

# Self-Fire Inspection Checklist

## ACCESS & PREMISES

- Are address numbers for the building clearly visible from the street?
- Is exterior fire department access unobstructed?
- Is combustible vegetation removed so as to not create a fire hazard?
- Is there maintained a minimum 3' clearance around fire hydrants?

## EGRESS

- Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?
- If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS".
- Are the other required exit doors readily openable from the inside without the use of a key or special knowledge or effort?
- Are the exits and exit enclosures free from the storage of combustible materials?
- Are doors with self-closing hinges maintained in the closed position (not blocked open)?
- In residential occupancies, are emergency escape or rescue windows, doors or window wells required by the Building Code for sleeping rooms maintained openable and free from any obstruction that would inhibit the occupant from escaping?

## ELECTRICAL

- Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?
- Are circuit breakers/fuses labeled so as to identify the area protected?
- Is the area maintained clear at least 30" in front of electrical panel(s)?
- Are extension cords used only for temporary use?
- Are extension cord(s) of heavy-duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?
- Are extension cord(s) grounded when serving grounded appliances?
- Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only 1 portable appliance?
- Is the ampacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?
- If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently

installed receptacle?

### **EMERGENCY LIGHTING**

- If emergency lighting is provided, is it maintained operable condition?
- Is the means of egress illuminated when the building or structure is occupied?

### **EXIT SIGNS**

- If exit signs are required, are they maintained illuminated or self-luminous?
- Does the backup-battery work (push the test button and the exit sign should illuminate under battery power)?

### **FIRE ALARM SYSTEM**

- If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?

### **FIRE DRILLS**

- If fire drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?  
*(Assembly occupancies-quarterly for employees only, Educational occupancies-monthly complete evacuation, Institutional occupancies-quarterly for each shift for staff only, Hotels/Apartment houses/Congregate residences with >10 occupants-quarterly each shift for staff only)*
- If required, are Evacuation Plans posted?
- If required, do you have Fire Safety Plans?

### **FIRE EXTINGUISHERS**

- Is there access to fire extinguisher(s) rated minimum 5lb ABC.
- Is the travel distance from all portions of the building less than 75' to a fire extinguisher?
- Are all fire extinguishers visible and accessible (not blocked)?
- Have the fire extinguisher(s) been serviced and tagged by a fire extinguisher company within the last 12 months?
- Are the fire extinguisher(s) properly mounted?  
*(Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted maximum 5' high if <40 lbs., maximum 3 1/2' high if >40 lbs. In all cases, minimum 4" above the ground).*

### **FIRE/SMOKE SEPARATIONS**

- Are the fire/smoke separations (automatic smoke doors, fire doors, firewalls, etc.) maintained and in working condition?

### **FIRE SUPPRESSION SYSTEMS**

- Is the top of storage maintained a minimum 18" below head deflectors in fire-

- sprinklered areas?
- If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?
- In commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?

### **HEAT PRODUCING APPLIANCES**

- If portable electric heaters are used, are they used safely? Also, are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles?
- *(Open flame unvented heaters are prohibited for use in a commercial occupancy).*
- Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?

### **HOUSEKEEPING**

- Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each working day?
- Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?
- Are combustible decorations flame retardant?

### **MECHANICAL HAZARDS**

- Is the venting for exhaust products of combustion intact for gas appliances (like water heaters, furnaces, etc.)?
- Are safe clearances maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials?

### **SMOKE DETECTION**

- In rental houses, apartments, lodging houses and hotels, are smoke detector(s) installed either hard-wired with a "hush" feature or 10 year battery powered with a "hush" feature (ionization detectors only, addressable fire alarm systems exempt)
- If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?

### **STORAGE OF COMBUSTIBLES**

- Is the storage of combustible materials orderly?
- Are combustible materials not stored beneath the building or structure?
- Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?

- Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction?
- Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?

#### **STORAGE OF COMPRESSED GAS**

- If you have compressed gas containers (such as co2, helium, etc.) are they chained to prevent falling?

#### **STORAGE OF FLAMMABLE & COMBUSTIBLE LIQUIDS**

- Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?