

PRE-FIRE INSPECTION CHECKLIST

Following is a list of common safety concerns we find during inspections. You can address many of these before we visit your business and it will speed up the inspection process. Our goal, as well as yours, is to provide a safe and pleasant environment for you and your patrons. Thank you for your prompt attention to these matters. **This list is a general guideline only for common violations. If you have any questions please contact us at 757-382-6566 and we will be happy to help you.**

Labeling

- Make sure your markings for fire lanes are clean and legible
- Make sure the numbers on your address are 4" tall and contrasting colors
- Any signs marking fire protection equipment need to be visible and made of durable materials
- Make sure electrical, sprinkler and FACP (Fire Alarm Control Panel) rooms are labeled properly.
- Use approved signage to mark FDC (Fire Department Connection)
 - If on building, a red sign with white letters: FDC in 6" letters, building address in 2" letters underneath.
 - If off building, address numbers on piping 2" listed vertically.

Storage

- Make sure you have 18" clearance from sprinkler deflector plates for sprinklered areas and 24" ceiling clearance for non-sprinklered areas
- Do not store combustible materials in your electrical, boiler or mechanical room.
- If you store combustible materials outside, make sure they are at least 10 feet from the building.
- Do not store materials around your electrical panels, making sure there is clearance 30" wide, 36" in front, and 78" tall
- Secure your compressed gas cylinders to prevent falling.

- Make sure your portable fire extinguisher is installed on hangers or brackets and the top is no more than 60" from the floor. Minimum size required 2A10BC.

Emergency Exits

- Make sure your exit signs are illuminated and in good working order. Check the battery backup.
- Do not store materials in your passageways and make sure there is 44" of clearance at exits, or 36" if your occupancy load is less than 50 people.

Electrical Issues

- Do not modify your electrical equipment and if it is damaged, have it repaired quickly.
- Maintain your emergency lighting.
- Do not use multi-plug adapters or non-fused plug strips in your business.
- Do not use extension cords for permanent wiring.
- Make sure your electrical outlets have faceplates.

Maintenance/Records

- Create a fire suppression file at your business that is easily accessible to your front line staff including all fire protection system testing and maintenance records.
- Ensure all fire protection system tests have been completed on an annual basis to include sprinkler systems, fire extinguishers, and private fire hydrants. Hood system and paint booth system testing required every 6 months.

