# FIRE INSPECTION CHECKLIST

(THIS LIST MAY NOT BE ALL-INCLUSIVE)

## A. ACCESS & PREMISES
- Street number / suite number is a minimum of 12 inches in height and visible/legible from the street
- Fire lanes properly marked and maintained and not obstructed
- Access to fire hydrants maintained
- Post indicator valve has handle and is locked/secured and accessible
- Fire department connection is unobstructed and caps in place
- If fire department Knox Box is present, correct keys inside the Knox Box
- # of RPZ valves on site and locations

## B. EXITS
- Door/aisle is not obstructed
- Correct lock/hardware on exit door(s), (no flush bolts, hasps, etc.)
- Exit doors open easily
- Required sign, “This door is to remain unlocked during business hours”, if door has a double-keyed deadbolt.
- Illuminated exits signs maintained and in working order
- Emergency lights maintained and in working order
- If emergency generator is provided, it must be tested and recorded every six (6) months
- Door with panic hardware shall have no other locking devices.

## C. EGRESS & FIRE SEPARATIONS
- Holes in walls that separate adjacent tenants, including above dropped ceilings
- Means of egress clear of obstructions
- Stairwells clear of obstructions and handrails secure
- Maximum occupancy signs must be posted in a conspicuous location near the entrance/exits into and out of assembly areas
- No combustibles are to be stored equipment/mechanical rooms
- No combustibles to be placed within 30 inches of heating source (i.e. water heater, furnace)

## D. EXTINGUISHERS/ FIRE PROTECTION/ ALARM EQUIPMENT
- Minimum 2A,10BC extinguishers(s) installed
- Extinguisher has been serviced within the past year and a new service tag is attached
- Extinguisher is securely mounted or in an approved cabinet
- Fire extinguisher is not obstructed
- Fire extinguisher does not exceed five (5) feet from the floor where mounted
- Standpipe must be tested and documented every five (5) years
- Hood extinguishing system maintained and documented every six (6) months for servicing and cleaning
- Class K extinguisher installed within 30 feet of hood and duct system
- 18" clearance between storage and sprinkler heads must be maintained
- Sprinkler heads cannot be painted or covered
- Fire sprinkler system must be maintained and tested annually with documentation
- Fire sprinkler system riser must be accessible
- Additional sprinkler head to be provided in cabinet near riser with sprinkler coverage plans
- Fire alarm system in proper working order with documentation showing annual testing
- Fire alarm panel must be accessible
- All horns and strobes must be unobstructed
- Key for fire alarm control panel must be accessible

## E. ELECTRICAL
- All electrical rooms and panels labeled and identified
- Maintain 30 inches of clear space in front of and around all electrical panels
- Ensure electrical panel box and breakers are labeled for correct use
- Electrical panel is not overloaded
- No extension cords in use in place of permanent wiring
- No splices or frayed cords/wires
- No broken or faulty switches or outlets
- No multi-plug adapters in use, other than approved power strips
- Electrical cords cannot extend through wall or ceilings.

| Owner/Manager Signature: | Date: | Inspector Signature: | Date: |