

## FIRE INSPECTION CHECKLIST

The annual Fire Inspection is just around the corner. This is a quick checklist on items we and the Fire Department will be looking for during our Pre-Fire Inspection.

- \_\_\_\_\_ No Piggy-backed extension cords (one extension cord plugged into another) and Power strips (one power strip plugged into another)
- \_\_\_\_\_ Extension cords and power strips shall not be used a permanent wiring. Power strips that are mounted will be interpreted as “Permanent Wiring” by HFD.
- \_\_\_\_\_ No use of “zip-extension cords” (these are thin, in-house cheap type extension cords usually brown or white in color.
- \_\_\_\_\_ No electrical cords should be running under rugs, within walls, or within the ceiling space, etc... While in use, cords must be housed in rubber cord strip protectors.
- \_\_\_\_\_ No blocked exits or walkways. (Clear backpacks, tables, and any obstructions on lanais and walkways.)
- \_\_\_\_\_ All doorways must be free and clear from obstructions.
- \_\_\_\_\_ Fire Extinguishers clearance at least 36 inches around, must be visible, and mounted.
- \_\_\_\_\_ Fire Extinguishers maintained, currently tagged, and inspected. Wet standpipe (WSP) has “Flow Sticker” on 1<sup>st</sup> or top floor where WSP is located.
- \_\_\_\_\_ If you have a Red Triangle Signage outside your door, appropriate Fire Extinguisher, Pull Station or both must be located in your room.
- \_\_\_\_\_ Fire Alarm Pull Station clearance is 36 inches around and visible, and Glass Bar must be in place.
- \_\_\_\_\_ Fire Alarm system must be functional and maintained.
- \_\_\_\_\_ Evacuation Maps must be posted at/near exit door and easily visible.
- \_\_\_\_\_ Electrical Panel clearance must be 36 inches around, be accessible, and free of combustible materials (wood, boxes, chemicals, etc.)

\_\_\_\_\_ Appliances that transfer heat (Refrigerator, microwave, copy machine, coffee makers, etc.) **must be UNPLUGGED when not in use, AND plugged directly into a wall outlet.**

\_\_\_\_\_ Items can be stacked but no closer than 2 ft from ceiling.

\_\_\_\_\_ Chemicals/Paint stored in UL-rated safety container labeled properly and must not be stored under stairs or in exit stairwells. Proper storage required.

\_\_\_\_\_ Gas (10 gallons or more) must be stored in an approved hazard cabinet.

\_\_\_\_\_ A copy of MSDS folder must be within 5 minutes of an incident.  
(person must be able to retrieve MSDS sheet and be back at accident site w/in 5 min.)

\_\_\_\_\_ FANS – Fans are not built to operate long periods of time because they may get hot and cause a fire. Common safe practices for fans are:

- **Do not use extension cord/power strips to connect fans to an outlet. Fire Dept will interpret this as “permanent wiring.”**
- **Fans shall be turned off and unplugged when not in use or classroom/office not occupied.**
- **Fans must have covers on.**
- **Replace fans at 1<sup>st</sup> sight of wear, frayed cords, intermittent rotation, and corrosion of part.**

\_\_\_\_\_ Banners hung with a wire in classrooms must run perpendicular to windows. Bottom of banners must be 8 ft ABOVE floor.

\_\_\_\_\_ Stairwell Gates locked in the open position when building is occupied. (Signage Required.)

\_\_\_\_\_ Door locking devices are not allowed unless the door can be opened from the inside without use of a key or special knowledge.

\_\_\_\_\_ Stage curtains must have a record of certificate and flame-retardant treatment tag on the curtain. If not on the curtain, certificate may be posted on wall or in a file.

\_\_\_\_\_ Mechanical and electrical rooms shall not be used to store combustible materials.

\_\_\_\_\_ All compressed gas cylinders in service or storage shall be secured to prevent falling or being knocked over. (Chained secured).

\_\_\_\_\_ Updated Diamond Chemical Placards and National Fire Protection Agency (NFPA) 704 identification signs shall be provided on all liquid propane gas tanks.

\_\_\_\_\_ Check for missing signs (Ex: Room Capacity, Stairwell gate signage, etc.)

\_\_\_\_\_ Assembly Rooms (50 + people) must have two exits AND Panic Hardware on doors.

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