ Extinguisher has been serviced within the past year with a corresponding service tag attached.
   
   ___ Extinguisher is securely mounted or in an approved cabinet.
   
   ___ Fire extinguisher access is not obstructed.
   
   ___ Fire extinguisher top does not exceed 5’ from floor, as mounted.
   
   ___ Standpipe tested every 5 years.
   
   ___ Hood extinguishing system maintained/serviced/cleaned, with documentation.
   
   ___ Class K extinguisher installed within 30’ of hood/duct system.
   
   ___ Fire alarm system in proper working order, with system tested annually and records maintained.
   
   ___ Sprinkler system in proper working order, with system tested annually and records maintained.
   
   ___ Maintain 18” clearance between storage and sprinkler head.
   
   ___ Private hydrants maintained – flushed yearly and flows taken every three years.
C. **ELECTRICAL**
   - No extension cords in used in place of permanent wiring.
   - There are no spliced or frayed cords/wires.
   - Spacer(s) in electrical panel gap(s) provided.
   - No broken or faulty switch/outlets.
   - No multi-plug adapters in use, other than approved power strips.
   - Electrical cords do not extend through walls, ceilings, or floors, nor under doors or floor coverings.
   - No exposed wire in conduit.
   - No missing/broken electrical cover plate(s).
   - 30” clearance maintained in front of electrical panels.
   - Circuit breakers are labeled.

D. **APPLIANCES/Mechanical Devices**
   - No propane used/stored in building.
   - All appliances are properly connected and vented.

E. **STORAGE/Combustible Material/Housekeeping**
   - Flammable liquid properly stored.
   - Oil rags in con-combustible container with lid.
   - No combustible material stored near ignition source.
   - Maintain clear access to and around fire department connection.
   - No accumulation of combustible materials.
   - Compressed gas cylinders are secured.
   - Area around building free of combustible material.
   - No storage kept in exit stairway or path.
   - Fire and smoke walls are maintained and have no openings other than those allowed by code.

F. **Miscellaneous**
   - Fire lanes are in approved areas and kept clear.
   - Clear and easy to read address numbers.
   - Rapid entry key box (Knox Box) properly maintained.