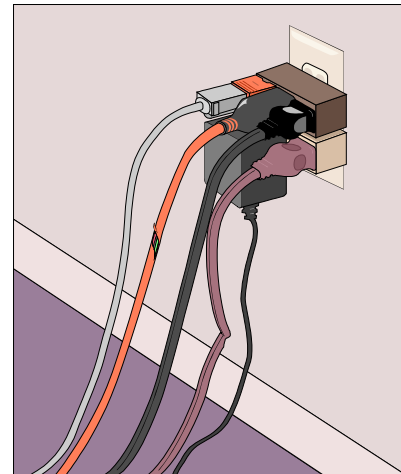


## Business Annual Self-Inspection Checklist

1. Compressed gas cylinders are secured to keep from falling. If a cylinder falls and the top breaks off, it can become a missile!
2. No more than ten gallons of flammable or combustible liquids are stored in garages or other approved locations unless they are stored in an approved flammable storage cabinet. A maximum of 60 gallons is allowed in non-sprinklered buildings. No basement storage is allowed unless protected by sprinklers
3. Dumpsters are located more than five feet from combustible walls, roof overhangs or any opening like a door or window. If the dumpster catches fire and it is too close to the building, the fire will likely spread to the building. The same is true for all combustibles up against the building.
4. All portable heaters are plugged directly into a wall outlet. Do not use any kind of extension cord for an electric heater (not even a power strip equipped with circuit breaker). Heaters use a large amount of electricity and can melt an extension cord.
5. Portable electrical heaters are equipped with tip-over switches and high limit temperature switch. If it won't shut off automatically when tipped over, replace it with one that will.
6. Portable heaters are a safe distance away from combustible materials. Electrical heaters will ignite combustibles in a very short time. Keep all materials a minimum of 36" away at all times.
7. Electrical appliances and the cords supplying power to them in good working condition. Frayed power cords and worn or poorly maintained electrical equipment can start a fire.
8. Extension cords are not used in place of permanent wiring affixed to structures, or extended through walls, ceilings or floors. All electrical extension cords are grounded. The use of multi-plug adaptors is prohibited.

**WRONG→**

Power strips are either the polarized type or grounded are allowed. Power strips are listed by U.L. or other testing agency. Power strips are plugged directly into the wall receptacle.



## Business Annual Self-Inspection Checklist

9. Fire Hydrants and Fire Department Connections (FDC) are clear and accessible. Keep a 3-foot clearance of all vegetation, fences or obstructions around all sides of fire hydrants at all times.
10. Circuit breakers/fuses are labeled in the electrical control panel box. If you need to turn the power off to certain part of your business or piece of equipment, it is necessary to have the circuit breakers identified. Firefighters need to know, too. In addition, make sure that there are covers on all electrical switches, outlets and junction boxes. Missing covers are common safety hazard.
11. There is a clear area in front of all electrical control panel boxes. A clear and unobstructed means of access with a minimum width of 30" and a minimum height of 78" shall be maintained from the operating face of the electrical control panel to an aisle or corridor.
12. The area around the furnace and water heater is clear of combustible materials. Care must be taken to keep this area clear since it tends to be a collection place for all types of storage. They do generate heat and are capable of starting a fire.
13. No obstructions such as partitions, racks or piled stock are placed so as to interfere with the effectiveness of water discharge from sprinkler heads. Minimum clearance required for sprinkler heads shall be 18".
14. Address numbers for the building and business space are clearly visible from the street. Emergency responders need to be able to find your business in a hurry. Be sure the numbers are visible from the street and at least 4" in height and ½ " stroke width. Numbers shall be in contrast with their background and visible during the day or night.



15. No items are stored under exit stairways. Storage is prohibited under exit stairways unless protected by sprinklers or have a 1-hour fire rating. If the stairway catches fire, you have no means of escape and may be trapped on the floor above.

16. Emergency light fixtures work properly. If equipped with a test button, push to check for proper operation. These help light the way during power

## Business Annual Self-Inspection Checklist

- failures. You should have a working flashlight handy. Exit signs are illuminated and can be seen from everywhere within your business. If you have lighted exit signs, light bulbs within these signs must be replaced when they burn out.
17. All exit doors are unlocked during business hours. Exits shall not be locked, chained, latched or rendered unusable from the inside for employees as well as the general public whenever the building is occupied.
  18. There is a clear aisle or passageway to all exit doors. Building occupants must be able to get to the exit doors quickly and safety. There should be no trip hazards and nothing can be stored in front of an exit.
  19. There is a portable fire extinguisher mounted in the business. Fire extinguishers can be very effective and can prevent a small fire from spreading. It must be mounted, readily accessible, and visible to you when it is needed. Make sure all employees know where they are located and how to use them.
  20. All fire extinguishers have been inspected within the last 12 months, and professionally serviced every 3 years. There is an annual requirement for the maintenance of fire extinguishers. Check the tags on your extinguishers to see if they are current.
  21. Emergency vehicles need to access the businesses and fire hydrants without being obstructed by parked vehicles. Help us improve our response time. Remember that emergency vehicles are difficult to maneuver in tight places.
  22. Extensive testing of the entire Fire Alarm System has been completed and recorded by a qualified fire alarm service technician. The records are maintained for the fire inspection on request.
  23. A licensed contractor conducts an inspection and maintenance of special extinguishing systems, such as commercial kitchen hoods, at least every six (6) months. Records are maintained for the fire inspection on request.
  24. Sprinkler systems are maintained in accordance with the requirements of NFPA 13, 13A OR 13R and an annual inspection by a qualified contractor has been performed. Records are maintained for the fire inspection on request.

