

**Business Self-Inspection Form:**

**CITY OF COLDWATER FIRE DEPARTMENT  
BUSINESS SELF-INSPECTION PROGRAM  
WORKSHEET**

IN ORDER TO COMPLY WITH THE FIRE CODE, PLEASE FOLLOW DIRECTIONS 1-6 BELOW:

1. Owner, Manager or Responsible Person shall conduct the inspection and sign the form.
2. Please print and complete the requested business information below.
3. Walk through your occupancy. Start outside and work in. Look carefully for possible hazards. Answer all applicable questions on the worksheet.
4. When the inspection is completed, note deficiencies and correct as needed. Note the date of corrections.
5. Read, sign and date the affidavit/declaration located at the end of this worksheet.
6. You have 30 days to conduct the inspection, correct the deficiencies and complete and return this worksheet to:

**Coldwater Fire Department  
Fire Prevention Bureau  
57 Division St.  
Coldwater, MI. 49036**

**BUSINESS INFORMATION:**

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Business Owners Name: \_\_\_\_\_

Business Owners Home Address:

\_\_\_\_\_

Type of Business: (Industry, Mercantile, Business, Storage, Assembly or Residential)

Emergency Contact: \_\_\_\_\_ 24-hour Phone: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Building Owner's Home Address: \_\_\_\_\_

Building Owner's Home Phone: \_\_\_\_\_ Pager/Cell: \_\_\_\_\_

ANSWER THE FOLLOWING QUESTIONS BY CHECKING THE APPROPORATE BOX

**EXTERIOR SURVEY:**

- (1) Are automatic fire sprinkler system valves, fire department connections and gas supply valves free from obstructions by (weeds, brush, storage or signage)?  
[ ] Yes [ ] No [ ] N/A
- (2) Are exit doors free from obstruction by (snow, storage or equipment etc.)?  
[ ] Yes [ ] No
- (3) Are fire hydrants located on the property free from obstruction and visible?  
[ ] Yes [ ] No [ ] N/A
- (4) Are security lights free from animal nesting material? [ ] Yes [ ] No [ ] N/A
- (5) Is the building address and or suite identification located on the exterior of the building, contrasting color to building's color, facing the street and a minimum of 4- inch height and ¾ inch stroke?  
[ ] Yes [ ] No [ ] N/A
- (6) Is the Knox Box updated with the proper entry keys? [ ] Yes [ ] No [ ] N/A

**Deficiency**

**Number(s):** \_\_\_\_\_

**Correction**

**Date(s):** \_\_\_\_\_



*Fire Protection Systems (Continued)*

- (6) Do you have portable fire extinguishers available to the occupants with a minimum classification rating of (3A 20 BC) and Type K for Kitchen Operations? Have all extinguishers been serviced, inspected and tagged by a licensed firm within the past year?  Yes  No  N/A
- (7) Are extinguishers plainly visible and hung on brackets?  Yes  No  N/A

**Deficiency**

**Number(s):** \_\_\_\_\_

**Correction**

**Date(s):** \_\_\_\_\_

**INTERIOR SURVEY:**

- (1) Are all exits and exit pathways clear and unobstructed?  Yes  No
- (2) Are there any obstructions (wedges, blocks or doorstops, etc.), that would cause the improper operation of an automatic or self-closing fire rated door?  Yes  No  N/A
- (3) Are all exits and pathways to exit identified with visible illuminated exit signs with directional indicators and appropriately sized letters with a minimum of 6-inch height and 3/4 inch stroke?  Yes  No
- (4) Does all emergency lighting function properly when primary electrical power is disconnected?  Yes  No  N/A
- (5) Do maintenance personnel quarterly disconnect the primary power supply to illuminated exit signs and emergency lighting fixtures to exercise the battery back-up devices to prolong the life of the batteries?  Yes  No  N/A
- (6) Is there a minimum of 36-inch clearance around all heating appliances and gas fired water heaters?  Yes  No  N/A
- (7) Has your gas fired furnace been inspected by a qualified technician to prevent carbon monoxide build-up by cracked heat exchangers or leaking fittings?  Yes  No  N/A
- (8) Is all storage kept in a neat and orderly manner away from heat sources such as light fixtures, heating appliances and electrical supply panels?  Yes  No

*Interior Survey (Continued)*

(9) Are there any holes in the ceilings or walls that could expose combustible wood or allow for fire spread into the attic or walls?  Yes  No

(10) Are electrical extension cords used to provide power to equipment?  Yes  No

If Yes, extension cords are not permitted to be used as a replacement for permanent power supply. Listed multi-plug strip plates are permitted for use when additional outlets are needed.

(11) Is there a minimum of 36-inch clearance to electrical power supply panels?  Yes  No

(12) Are there cover plates on all electrical light switches, outlets and supply panels?  Yes  No

(13) Is the heating and air conditioning unit cleaned and new filters installed on a regular basis?  Yes  No

(14) Is there any use or storage of hazardous materials in the operation of your business (liquid, solids or gases)?  Yes  No

Quantity: \_\_\_\_\_

Locations: \_\_\_\_\_

(15) Is there any use of flammable or combustible liquids in or around the building?  Yes  No

Quantity: \_\_\_\_\_

Locations: \_\_\_\_\_

**Deficiency**  
**Number(s):** \_\_\_\_\_

**Correction**  
**Date(s):** \_\_\_\_\_

