

Pre-Inspection 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:

A. EXITS

- Unlock all public exit doors during business hours.
- Remove difficult-to-use locks or latches on non-public doors that affect ease of egress during an emergency.
- Remove obstructions, combustible materials and/or flammable liquids from exits, exit enclosures, and from beneath non-enclosed exterior stairways.
- Repair or maintain exit doors and hardware to operate properly.
- Remove combustible materials from beneath un-protected interior stairways.
- Provide exit signs with letters at least 6" high on a contrasting background.

B. EXIT LIGHTING

- Provide or repair illuminated exit signs
- Provide and test emergency lighting for exits, aisles, corridors and stairways.

C. FIRE EXTINGUISHERS

- Post signs indicating location where extinguishers are not readily visible.
- Provide extinguisher(s) suitable for the hazard.
- Mount fire extinguishers where readily available
- Portable fire extinguishers are due for annual maintenance. Service tag, (by state licensee) shall be placed on each extinguisher annually.

D. ELECTRICAL

- Discontinue use of extension cords. Extension cords shall not be a substitute for permanent wiring, nor shall they be exposed to physical or environmental damage.
- Provide clearance and access to electrical panels.
- Electrical wiring that is modified or damaged shall be corrected
- Discontinue use of non-approved multi-plug adapters.
- Approved covers shall be provided for all electrical boxes. Open wiring splices shall be prohibited.

E. HOUSEKEEPING & STORAGE

- Post and enforce "No Smoking" signs in hazard areas.
- Remove storage to at least 18" below level of sprinkler head deflectors, 24" if unsprinklered, 36" for high piled storage
- Storage of combustible waste is to be orderly and/or in approved containers and away from heat sources.
- Clean grease from filters and hood/duct system.

- Maintain storage of combustibles 2 feet or more below the ceiling.
- Material susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container.
- No storage in boiler, mechanical and electrical equipment rooms.
- Dumpsters (larger than 1.5 cu. yards) shall not be placed within 5 feet of combustible walls, openings or roof eave lines.
- Secure compressed gas cylinders in an upright position and identify with name of product.

F. FLAMMABLE/COMBUSTIBLE LIQUIDS

- Storage in excess of 10 gallons shall be in approved liquid storage cabinets
- Storage of the less-than-10 gallons shall be in approved containers.

G. FIRE PROTECTION ACCESS AND EQUIPMENT

- Provide 4" high (minimum) address numbers of contrasting color to their background and visible from the street.
- Remove obstructions and/or provide access in fire lanes.
- Maintain access to and operation of standpipes, sprinkler valves, hydrants, and other fire protection equipment.
- FDC sign is posted and visible
- Provide locking KNOX plugs on fire department hose connections (FDC).
- Knox Box is installed and contains access keys
- Remove obstructions from fire doors and maintain to operate properly.
- Seal unapproved opening in fire-resistance-rated construction.