



Fire Inspection Checklist

Exits/Mean of Egress

- ___ Exit doors unlocked when building is occupied.
- ___ Exit doors are operable.
- ___ Exit access is unobstructed.
- ___ Exterior of exit doors are clear.
- ___ Enclosed exit stairways clear and free of storage.
- ___ Proper aisles maintained throughout to exits.
- ___ Ensure fire doors are maintained.
- ___ Fire doors are not wedged or propped open.
- ___ No obstructions blocking operation of fire doors.
- ___ Emergency lighting and exit signs are operable with monthly testing documentation.

Fire Protection Systems

- ___ Unobstructed access to all system controls.
- ___ Sprinkler fire pump is tested annually with documentation.
- ___ Sprinkler heads are free of paint, corrosion, or other debris.
- ___ Wet standpipe system is flow tested every year.
- ___ Dry standpipe system is hydro-tested every 5 years.
- ___ Sprinkler connection (FDC) is unobstructed and accessible.
- ___ FDC caps in place and FDC couplings freely spin.
- ___ Fire alarm, fire sprinkler, and suppression systems are inspected and tested annually with documentation uploaded to the compliance engine.
- ___ Sprinkler heads are unobstructed with no storage within 18 inches.
- ___ Sprinkler valve rooms are accessible and free of storage, and their location identified.
- ___ Fire Alarm Control Panel (FACP) accessible and location

Commercial Cooking

- ___ Kitchen hood suppression system inspected every 6 months with test records on-site.
- ___ Kitchen hood vent system inspected and cleaned periodically with documentation.
- ___ Kitchen hood suppression system remote pull station is accessible.
- ___ Class-K extinguisher mounted within 30' of cooking operations

Fire Extinguishers

- ___ Fire extinguishers serviced, inspected annually and tagged.
- ___ Fire extinguishers are accessible and mounted between 4" and 60" above the finished floor.
- ___ No more than 75-foot travel distance to an extinguisher;
- ___ Fire extinguishers with a minimum size of 2A-10BC; can vary according to hazard classification.

Hazardous materials

- ___ Fire Department notified of any changes in chemical storage or processes.
- ___ No open containers of flammable or combustible liquids.
- ___ Material Safety Data Sheets (MSDS) are on site (hard copy or electronic version must be available).
- ___ Hazardous material 704 placard maintained and legible.
- ___ "No Smoking" signs as required in hazardous areas.
- ___ Spray finishing in only approved areas (booth, etc.).
- ___ No combustible storage in spray booth or flammable liquid storage room/areas.
- ___ Compressed gas cylinders secured upright.
- ___ Fuel dispensing hoses are not worn or cracked.
- ___ Flammable or combustible liquids dispensed by an approved method.

Electrical

- ___ Extension cords not used in place of permanent wiring.
- ___ Extension cords not used with heating appliances.
- ___ Extension cords not passing under doors, attached to walls, ceilings or under carpet.
- ___ Outlet, switch and electrical covers in place.
- ___ Covers for junction boxes, panels, etc. are in place.
- ___ Electrical rooms labeled as such.
- ___ Electrical and mechanical rooms free of combustibles.
- ___ Emergency generator tested annually with documentation.
- ___ Clear space in front of electric panel boxes:
36" Deep x 30" Wide x 78" High

Housekeeping

- ___ Clear building exterior of trash and undergrowth.
- ___ Ceiling tiles in place with no items hanging from them.
- ___ 3-foot clearance maintained around heating appliances.
- ___ Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).

Miscellaneous

- ___ 6" street address numbers posted and clearly visible.
- ___ No combustible decorative material in exit corridors or assembly occupancies.
- ___ Privately owned fire hydrants maintained and report uploaded to the compliance engine.
- ___ Evacuation plans posted, if required.
- ___ Certificate of occupancy capacity posted in assemblies.
- ___ Access road unobstructed.
- ___ If required, KNOX Key Box installed, and keys updated.