

Sample Fire Safety Checklist:

From time to time business owners may inquire about what a fire department inspection is and why the fire department conducts inspections. The fire department conducts fire safety inspections annually to assist and educate the business community on fire risk and to identify potential fire risk issues that the business owner may not be aware of. These inspections are conducted in accordance with the City of Coldwater adopted fire prevention code and are intended to reduce potential fire loss in our community. The following sample fire safety check list identifies some commonly found fire code deficiencies on inspections:

Housekeeping:

- Combustible materials stored in mechanical rooms and electrical equipment rooms.
- Combustible materials stored in exits or hallways leading to exits.
- Combustible materials stored within 2 feet of the ceiling or 18 inches below sprinkler heads.
- Storage within 3 feet of electrical panels.
- Combustibles stored within 3 feet of heat producing equipment.
- Storage within 3 feet of fire protection equipment.

Exits:

- Exits and exit corridors are clear and unobstructed.
- Exit doors are unlocked when the building is occupied and proper locking devices.
- Exit signs are illuminated.
- Emergency lights are operational.

Fire Protection Equipment:

- Fire alarm systems are serviced annually by a qualified company.
- Fire sprinkler systems are serviced annually by a qualified company.
- Kitchen hood suppression systems are serviced semi-annually.
- Fire protection equipment rooms are labeled.
- Fire extinguishers are serviced annually by a qualified company.
- Class "K" fire extinguisher for cooking operations.

Exterior:

- Recommendation for the address on the gas and electrical meters in multiple tenant buildings.
- Address provided on the front of the business and recommendation on the rear exits.
- Fire lanes are maintained clear and unobstructed.
- Fire hydrants are maintained operational and unobstructed.
- Combustible storage of waste items on the outside of the building.
- FDC (Fire Department Connection) maintained operational and unobstructed with a minimum of 3 feet of clearance.

General:

- Extensions cords are not used for permanent power or operations. A store bought, UL listed, surge protector may be permitted for minor electrical equipment.
- Power strips and extensions cords are not connected together or daisy chained.
- Empty slots in electrical panels are capped and labeled.
- Fire rated assemblies are maintained.
- Dispensing of flammable and combustible liquids is in a well vented area using safety cans.
- Flammable and combustible liquids are properly stored.
- Occupant load is posted near the entrance in a conspicuous location.