



# Fire Inspection Checklist

## Exits/Means 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.
- \_\_\_ 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 identified.

## 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; can vary according to hazard classification.
- \_\_\_ 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 accessible.
- \_\_\_ Evacuation plans posted, if required.
- \_\_\_ Certificate of occupancy capacity posted in assemblies.
- \_\_\_ Access road unobstructed.
- \_\_\_ If required, KNOX Key Box installed, and keys updated.