



## **Fire Pre-Inspection**

Provide the Fire Department with valid contact information.

Verify that the property address is clearly visible and marked in large numbers that can easily be seen from the street, so in an emergency situation responders can easily find the location.

The fire alarm must be checked annually.

### **Fire Extinguishers**

- Have at least one (1) fire extinguisher mounted near an exit in a visible location, within a 75 feet travel distance from anywhere in the business.
- Fire extinguisher(s) in a commercial structure must be inspected annually by a fire extinguisher company.
- The fire extinguisher must be a minimum size rating of 2A-10BC dry chemical-type fire extinguisher to ensure that it is the proper size to put out a fire.
- Extinguishers not exceeding 40 pounds need to be installed so that the top of the fire extinguisher is not more than five (5) feet above the floor. Extinguishers greater than 40 pounds need to be installed so that the top of the fire extinguisher is not more than three and one half (3-1/2) feet above the floor. The clearance between the bottom of the extinguisher and the floor should not be less than four (4) inches.

### **Exit Doors**

- Only one (1) locking device is allowed on exit doors, and it must require only one (1) action to open.
- Exit doors with a key lock, require a sign stating, "This Door to Remain Unlocked During Business Hours".
- Exits need to be identified with EXIT signs and illuminated at all times, and have a battery backup to provide operation during a power outage. All bulbs in the light need to be working.
- A path to the exit door must remain clear and unobstructed at all times.
- Trash cans should be kept a minimum of five (5) feet away from exterior walls and roof overhangs, and not be in the path of the exits.

### **Electrical**

- A 30-inch area needs to be clear around electrical panels at all times and the doors to the electrical panels should remain closed.
- Breakers need to be properly labeled.
- Keep a minimum three (3) foot clear area around any heat producing appliance.
- Kitchen vent hoods need to be cleaned at least once a year to minimize excessive grease build up. Proper maintenance of the hood suppression system must be performed every six months by a company licensed to service the system.

*Continued*



## **Fire Pre-Inspection**

### **Electrical** *(continued)*

- Ceiling exhaust fans and bathroom heater/light/fan combinations build up of dust, grease and fat can lead to airflow through the unit being restricted. This can increase operating temperatures and possibly cause a fire.
- Emergency lighting should be inspected monthly to ensure that it is working.
- Extension cords used for temporary wiring should be of good quality and listed for the application for which they are used.
- Electrical outlets should have no more than one (1) item per outlet plugged into them, which may include one multi plug outlet power strip with a circuit breaker for each two (2) plugs in the outlet.
- Inspect appliance cords periodically for signs of fraying or damage, and replace if needed.
- Electrical outlets must be equipped with a cover plate.

### **Sprinkler System**

- A licensed fire sprinkler company must check the sprinkler system annually.
- Storage should be orderly with at least two (2) feet of clearance to the ceiling for buildings that are not equipped with an automatic sprinkler system. Eighteen (18) inches of clearance is needed in buildings that do have an automatic sprinkler system.

### **Storage**

- It is advised that flammable or combustible materials are not stored in the building, and if stored, they must be in approved and rated safety containers that are designed for the type of liquid. If quantities of more than five (5) gallons are being stored, they must be in approved and rated flammable liquid storage container(s) or cabinets. If larger quantities are stored, fire-rated construction requirements for your building are required.