

# FIRE SAFETY CHECKLIST

## For Your Business

Fire Safety features of buildings are critical for the protection of everyone. Use this checklist to ensure all features are kept in good working order and ready for your next **Annual Fire and Life Safety Inspection**.

### Means of Egress

- Are exits and exit access unobstructed?
- Is exit path to the outside clear?
- Do exits discharge to firm, level surface?
- Are approved exit signs used?
- Are exit signs illuminated?
- Does the battery back-up work when tested?
- Do emergency lights operate when tested?
- Does door/panic hardware operate properly?

### Fire Extinguishers

- Are extinguishers conspicuously located?
- Are extinguishers fully charged?
- Are extinguishers unobstructed and visible?
- Are extinguishers located along normal path of travel?
- Are extinguishers located at proper height?
  - Less than 40 lbs., no more than 5 ft above floor
  - More than 40 lbs., no more than 3.5 ft above floor
  - Bottom no closer than 4 in. to floor
- Are extinguishers inspected annually?
- Do extinguishers have maintenance/inspection tag?

### Electrical

- Are panel covers mounted and secured?
- Are breakers marked?
- Are breaker spaces properly enclosed (no tape)?
- Is there 36 in. of clear space in front of panels?
- Are outlet/switch covers in place/undamaged?
- Are extension cords used properly?
  - Plugged directly into approved receptacle
  - Ampacity not less than rated capacity of appliance
  - No splices, deterioration or damage
  - Not affixed to structures; extend through walls, ceilings or floors, or under doors or floor coverings
- Has emergency generator been tested/maintained?
  - Record of inspection, testing and repairs available

### Storage

- Are mechanical and electrical rooms free of storage and debris?
- Are combustibles properly stored?
  - Not less than 2 ft from ceiling (no sprinklers)
  - Not less than 3 ft from sources of heat
- Are flammable liquids properly stored?
- Are fire-rated doors in closed position?
- Are rooms in orderly condition?

### Signage

- Are 6" address numbers on front of building?
- Are 6" address numbers on rear doors?
- Are all numbers contrasting colors and legible?
- Are Occupant Load limit signs posted?
- Is there proper stair signage?
- Is evacuation plan posted?

### Cooking Equipment

- Have fire suppression systems been serviced/inspected within last 6 months?
- Are hood systems free of excess grease and professionally cleaned?
- Have hood systems been serviced/inspected within past 6 months?
- Are all cooking appliances under hood?
- Are all cooking appliances properly protected?
- Is the Class K extinguisher within 30 feet of cooking area?
- Is the kitchen clean, no slippery floors?

### Room Suppression

- Is suppression system inspection current?
- Are doors self-closing?

**For more information contact:**  
**North Port Fire Rescue District**  
**941-240-8150**  
[www.cityofnorthport.com](http://www.cityofnorthport.com)



# FIRE SAFETY CHECKLIST

## Fire Alarm Systems

- Has the system been inspected and tested within the past 12 months?
- Are manual pull stations in good condition?
- Are smoke detectors in good condition?
- Are heat detectors in good condition?
- Is the FACP operational (system normal, no troubles)?
- Is remote annunciator operational?
- Is battery back-up present and connected?
  - Batteries less than 3 years old
- Is the service log present and current?
- Are the system plans and operational manual present?
- Is the FACP door properly labeled?
  - Minimum 3" letters in contrasting color
- Are fire alarm zone maps present?

## Sprinkler/Standpipe Systems

- Has the system been inspected and tested within the past 12 months?
- Are inspection tags present?
- Are all valves labeled, open and accessible?
- Is the Hydraulic Design Information Sign present?
- Do all gauges show pressure?
- Are sprinkler heads unpainted, unobstructed and have 18" minimum clearance?
- Is spare sprinkler head present with minimum 6 spare sprinkler heads and sprinkler head wrench?
- Has fire pump been inspected and tested within the past 12 months?
- Has the fire pump been exercised and logged?
- Is the fire pump inspection/maintenance record present?

## Features of Fire Protection

- Are penetrations in fire-rated barriers properly fire caulked?
- Are vertical openings protected/enclose?

## Special Hazards

- Are compressed gas cylinders secured properly?
- Are fuel tanks in good condition and protected?
- Are hazardous materials stored properly?
- Are Safety Data Sheets (formerly MSDS) present and available?
- Are NFPA 704 placards posted?

## Knox Box

- Is Knox Box in proper location?
- Are keys marked and current?
- Are elevator keys and/or FACP key present?
- Is a current contact card in the box?

## Hydrants

- Are hydrants visible and accessible?
- Do hydrants have proper clearance/height?
  - Minimum 7.5' in front and either side
  - Minimum 4' feet in rear
  - Minimum 18' inches from ground to cap nut
- Are hydrants painted and color-coded?

## Fire Department Connection (FDC)

- Is FDC painted, visible and accessible?
- Does FDC have proper clearance/height?
  - Minimum 7.5' in front and either side
  - Minimum 4' in rear
  - Min 18" - Max 42" from ground to center of cap
- Is OS & Y chained and locked open?
- Does FDC have proper sign?
  - "FDC" in 6" red letters on white background
  - Posted 18"-24" above FDC, up to 4' behind

## Fire Lanes

- Are fire lanes marked in front of major store entrances, FDCs and hydrants?
- Is fire lane yellow traffic paint clear and visible?
- Are fire lane signs - "NO PARKING - FIRE LANE - BY ORDER OF FIRE DEPARTMENT" - properly posted?



**"An ounce of prevention is worth a pound of cure."**

Benjamin Franklin