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

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

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.  
   ____ Electrical panel is not overloaded/obstructed.  
   ____ No multi-plug adapters in use, other than approved power strips.  
   ____ Circuit breakers are labeled.  
   ____ Electrical cords do not extend through walls, ceilings and
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.  ____ No accumulation of combustible materials.
   ____ Oil rags in con-combustible container with lid.  ____ Compressed gas cylinders secured.
   ____ “No Smoking” signs installed as required.  ____ Area around building free of combustible material
   ____ No combustible material stored near ignition (weeds, trash, boxes, etc.).  ____ No storage shall be kept in exit stairways.
   ____ Maintain clear and visible access to and around fire department connection.  ____ 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.  ____ Rapid key entry box maintained by property owner.
   (Mark Sweany, 913/438-4888, ext.238)  ____ Charcoal grills, propane grills and/or other open-flame cooking devices shall not be located on combustible balconies or within 10’ of combustible construction.
   ____ 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”.

   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.