



## Fire Inspection Checklist

### Interior Hazards

- Do you have at least a 36-inch-wide path to all of your exit doors?
- Do your exit doors open freely, with little effort, and are they unlocked?
- If equipped, are all fire doors able to close freely, without hold-open devices?
- If equipped, are all exit and emergency lights operating, including backup power?
- Is storage contained so that nothing capable of burning is within two feet of the ceiling?
- Do you have at least 36 inches of clear space around your furnace, water heater, and other heat-producing appliances?
- Do you keep the area underneath exposed interior stairwells free of storage?
- Are your walls and ceiling free of holes or missing acoustic tiles?
- Do you have all compressed gas cylinders secured or chained so they cannot fall over?
- Are flammable liquids identified and stored in their original container?
- Are utility shutoffs, fire alarm panels, and sprinkler controls easily accessible to firefighters in the case of an emergency?
- Are utility shutoffs, fire alarm panels, and sprinkler controls clearly labeled?

### Electrical Hazards

- Is your business free of electrical overload, extension cords, and multi-plug adapters?
- Are all the electric outlet and switch contacts covered with a safety plate?
- Is your business free of any open electric boxes, exposed wiring, or open spaces in your fuse/breaker panel?
- Do you have at least 36 inches of clearance around any fuse/breaker panel?
- Is your fuse/breaker panel clearly labeled so that you can quickly disconnect power in the event of an emergency?

### Exterior Hazards

- Are you storing anything that could burn close to your building or under overhangs?
- If your business has a designated fire lane, are the signs and/or paint markings in good condition?
- Is your address clearly visible from the street with at least four-inch contrasting numbers?
- Are there at least 3 feet of clear space around any fire hydrants on the property?
- Are smoking areas clearly identified and proper cigarette receptacles provided?

## **Fire Extinguishers**

Do you have a fire extinguisher installed so that an individual would not have to travel more than seventy-five feet to access one?

Are all fire extinguishers clearly visible and easily accessible?

Have all fire extinguishers been inspected and tagged by a qualified contractor in the past year?

## **Fire Sprinkler Systems**

Some buildings require a fire sprinkler system due to their size or the type of business. If you have a sprinkler system installed, be sure to check the following:

Has the fire sprinkler system been inspected and tagged by a qualified contractor within the past year?

Is there at least three feet of clear space around sprinkler connections and valves?

Are spare sprinkler heads and an appropriate wrench installed in a cabinet near the sprinkler riser?

Are sprinkler control valves chained open or monitored by a fire alarm system?

Is the fire department connection on the outside of the building free of obstruction, and are the caps in place?

## **Fire Alarm Systems**

*Some buildings require a fire alarm system due to the number of occupants or the type of business. If you have a fire alarm system installed, be sure to check the following:*

Does the fire alarm system show “Trouble” or “Alarm” on the keypad or alarm panel? If so, contact a qualified alarm contractor to restore your system.

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