

SELF-INSPECTION CHECKLIST

The purpose of this check list is to assist the business owner/operator in conducting a self-inspection to mitigate common violations discovered during fire and life safety inspections.

Means of Egress (EXITS)

- Exit doors unlocked when occupied.
- Exit access is free and unobstructed.
- Exterior of exit doors are free and unobstructed.
- Exit doors are operable.
- Stairs and exit stairs free and unobstructed.
- No added bolts or latches on exit doors.
- No special knowledge required to exit.
- Exit doors are distinguishable as exits with no mirrors or other coverings over the doors.
- Emergency lighting and exit signs are operable. Works on battery backup.

Fire Protection Systems

- Fire alarm, sprinkler systems, and suppression systems are inspected, tested, maintained and documented.
- Fire pumps tested annually and ran monthly.
- Standpipe systems flowed and tested annually.
- Fire dept. connections unobstructed and accessible.
- No storage within 18 inches of sprinkler heads.
- Sprinkler heads free of paint, corrosion and debris.
- Sprinkler rooms accessible and free of storage and identified.
- Fire alarm control panel identifiable and accessible.
- Fire alarm horns and strobes operational and not obstructed.
- Pull stations are not obstructed.
- Wet or dry chemical suppression systems inspections current (kitchens and spray booths).
- Kitchen hood vent and suppression systems inspection current and cleaned at required intervals.
- Kitchen hood suppression system remote pull station is accessible
- Fire extinguishers charged, and pins are secured with tamper seal in place.
- Fire extinguishers inspected annually and current.
- Fire extinguishers are mounted and accessible.

Hazardous Materials

- No open containers of flammable or combustible liquids.
- Flammable liquids such as gasoline not stored inside or stored in flammable liquid cabinets.
- Compressed gas cylinders secured upright.
- Fuel dispensing hoses not worn or cracked.
- Propane tanks not stored inside of building.

Electrical

- Extension cords not used in place of permanent wiring.
- No frayed or exposed wiring.
- Extension cords unplugged and stored when not in use.
- Extension cords not running under rugs, under doors, through ceilings or walls.
- Extension cords not daisy chained and connected directly to an outlet.
- Multi-plug adapters not in use.
- Outlet/switch/electrical covers in place
- Covers for junction boxes, panels, etc. are in place.
- Circuit breakers in place and labeled.

Housekeeping

- No accumulation of combustible waste.
- Electrical, mechanical, and boiler rooms are accessible and free of storage.
- No combustible storage in void spaces, below stairs or below the building.
- 3-foot clearance maintained around electrical panels.
- Electrical equipment and motors free of debris.
- 3-foot clearance maintained around spray booths.
- No combustible storage in spray booths or flammable liquid storage rooms.

Miscellaneous

- Street address numbers posted and clearly visible.
- No combustible decorative material in exit corridors.
- Natural gas meters subject to vehicle traffic protected from damage.
- Fire department access roads and fire lanes unobstructed.
- Personnel aware of emergency plans and how to report an emergency.
- Smoking only permitted in designated areas.
- No use of open flames such as candles.
- Portable heaters unplugged when not in use and 3-feet away from combustibles.
- Fire rated walls, floors, and ceiling construction not breached.

Any questions or concerns, feel free to contact our Fire Prevention Bureau at 985.256.4705 or contact@pearlriverfire.org