

Myrtle Beach Fire Department



Fire Prevention Division
921 Oak St / Myrtle Beach, SC 29577
Bus. 843-918-1109 Fax 843-918-1204

SELF INSPECTION WORKSHEET

Name of Business _____ Date of Inspection _____
Address _____ Bldg. ID/Unit # _____
Business Owner _____ Phone Number _____
Building Owner _____ Phone Number _____

INSTRUCTIONS: Please circle "Yes" or "No" to each question or circle "NA" if the question does "Not Apply ". All no answers indicate unsatisfactory conditions requiring correction, and a comment on each such item should be made on reverse side showing action taken to correct. When this worksheet is complete and all corrections are made, please sign and date bottom of worksheet and return to the Myrtle Beach Fire Department (Address listed above). If you wish assistance, please call the Fire Marshal at (843) 918-1109.

A. MEANS OF EGRESS

1. Are exitways and doors easily recognizable, unobstructed and unlocked when the building is occupied? YES NO NA
2. Are all exit signs illuminated and emergency lighting systems working properly? YES NO NA
3. Are all fire doors in good repair, kept unblocked, and do they close and latch? YES NO NA
4. Does panic hardware operate properly? YES NO NA

B. BUILDING MAINTENANCE

1. Are all holes in floors, walls, and ceilings patched with the same material the floor, wall, or ceiling is constructed of? YES NO NA
2. Are holes surrounding items that penetrate floors, walls, and ceilings sealed with non-combustible material to prevent the passage of fire and smoke? YES NO NA
3. Are ceiling tiles in place and in good condition? YES NO NA

C. MECHANICAL EQUIPMENT

1. Is the heating system in good working order and free of lint and dust accumulation? YES NO NA
2. Are all liquid fueled appliances vented to the outside? YES NO NA
3. Is adequate clearance provided around all heat producing appliances and appliance flues or vents to prevent ignition of combustible materials? YES NO NA

D. ELECTRICAL EQUIPMENT

1. Is there 36" clearance in front of all electrical panels, are all circuits labeled and all breakers free of tape or other devices that keep breakers from operating? YES NO NA
2. Are all spaces in the electrical panel filled with breakers or filler blanks? YES NO NA
3. Are all covers for electrical junction boxes, outlets, and switch boxes in place? YES NO NA
4. Are all splices in electrical wiring made inside a covered junction box? YES NO NA
5. Are extension cords plugged directly into wall outlets and not into other cords? YES NO NA
6. Are extension cords used with portable appliances only and is the cord current capacity equal to or greater than the rated capacity of the appliance? YES NO NA

7. If located in pedestrian travel areas, are appliance cords protected by rigid cord covers? YES NO NA

E. FIRE PROTECTION SYSTEMS

1. Is the fire alarm system control panel in the "Normal" operation mode with only an AC power light illuminated, has the system been tested and certified by a SC licensed alarm company in the past 12 months? (Attach a copy of the certification) YES NO NA

2. Are all control valves for the sprinkler or standpipe system in the open position, has the system been inspected and certified by a SC licensed sprinkler company in the past 12 months? (Attach a copy of the certification) YES NO NA

3. Is the fire department connection for your sprinkler or standpipe system accessible and properly identified? YES NO NA

4. Is the kitchen hood and exhaust duct free from grease build up? YES NO NA

5. Are all cooking appliances protected by an extinguishing system nozzle? YES NO NA

6. Has the hood extinguishing system been inspected and tested in the past 6 months? (Attach a copy of the service report) YES NO NA

7. Are smoke detectors provided in every room where people sleep? Are they checked regularly and maintained in an operable condition? YES NO NA

8. Are portable fire extinguishers properly mounted, accessible, and inspected by a SC licensed extinguisher company in the past 12 months? Date of inspection _____ YES NO NA

9. Are all employees familiar with the use of portable fire extinguishers? YES NO NA

F. HOUSEKEEPING

1. Are enclosed stairways and areas under open stairs kept free of all storage? YES NO NA

2. Are combustible and flammable liquids stored in approved safety containers or approved flammable liquid cabinets? YES NO NA

3. Are quantities of combustible and flammable liquids limited to only what it needed to operate your business or maintain your equipment? YES NO NA

3. Are chemicals stored in a cool, dry, well-ventilated area and are non-compatible chemicals separated from each other by space or partitions? YES NO NA

4. Are solid chemicals stored on shelves above liquid chemicals? YES NO NA

5. Are lint traps on clothes dryers cleaned daily to avoid build up of combustible lint? YES NO NA

6. Is there 18" clearance between the top of merchandise or storage and sprinkler heads? YES NO NA

G. MISCELLANEOUS

1. If you have a generator to provide emergency power to your building, has it been serviced and tested by a qualified service representative in the past 12 months? (Attach a copy of the service report) YES NO NA

2. Are all compressed gas cylinders secured to prevent falling? YES NO NA

3. Is your business address posted on the building so it is visible and legible from the street? YES NO NA

4. If located in a strip shopping center or mall, is your business name, street address, or unit number displayed on the outside of the rear door(s)? YES NO NA

