LIFE SAFETY PRE-INSPECTION CHECKLIST

This pre-inspection checklist shows items commonly found during fire inspections. Use this list to ensure a smooth, efficient inspection. Check your premises for the fire and life-safety items listed below. When an item is found that is not working properly, please have it repaired or replaced prior to the inspection. Our inspection goal is to ensure fire and life-safety for you, your employees, your customers, and to assist first responders should they need to respond to your facility. Thank you for your attention to these matters.

A. Emergency Exits

_____ Exit doors and access aisles not obstructed.

_____ Proper lock/hardware on emergency exit doors. (No flush bolts, slide bolts, hasps, etc.)

_____ Emergency exit doors are working properly and open easily, close, and latch

_____ Sign at the door "This door to remain unlocked when this space is occupied.", if emergency exit doors are equipped with a double keyed deadbolt

_____ Illuminated exit signs and egress lights are maintained in working order with working battery packs.

B. Fire extinguishers & Emergency Lighting

_____ Extinguisher(s) mounted

_____ Extinguisher has been serviced within the past year and has a current service tag

_____ Fire alarm system tested by a licensed fire alarm contractor within the last year. (Records and tags present at time of inspection)

_____ Fire Sprinkler System tested by a licensed sprinkler contractor within the last year, 5 year hydro testing, NFPA 25 compliant(Records and tags present at time of inspection)

C. Commercial Kitchens (if applicable)

_____ Hood system inspected and cleaned at proper intervals

_____ Class K extinguisher present with an exhaust hood suppression system installed

D. 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 exposed wire not in conduit.

_____ No missing/broken electrical outlets or cover plate(s).

_____ Electrical panels are 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.

_____ Fused multi-plug adapters in use (approved Ul listed surge protectors)

_____ Electrical cords do not extend through walls, ceilings, floors, under doors, or floor coverings.

E. Appliances and Heating

_____ No unapproved heating devices being used in building (tip over protection)

_____ All appliances are properly vented and in working order (dryers)

F. Storage/Housekeeping

_____ No combustible material stored near ignition source

_____ No accumulation of combustible material

_____ Storage of oily rags in non-combustible container with lid

_____ Compressed gas cylinders properly secured

_____ Flammable Liquids properly stored in approved containers cabinets

_____ Area around buildings free of combustible material (trash, boxes, etc.).

_____ No Smoking- signs installed as required

_____ Storage of materials is away 18” from sprinkler heads

_____ 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.

_____ Adequate clearances maintained around heating appliances (Storage one foot or more away from devices)

_____ Adequate egress paths and aisles maintained

_____ All ceiling tiles 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 property documented.

_____ If required, staff members property instructed to use fire extinguishers

_____ Fire lanes pavement markings and signs maintained in legible condition.

_____ Knox Box keys are current