**SELF INSPECTION CHECKLIST**

The purpose of this document is to aid the property/business owner or operator with guidance to applicable requirements for fire safety inspections.

Any item with \*\* requires service report UPON inspection.

**Exits/Means of Egress**

\_\_\_\_ Exit doors unlocked/unblocked.

\_\_\_\_ Exit access is unobstructed.

\_\_\_\_ Exterior of exit doors are clear. \_\_\_\_ Exit doors are operable.

\_\_\_\_ Enclosed exit stairways clear and free of storage.

\_\_\_\_ Exit lights are operable.

\_\_\_\_ No added surface bolts/latches on exit doors.

\_\_\_\_ Exit doors readily distinguishable as such, with no mirrors or other coverings over doors.

**Fire Protection Systems**

\_\_\_\_ Fire alarm, fire sprinkler and suppression systems are inspected and tested annually. \*\*

\_\_\_\_ Sprinkler fire pump is tested annually.

\_\_\_\_ Wet standpipe system is flow tested every year.

\_\_\_\_ Dry standpipe system is hydro-tested every 5 years.

\_\_\_\_ Sprinkler connection (FDC) is unobstructed and accessible.

\_\_\_\_ FDC caps in place and FDC couplings freely spin.

\_\_\_\_ Sprinkler heads are unobstructed with no storage with-in 18 inches

\_\_\_\_ Sprinkler heads are free of paint, corrosion, or other debris.

\_\_\_\_ Sprinkler valve rooms are accessible and free of storage, and their location indentified.

\_\_\_\_ Fire alarm devices (pull stations, control panels, etc.) are accessible.

\_\_\_\_ Fire alarm monitored by UL central station.

\_\_\_\_ Fire Alarm Control Panel (FACP) accessible and location indentified.

\_\_\_\_ Fire alarm system horns and strobes are not obstructed.

\_\_\_\_ Kitchen hood suppression system inspected at 6 month intervals. \*\*

\_\_\_\_ Kitchen hood vent system inspected and cleaned at required intervals. \*\*

\_\_\_\_ Kitchen hood suppression system remote pull is accessible.

\_\_\_\_ Fire extinguishers serviced, inspected and tagged annually. \*\*

\_\_\_\_ Fire extinguishers are accessible and mounted.

**Fire Protection Assemblies**

\_\_\_\_ Fire doors are operable by self closing and latching.

\_\_\_\_ Fire doors are not wedged or propped open.

\_\_\_\_ Roll down fire doors drop tested by outside testing agency each year.\*\*

\_\_\_\_ Fire rated walls, floor, and ceiling construction not breached

\_\_\_\_ No obstructions blocking operation of fire doors.

**Hazardous materials**

\_\_\_\_ Fire Department notified of any changes in chemical storage or processes.

\_\_\_\_ No open containers of flammable or combustible liquids.

\_\_\_\_ Compressed gas cylinders secured upright.

\_\_\_\_ Fuel dispensing hoses are not worn or cracked.

**Electrical**

\_\_\_\_ Emergency lights tested by outside agency each year.

\_\_\_\_ Emergency generator is fully tested annually. \*\*

\_\_\_\_ Extension cords not used in place of permanent wiring.

\_\_\_\_ Outlet/switch/electrical covers in place.

\_\_\_\_ Covers for junction boxes, panels, etc. are in place.

\_\_\_\_ Electrical rooms are identified as such.

**Housekeeping**

\_\_\_\_ No accumulation of combustible materials/waste.

\_\_\_\_ Electrical, mechanical, boiler rooms are accessible and free of storage.

\_\_\_\_ Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).

**Miscellaneous**

\_\_\_\_ Privately-owned fire hydrants accessible.

\_\_\_\_ Fire Vehicle Access and access road unobstructed.

\_\_\_\_ If required, KNOX Key Box installed, and keys updated.

\_\_\_\_ Elevators should have the current inspection certificate displayed.