

Annual Fire Inspection Checklist

Check the following to prepare for your next fire inspection

ACCESS AND PREMISES

- Building address should be clearly visible from street.
- Exterior access should be clear.
- Fire department connection should be clearly visible and readily accessible.
- Lockbox should be accessible and have proper keys for complete building access.
- Fire hydrants should be visible and accessible.

MEANS OF EGRESS

- All exit doors should be visible, accessible, and fully functional.
- All exit doors should readily open from the inside without the use of a key or special knowledge or effort.
- All required fire doors must be self-closing and latch in the closed position.

ELECTRICAL

- Cover plates should be installed on all electrical receptacles.
- All circuits should be properly labeled on all electrical panels.
- There should be 30 inches of clear access in front of all electrical panels.
- Extension cords shouldn't be used, except for temporary power.
- All extension cords should be heavy duty, in good condition, and used for only small appliances.
- All extension cords should be grounded.
- If multiple items need to be plugged in, power strips with built-in circuit breakers should be used, and should be plugged directly into a permanent receptacle.

EGRESS LIGHTING

- All means of egress should be properly illuminated when the building is occupied.

- All emergency lighting units should be operable and properly located to illuminate all portions of the means of egress (push test button to check).
- All exit signs should be properly illuminated, and battery back-up should operate (if required – push test button to check).

FIRE EXTINGUISHERS

- Generally, fire extinguishers should be installed within 75 feet of all areas of the building.
- All extinguishers should be visible and readily accessible.
- All extinguishers should meet the minimum required rating, or should be installed for special hazards.
- All extinguishers should be installed at the proper height above the floor (generally, the top of the extinguishers should be no more than 5-feet above the floor).
- All extinguishers should've been inspected and tagged by an approved agency within the past 12 months.

FIRE-ALARM SYSTEM

- An annual fire-alarm system functional performance test should be completed, along with a record of completion (you should have a copy available for the fire inspector).

FIRE-SPRINKLER SYSTEM

- Annual fire-sprinkler-system inspection, testing, and maintenance should be completed, along with a record of completion (you should have a copy available for the fire inspector).
- All storage should be located at least 18-inches below all fire sprinklers (in large warehouses, storage heights may be different).

SPECIAL SUPPRESSION SYSTEMS (KITCHEN WET CHEMICAL, CLEAN AGENT, ETC.)

- Annual or semi-annual special fire-suppression system inspection, testing, and maintenance should be completed, along with a record of completion provided (you should have a copy available for the fire inspector).

HEAT-PRODUCING APPLIANCES AND DEVICES

- Only UL-Listed portable electric heaters should be used, and only on a temporary basis.
- All electrical portable heaters should have a clear space on all sides of at least 36 inches.
- All gas-fired heat-producing appliances (furnaces, water heaters, etc.) should have a clear space from combustibles of at least 36 inches on all sides.
- All gas-fired heat-producing appliances should have vents properly installed and maintained.
- Proper clearance of combustibles should be maintained from all light fixtures.

STORAGE AND MAINTENANCE OF BUILDING AREAS

- All trash and waste should be removed from the building daily (it's not allowed to accumulate).
- All oily rags or similar materials should be stored in approved metal containers.
- All combustible materials should be stored in an orderly manner.
- No combustibles should be stored in any portion of the means of egress.
- All combustible decorations should be properly treated with fire retardants.
- All interior finishes should meet the code requirements for the type of occupancy.
- All combustible or flammable liquids should be properly stored in approved containers or cabinets.
- All compressed gas containers (tanks) should be secured to prevent them from falling over.

SMOKE AND CARBON-MONOXIDE ALARMS

- All single- or multiple-station smoke alarms (detectors) should be operating properly (batteries should be replaced annually).
- All carbon-monoxide detectors should be operating properly.