



Pre-Inspection Fire Safety Checklist

Please inspect your premises for the fire and life-safety items listed below. If item is in compliance with requirements, please place a check on the line. If item is not in compliance, please correct the item(s) as soon as possible. Our goal, as well as yours, is to maintain fire and life-safety and a pleasant environment for you and your patrons.

EXITS	
Door/Aisle is not obstructed	Exit door opens easily
Illuminated exit signs maintained in working order	Evacuation plans known by all employees
Proper lock/hardware on exit door. (No flush bolts, hasps, etc.)	Emergency Lighting tested annually and maintained
Doors with panic hardware shall have no other locking devices	Clear access around building maintained.
If main entrance door is equipped with a double keyed deadbolt. Sign over door "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"	

EXTINGUISHERS/FIRE PROTECTION EQUIPMENT	
Extinguisher(s) installed as required.	Fire extinguisher top does not exceed 5' from floor as mounted
Hood extinguishing system 6-mo. service completed.	Fire alarm system in proper working order (Records are kept)
Extinguisher not obstructed	Fire sprinkler system in proper working order (Records are kept)
Class K extinguisher installed for Hood & Duct	18" clearance between storage and sprinkler head.
Extinguisher has been serviced within the past year and new service tag has been attached	

ELECTRICAL	
No extension cords in use in place of permanent wiring	There are no spliced or frayed cords/wires
Electrical panel is not overloaded / obstructed.	Spacer(s) in electrical panel gap(s) provided
No multi-plug adapters in use, other than approved power taps.	Circuit breakers are labeled.
No exposed wire not in conduit. ceilings, floors, under doors, or floor coverings	No missing/broken electrical cover plate(s)
Electrical cords do not extend through walls	No broken or faulty switch/outlets.

APPLIANCES/MECHANICAL DEVICES	
No propane being used in building	All appliances are properly vented.

STORAGE/COMBUSTIBLE MATERIAL/HOUSEKEEPING	
No combustible material stored near ignition source	Flammable liquid properly stored
No accumulation of combustible material	"No Smoking" signs installed as required
Storage of oily rags in non-combustible container w/lid.	Compressed gas cylinders secured
Area around building free of combustible material (weeds, trash, boxes,)	

Thank you for your prompt attention to these matters