

## **PRE-INSPECTION FIRE CHECKLIST**

Fire inspectors look at many items in your place of business. So that you may have a better idea and understanding of what to keep an eye on in regard to maintenance, we have provided the following checklist:

### **A. EXITS**

- |   |   |
|---|---|
| <input type="checkbox"/> Door/aisle is not obstructed.  | <input type="checkbox"/> Illuminated exit signs maintained in working order.  |
| <input type="checkbox"/> Proper lock/hardware on exit door.<br>(No flush bolts, hasps, etc.)  | <input type="checkbox"/> Means of egress shall be kept clear.   |
| <input type="checkbox"/> Exit doors open easily.  | <input type="checkbox"/> Emergency lights maintained and in working order.  |
| <input type="checkbox"/> There is a sign over the main entrance, "This door to remain unlocked during business hours," if the door has a double-keyed deadbolt. | <input type="checkbox"/> Doors with panic hardware shall have no other locking devices.   |
|   | <input type="checkbox"/> Maximum occupancy signage shall be posted in a conspicuous location near the main entrance for assembly occupancies. |

### **B. EXTINGUISHERS/FIRE PROTECTION EQUIPMENT**

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|---|--|
| <input type="checkbox"/> Minimum 2A10BC extinguisher(s) installed.  | <input type="checkbox"/> Hood extinguishing system maintained, and six month service and cleaning documented.          |
| <input type="checkbox"/> Extinguisher has been serviced within the past year and a new service tag is attached. | <input type="checkbox"/> Class K extinguisher installed within 30' of hood and duct system.                            |
| <input type="checkbox"/> Extinguisher is securely mounted or in an approved cabinet.                            | <input type="checkbox"/> Fire alarm system in proper working order – system tested annually and records kept.          |
| <input type="checkbox"/> Fire extinguisher not obstructed.  | <input type="checkbox"/> 18" clearance between storage and sprinkler head.   |
| <input type="checkbox"/> Fire extinguisher top does not exceed 5' from floor as mounted.                        | <input type="checkbox"/> Sprinkler system shall be maintained and tested annually.                                     |
| <input type="checkbox"/> Standpipe shall be tested every 5 years.   | <input type="checkbox"/> Private hydrants (painted red) maintained – flushed yearly and flows taken every three years. |

### **C. ELECTRICAL**

- |  |   |
|--|---|
| <input type="checkbox"/> No extension cords in use in place of permanent wiring. | <input type="checkbox"/> Electrical panel is not overloaded/obstructed.                   |
| <input type="checkbox"/> There are no spliced or frayed cords/wires.             | <input type="checkbox"/> No multi-plug adapters in use, other than approved power strips. |
| <input type="checkbox"/> Spacer(s) in electrical panel gap(s) provided.          | <input type="checkbox"/> Circuit breakers are labeled.                                    |
| <input type="checkbox"/> No broken or faulty switch/outlets.                     | <input type="checkbox"/> Electrical cords do not extend through walls, ceilings and       |

- \_\_\_ No exposed wire in conduit.
- \_\_\_ No missing/broken electrical cover plate(s).

- \_\_\_ floors or under doors or floor coverings.
- \_\_\_ 30" clearance maintained in front of electrical panels.

**D. APPLIANCES/MECHANICAL DEVICES**

- \_\_\_ No propane used/stored in building.
- \_\_\_ All appliances are properly connected and vented.

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

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

**F. MISCELLANEOUS**

- \_\_\_ Fire lanes shall be approved by the fire department. (Mark Sweany, 913/438-4888, ext.238)
- \_\_\_ Address numbers shall be posted in contrasting colors on front and rear doors for commercial businesses and shall be 8" on the front door, 4" on back doors. All other structures shall be 4" except home daycares, which shall be 6".
- \_\_\_ Rapid key entry box maintained by property owner.
- \_\_\_ Charcoal grills, propane grills and/or other open-flame cooking devices shall not be located on combustible balconies or within 10' of combustible construction.  
**EXCEPTIONS:** 1) One and two family dwellings, and 2) Where balconies/decks are protected by an automatic sprinkler system.

**NOTE:** *This list is a general guideline only for common violations that can be readily determined by the occupant.*