



## Stafford Fire Marshal's Office

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# Business Pre-Inspection Fire Checklist

### **ALL COMMERCIAL OCCUPANCIES TO HAVE A MONITORED FIRE ALARM SYSTEM INSTALLED PER ORDINANCE NUMBER 1110.**

Fire inspectors look at many items in your place of business. In order to have a better understanding of some of the items the inspector will check in regards to maintenance, please review the following check list.

#### **A. Exits**

- Door/aisle is not obstructed.
- Illuminated exit signs maintained in working order.
- Proper lock/hardware on exit door.
- Means of egress shall be kept clear.
- Emergency lights maintained and in working order.
- Exit doors open easily.
- Exit doors equipped with panic hardware shall have no other locking devices installed.
- A sign over main entrance to read "This door to remain unlocked when this space is occupied" if door has a double-keyed deadbolt.
- Maximum occupancy signage shall be posted in a conspicuous location near the main entrance for assembly occupancies.

#### **B. Extinguisher/Fire Protection Equipment**

- Minimum 2A:10BC extinguisher(s) installed.
- Hood extinguishing system maintained; six (6) month service and cleaning documented.
- Extinguisher serviced with the past year with new service tag attached.
- Class K extinguisher installed within 30' of hood and duct system.
- Extinguisher securely mounted or in an approved cabinet.
- 18" clearance between storage and sprinkler heads or 24" clearance from ceiling with no sprinkler heads.
- Fire extinguisher top does not exceed 5' from floor as mounted.
- Sprinkler system shall be maintained and tested annually.
- Fire Alarm system shall be maintained and tested annually.

#### **C. Electrical**

- No extension cords shall be used in lieu of permanent wiring.
- Electrical panel is not overloaded/obstructed.
- No multi-plug adapters in use other than approved power strips.
- No spliced or frayed cords/wires.
- Spacer(s) in electrical panel gap(s) provided.
- Circuit breakers are labeled.
- No broken or faulty switches/outlets.
- Electrical cords do not extend through walls, ceilings, floors, or under door or floor coverings.
- No exposed wire in conduit.
- No missing/broken electrical cover plates.
- 36" clearance shall be maintained in front and around the electrical panel.

#### **D. Storage/Combustible Material/Housekeeping**

- Flammable liquid properly stored.
- No accumulation of combustible materials.
- Oil rags in non-combustible container with lid.
- Compressed gas cylinders secured.
- "No Smoking" signs installed as required.
- Area around building free of combustible material.
- No combustible material (boxes, trash, weeds, etc.) stored near ignition source.
- No storage shall be kept in exit stairways.
- Maintain clear and visible access to and around fire department connections.
- Fire and smoke walls shall be maintained and have no opening other than those allowed by code.
- Fire Lane striping maintained and compliant with adopted requirements.