

ANNUAL FIRE INSPECTION CHECKLIST

- Ensure that the address numbers / letters are clearly visible from the street.
- For apartments, condos, and offices ensure unit numbers / letters are clearly visible.
- If required to have an emergency key box, ensure the keys inside are up to date.
- For vehicle access gates, if required to have an emergency key-operated switch and strobe light sensor, ensure they are functioning properly.
- Remove combustibles, trash, and other debris from the building's exterior.
- Maintain 3 feet of clearance between stored materials and heat producing equipment.
- Maintain 2 feet of clearance between stored materials and the ceiling.
- Maintain 18 inches of clearance between stored materials and sprinkler heads.
- Keep stored materials orderly and secure so egress from the building is not blocked.
- Repair any holes in the walls and ceiling to maintain fire-resistive integrity.
- Have a minimum of one, 2A10BC fire extinguisher in every business.
- The fire extinguisher shall not be more than 75 feet from any location in the business.
- The fire extinguisher should be easily accessible and mounted 3 to 5 feet from the floor.
- The fire extinguishers in commercial and multi-family residential buildings must be serviced and tagged annually by a licensed contractor.
- No obstructions are allowed around fire protection equipment.
- Keep all designated fire lanes clear.
- If required to have a smoke alarm, test it monthly and replace the batteries once a year.
- Exit doors, except for the main exterior door, may not be equipped with any kind of dead bolt or latch which requires the use of a key, or special knowledge, or effort to open the door from the inside.
- Excessive storage of flammable or combustible liquids should be removed from all businesses.
- Extension cords cannot be used as permanent wiring.
- Extension cords cannot extend through walls, ceilings, floors, or under doors.
- Replace worn or frayed wires.
- All electrical receptacles must have cover plates.
- Keep the area in front of electrical panels unobstructed.