

American Township Fire Dept.

Pre-Inspection Fire Checklist

Fire inspectors look at many items in your place of business. So that you have a better idea and understanding of what to keep an eye on in regard to maintenance, we have provided the following checklist:

A. EXITS

- ___ Door/aisle is not obstructed.
- ___ Proper lock and hardware on exit doors.
- ___ Exit doors open easily.
- ___ There is a sign near the main entrance, "This door is to remain unlocked when building is occupied," if the door has a double-keyed deadbolt.
- ___ Exit signs illuminated and in working order.
- ___ Means of egress shall be kept clear.
- ___ Emergency lights maintained and in working order.
- ___ Maximum occupancy sign shall be posted in a conspicuous location near the main entrance for Assembly occupancies.

B. EXTINGUISHERS AND FIRE PROTECTION EQUIPMENT

- ___ Portable fire extinguisher(s) installed
- ___ Extinguishers have been serviced within 12 months and new service tag attached.
- ___ Extinguishers are securely mounted or in approved cabinet.
- ___ Fire Extinguishers not obstructed, and mounted.
- ___ Standpipes maintained in working order, free of obstructions.
- ___ Hood extinguishing system maintained with cleaning and Service records available.
- ___ Class K extinguisher installed within 30' of hood and duct system.
- ___ 18" clearance between storage and sprinkler heads.
- ___ Cleaned yearly, and free of obstructions.
- ___ Sprinkler system shall be maintained and tested annually.

C. ELECTRICAL

- ___ No extension cords in use in place of permanent wiring.
- ___ There are no spliced or frayed cords/wires
- ___ Spacers in electrical panel gaps.
- ___ No broken or faulty switches/outlets.
- ___ No exposed wire in conduit.
- ___ Electrical panel is not overloaded(# breakers = service).
- ___ No multi-plug adapters in use, other than approved power strips.
- ___ Circuit breakers are labeled.
- ___ No missing /broken electrical cover plates.

ELECTRICAL CONT.

___ 30" clearance maintained in front of electrical panel.

___ Electrical cords do not extend through walls, ceilings, floors, or under floor coverings and doors.

D. APPLIANCES/MECHANICAL DEVICES

___ No propane used/stored in building.

___ All appliances are properly connected and vented.

___ All appliances are maintained in working order.

E. STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING

___ Flammable liquid stored properly in approved container.

___ No accumulation of combustible materials.

___ Oil rags stored in non-combustible container with lid.

___ Compressed gas cylinders secured.

___ No combustible material stored near ignition source.

___ No material stored or kept in exit stairways.

___ Fire walls shall be maintained and have no opening other than those allowed by code.

___ "NO SMOKING" signs installed as required.

___ Clear and visible access maintained to and around fire Department connection.

___ Area around building free of combustible material. (weeds, trash, etc.)

F. MISCELLANEOUS

___ Fire lanes shall be provided and maintained where required.

___ Rapid entry key box(Knox Box) maintained by property owner.

___ Building identification (street number) placed in a position that is plainly visible from the street fronting the property. (Min. 4" in height.)

___ Charcoal grills, propane grills and/or other open flame cooking devices shall not be located on combustible balconies or within 10' of combustible construction.

Exceptions: Where balconies/decks are protected by an automatic sprinkler system.

NOTE: This list is a general guideline only for common violations that can be readily determined by the occupant.