

## LIFE SAFETY PRE-INSPECTION CHECKLIST

Please inspect your premises for the fire and life-safety items listed below. If item is in compliance with requirements, please place a check on the line. If item is not in compliance, please correct the item(s) as soon as possible. Our goal, as well as yours, is to maintain fire and life-safety and a pleasant environment for you and your patrons. Thank you for your prompt attention to these matters. Correction of these items prior to your Fire and life Safety Inspection will ensure an expedient, smooth inspection.

### A. EXITS

- Exit doors and access aisles not obstructed.
- Proper lock/hardware on exit door. (No flush bolts, barrel bolts, hasps, etc.)
- Exit door opens easily.
- Sign at the door "This door to remain unlocked during business hours, if main entrance door is equipped with a double keyed deadbolt.
- Illuminated exit signs maintained in working order. Clear access around building maintained. Evacuation plans known by all employees.
- Doors with panic hardware are all in proper working order.

### B. EXTINGUISHERS/FIRE PROTECTION EQUIPMENT

- Extinguisher(s) installed as required.
- Hood extinguishing system 6-mo. Service.
- Extinguisher has been serviced within the past year and new service tag has been attached.
- Class K extinguisher installed for cooking operations with an exhaust hood suppression system installed.
- Emergency Lighting Fixtures tested and working
- Fire alarm system tested by a licensed fire alarm contractor within the last year. (Records produced at time of inspection)
- Fire Sprinkler System tested by a licensed sprinkler contractor within the last year. (Records produced at time of inspection)

### **C. ELECTRICAL**

- No extension cords in use in place of permanent wiring.
- There are no spliced or frayed cords/wires.
- Spacer(s) in electrical panel gap(s) provided. No broken or faulty switch/outlets.
- No exposed wire not in conduit.
- No missing/broken electrical cover plate(s).
- Electrical panel is not overloaded/obstructed.
- An area of 30 inches wide, 36 inches deep and 78 inches tall around the electrical panel is free from combustible storage.
- No multi-plug adapters in use, other than approved UL listed surge protectors.
- Circuit breakers are labeled. No combustible product (tape or paper) attached to the breaker or panel.
- Electrical cords do not extend through walls, ceilings, floors, under doors, or floor coverings.

### **D. APPLIANCES/MECHANICAL DEVICES**

- No unapproved heating devices being used in building.
- All appliances are properly vented and in working order.

### **E. STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING**

- No combustible material stored near ignition source
- No accumulation of combustible material.
- Storage of oily rags in non-combustible container w/lid.
- Compressed gas cylinders secured.
- Flammable Liquid(s) properly stored in approved containers or storage cabinets.
- Area around building free of combustible material (weeds, trash, boxes, etc.).
- No Smoking- signs installed as required. \_
- Storage of materials is 2-feet below the ceiling in all areas of the building.

- \_\_\_\_\_ Chemicals inventoried and Material Safety Data Sheets obtained for all chemicals used and stored. Employees are trained on where to find these sheets in an emergency.
- \_\_\_\_\_ 18" clearance between storage and sprinkler heads in occupancies with a fire sprinkler system installed.
- \_\_\_\_\_ Adequate clearances maintained around heating appliances (Storage one foot or more away from devices)
- \_\_\_\_\_ Storage at least 30-inches wide, 36 inches deep and 78 inches in height away from electrical panels.
- \_\_\_\_\_ Fire doors in proper position (Open or Closed depending upon design operation) and not damaged.
- \_\_\_\_\_ All storage in neat, orderly manner with adequate access aisles maintained.
- \_\_\_\_\_ All acoustical ceiling tile installed and in proper position for Fire Rated ceiling assemblies.

#### **F. MISCELLANEOUS**

- \_\_\_\_\_ Street address posted with minimum 4" numbers with contrasting background, visible from street.
- \_\_\_\_\_ If required, emergency evacuation plans and evacuation drills conducted and properly documented.
- \_\_\_\_\_ If required, staff members properly instructed to use fire extinguishers (Documentation of training is required to be maintained).
- \_\_\_\_\_ If required, Fire lane pavement markings and signs maintained in legible condition.
- \_\_\_\_\_ Knox Box keys are proper keys.

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