

Dunn Emergency Services, Inc.

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FIRE PRE-INSPECTION SELF-CHECKLIST

Access and Premises

- Are address numbers for the building clearly visible from the street?
- Is exterior fire department access unobstructed?
- Is combustible vegetation removed so as not to create a fire hazard?

Egress

- Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?
- Are the other required exit doors readily opened from the inside without the use of a key, 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 and not blocked open?

Electrical

- Are 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 breaker/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?

Emergency Lighting

- If emergency lighting is provided, is it maintained in 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 system been performed by a qualified fire alarm company and a copy of the service report made available for the fire inspector?

Fire Drills

- If fire drills are required, are they conducted successfully at varying times and under various conditions?
- Are records maintained on the premises?
- *Assembly occupancies should conduct quarterly drills for employees only.*
- *Educational occupancies should conduct monthly complete evacuation drills.*
- *Hotels/Apartment Houses/Congregate Residences with greater than 10 occupants should conduct quarterly drills on each shift for staff only.*
- If required, are Evacuation Plans posted?

Fire Extinguishers

- Is there access to fire extinguisher(s) rated minimum 2A-10BC?
- 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 doors where possible, not exceeding maximum travel distance, properly mounted a maximum of 5' high if less than 40 pounds, maximum 3.5' high if greater than 40 pounds. In all cases, a minimum of 4" above the ground.*)

Fire/Smoke Separations

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

Fire Suppression Systems

- Is the top of storage maintained a minimum of 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 and a copy of the service report made available for the fire inspector?
- In commercial cooking applications, has the hood suppression system been serviced in the last six months? 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 and are they equipped with tip over switches? 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, 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 (i.e.: water heaters, furnaces, etc.)
- Are safe clearances maintained between gas fired appliances (i.e.: water heaters, furnaces, etc.)?

Smoke Detection

- 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 (i.e.: CO₂, Helium, etc.), are they chained to prevent falling?

Storage of Flammable and 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?