

# Fire Pre-Inspection List

## Housekeeping

- Combustible material shall not be stored in mechanical rooms or electrical equipment rooms.
- Combustible materials shall not be stored in exits or exit enclosures.
- Outside dumpster shall be kept 5 feet from combustible walls, windows, doors, overhangs and lid shall be closed.
- Combustible storage shall be at least 2 feet below the ceiling or 18 inches below sprinkler heads.
- Compressed gas containers, cylinders, and tanks shall be secured to prevent falling.

## Commercial Cooking Processes

- A Class K fire extinguisher shall be mounted within 30 feet of commercial food equipment using vegetable or animal oils.
- Commercial cooking systems shall be serviced semi-annually.
- Hoods, grease removal devices, fans, ducts, and other appurtenances shall be cleaned to bare metal. Cleaning shall be recorded, and records shall state the extent, time, and date of cleaning. Records shall be maintained on premises.

## Building Maintenance

- The building address shall be clearly visible from the street, minimum 3 inches in height with a contrasting background.
- Provide Knox box if required.
- Provide keys for Knox box if required.
- Fire-resistant-rated construction shall be maintained.
- Provide legible & permanent sign with occupant load posted in conspicuous location.
- Emergency lighting must be tested every six months and records must be maintained on site.

## Electrical

- All electrical switches and junction boxes must be properly covered with cover plates and the electrical system safe from any apparent shock and/or other electrical hazards.
- A 30" area in front of the electrical panel must remain clear
- When multiple items need to be plugged in, a power tap utilized with a built-in circuit breaker must be used and the power tap plugged directly into a permanent installed receptacle.
- Extension cords and flexible cords shall not be a substitute for permanent wiring.

## Exits

- Exit ways and doors shall not be visually or physically obstructed.
- Exit ways and doors shall be unlocked when the building is occupied.
- Exit signs shall be illuminated.
- Emergency lighting systems shall be functional.
- Fire assemblies shall not be obstructed or otherwise impaired from their proper operation at any time.
- Main door shall have a sign above door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED."

## Fire Protection

- All fire lanes, hydrants, fire department connections (F.D.C.) or control valves shall be clear and unobstructed.
- Sprinkler or fire alarm systems shall be serviced annually.
- Fire protection systems shall be maintained in an operative condition at all times and repaired where defective.

## Portable Fire Extinguishers

- A minimum of one 2A-10:BC portable fire extinguisher shall be provided within 75 feet of travel distance from anywhere in the business on each floor.
- Fire extinguishers shall not be obstructed and shall be in a conspicuous location.
- When visually obstructed, an approved means shall be provided to indicate location.
- Fire extinguishers shall be mounted on wall with hanger.
- All fire extinguisher tags should be attached to equipment and legible.