

## Pre-Fire Inspection Checklist

*Please note that the following checklists indicate only the most common violations found and that the lists do not represent the entire Code.*

### Premises Identification

- 1. Building address numbers must be clearly displayed on the street side. Minimum size required is 4" high with 1/2" stroke width for each number.

### Exits

- 1. Must be free from obstructions.
- 2. Exits with sliding dead bolt locks, hasps, or lock bars are prohibited.
- 3. Exit signs must be in place and be illuminated.
- 4. Emergency lighting inoperable or does not provide enough illumination.

### Fire Extinguishing and Alarm Systems

- 1. Minimum extinguisher rating of 2A: 10BC. Also, commercial kitchens cooking with fats must be equipped with a Class K extinguisher.
- 2. Extinguishers must be wall mounted, no higher than 5' high and be placed in a clearly visible location.
- 3. One extinguisher for every 3000 square feet of floor area, at least one per floor, and one within 75' of any point in the building.
- 4. Fire extinguishers not maintained or inspected. Extinguishers must be checked annually by certified inspection company. Inspection companies can be found in the Yellow Pages telephone books under "Fire Extinguishers."
- 5. Extinguishers must be inspected monthly by YOUR facility staff.
- 6. Commercial cooking hood extinguisher system must inspected every 6 months by certified inspector. Must also be inspected monthly by YOUR facility staff.
- 7. Commercial cooking hood must be professionally cleaned every 6 months. Cleaning records shall be posted for review.
- 8. \* Sprinkler system and Fire alarm system must be inspected annually by certified inspection company. \* ***Fire Alarm and sprinkler system test records must be on site and available to the Inspector for review during the inspection.***

### Electrical Issues

- 1. Extension cords in place of hard wire. UL Listed power taps/strips with over current protection may be used.
- 2. Open junction boxes or electrical outlets and/or exposed wiring.
- 3. Must have 30" D x 36" W x 78" H free space around electrical & mechanical equipment.
- 4. Combustible Storage in electrical and mechanical rooms and/or and around furnaces and hot water tanks.
- 5. Electrical and/or mechanical rooms not labeled.

### Housekeeping Issues

- 1. Flammable liquids and/or hazardous chemicals must be stored in proper containers.
- 2. Storage of combustible items within 2' of ceiling in an unsprinklered building or storage within 18" of ceiling in a sprinklered building is prohibited.
- 3. Pressurized tanks must be secured from tipping/falling.
- 4. Aisles must be kept clear with a minimum 36" width. 5. Combustibles may not be stored in exits, electrical rooms or mechanical rooms.

### Other Issues Checked While On Site:

- 1. Storage - Outside storage is ***prohibited*** in residential and business zones. No permanent storage in a trailer or other non-permanent structure.
- 2. Canvas Storage Huts - May be installed for no more than 180 days per year.
- 3. Rubbish, Refuse, & Trash - Must be stored in approved receptacles / containers and must be regularly emptied.
  - A. Trash receptacles / containers must be 5' from any combustible wall, roof or building opening.
- 4. Property Maintenance - Any/all structures must be in good repair, be kept clean, be structurally sound, and must be treated to prevent decay.