



# SELF INSPECTION CHECKLIST



The purpose of this document is to aid the business owner or operator in conducting a self- evaluation of their business in an effort to correct any violations that may exist or develop.

## Exits/Mean 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 within 18 inches (36 inches for ESFR and Large Drop fire sprinklers).
- Sprinkler heads are free of paint, corrosion, or other debris.
- Sprinkler valve rooms are accessible and free of storage, and their location identified.
- 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 identified.
- Fire alarm system horns and strobes are not obstructed.
- Wet or dry chemical suppression system inspected every 6 months (incl. kitchen and spray booth systems).
- Kitchen hood vent system inspected and cleaned at required intervals.
- Kitchen hood suppression system remote pull station is accessible.
- Fire extinguishers inspected 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 permit conspicuously posted and updated.
- Fire Department notified of any changes in chemical storage or processes.
- No open containers of flammable or combustible liquids.
- Flammable or combustible liquids not dispensed by gravity means.
- Material Safety Data Sheets (MSDS) are on site (hard copy or electronic version must be available).
- CFD required hazardous material placard maintained legible.
- Compressed gas cylinders secured upright.
- Fuel dispensing hoses are not worn or cracked.
- Spray finishing in only approved areas (booth, etc.).

## 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 waste.
- Electrical, mechanical, boiler rooms are accessible and free of storage.
- 3-foot clearance maintained around electrical panels.
- Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).
- 3 foot clearance maintained around spray booth (unless against 1 hr. minimum fire rated or exterior wall).
- No combustible storage in spray booth or flammable liquid storage room.

## Miscellaneous

- Street address numbers posted and clearly visible.
- No combustible decorative material in exit corridors or assembly occupancies.
- Privately-owned fire hydrants accessible.
- Privately-owned fire hydrants painted per CFD regulations.
- PNG gas meters subjected to vehicle traffic protected from damage.
- Access road unobstructed.
- If required, CFD KNOX Key Box installed, and keys updated.