



FIRE INSPECTION CHECKLIST

Exits

1. Exit doors shall remain unlocked and unblocked during business hours.
2. Exit signs shall operate in both normal (building electrical power) and emergency (battery back-up).
3. Emergency lights shall be operational in emergency mode.
4. Braille exit placards must be placed on the wall at no more than shoulder level at each exit.

Fire Extinguishers

1. All fire extinguishers shall have a current inspection tag. The fire extinguisher is within date one year after it is punched.
2. Fire extinguishers must be mounted 3-5 feet high.
3. Fire extinguishers shall be accessible and not obstructed.
4. A placard or sticker indicating the location of a fire extinguisher shall be placed above the fire extinguisher
5. Maximum travel distance between fire extinguishers shall not exceed 75 feet.

Fire Protections Systems

1. The Fire Department Connection (FDC) shall be accessible and
2. The FDC shall have protective caps in place.
3. Spare sprinkler heads and a wrench shall be available in a red box next to the system riser.
4. FDC and sprinkler rooms shall be labeled.
5. Fire sprinkler system shall have a current inspection tag.
6. Fire alarm system shall have current inspection tag.
7. Key available to pull station.

Storage and Housekeeping

1. Limit storage to 24 inches below the ceiling if there are no sprinklers, 18 inches if sprinklered.
2. Repair or replace holes in walls or ceilings to avoid the spread of fire.
3. Eliminate high weeds, grass, or brush.
4. Secure all compressed gas cylinders (O₂, CO₂, etc.) with a chain anchored into the wall.
5. Eliminate accumulation of trash, debris, dust, lint or waste inside and outside.
6. Do not use Riser Room or Electrical as storage.
7. Properly store flammable and combustible materials in approved container with proper documentation (Safety Data Sheet-SDS) nearby.

Knox Box

1. Keys to all exterior and interior doors of the business, labeled as to which is which.
2. Knox box shall be installed near the main entrance of building.
3. Knox box 3200 series is recommended, although the buyer has the option to upgrade to Knox box 4400 series.
4. The Fire Department recommends getting the recessed version of the 3200 series Knox box (model number 3273, 3271, or 3275 depending on color) to further avoid the possibility of tampering. The exterior version (model number 3264, 3262, or 3266 depending on color) is also available.
5. Owner responsible to inform the Fire Department to update keys in the Knox box when locks are re-keyed.

Miscellaneous

1. Address shall be visible from the street.
2. Fire lanes shall be properly marked and maintained.
3. Clear Space around fire hydrants (public and private).
4. Post Certificate of Occupancy and Food Establishment permits in open area.

Commercial Cooking Systems

1. Hood, vent, duct, and filters shall be kept clean and in working condition.
2. Class K fire extinguisher shall be available with 30 feet travel distance of cooking appliances.
3. Hood extinguishing system (Ansul) shall have current inspection and be tagged as such on the extinguishing agent bottle and the hood.
4. Occupant load sign shall be posted in dining area.

PLEASE NOT THIS IS ONLY A SAMPLE OF COMMON VIOLATIONS. PLEASE CALL IF YOU HAVE ANY QUESTIONS.

Fire Inspector,

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