



# Falcon Fire Protection District



## Business Owner's Pre-Fire Inspection Preparation Guide

*In accordance with the 2003 International Fire Code*

Business Name	
Address	
Business Phone	
Emergency Contact #1	
Emergency Contact #1 Phone Number	
Emergency Contact #2	
Emergency Contact #2 Phone Number	
Building Owner	
Building Owner Phone	

### BUILDING EXTERIOR

Y	N	N/A	
			Is the address posted, contrasting with the background, at least 5 inches tall, and visible from the road?
			Are required Fire Department access roads unobstructed?
			Are fire lane signs posted on one side of access roads that are less than 34 feet wide and/or both sides for roads that are less than 28 feet wide?
			Are gas meters and attached piping protected from vehicular damage by concrete or steel posts?
			Is combustible vegetation removed as to not create a fire hazard?
			If equipped with a fire sprinkler or standpipe system, does the fire department connection (FDC) must have a clear space of at least three feet around exterior connections?
			Is there a minimum 3' clearance maintained around fire hydrants?
			Are trash dumpster and/or trash containers located at least 5 feet from building openings and/or roof overhangs.

### BUILDING INTERIOR

#### EXIT WAYS

Y	N	N/A	
			Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?
			If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"?
			Are the other required exit doors readily operable from the inside without the use of a key or special knowledge or effort?
			Are aisles and exit paths are at least 36 inches wide when storage and/or

			equipment is located on one side and 44 inches wide where storage and/or equipment are located on both sides? Aisles and exits must remain free of storage or obstructions.
			If exit signs are required, are they maintained illuminated?
			Does the backup-battery work?
			Is the means of egress illuminated when the building is occupied?
			If emergency lighting is provided, is it maintained in operable condition?

**ELECTRICAL HAZARDS**

Y	N	N/A	
			Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?
			Are extension cord(s) used only for temporary use? NOTE: Extension cords shall not be used in place of permanent wiring.
			Are extension cord(s) plugged directly into an approved receptacle and except for approved multi-plug extension cord(s), serve only 1 portable appliance?
			If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?
			Multi-plug adapters are not allowed. Listed power taps or strip outlets with over current protection may be used.
			Electrical rooms, mechanical room, and roof access shall be identified with signs. If applicable, fire alarm control panels and fire sprinkler valve locations shall also be identified.
			Is a minimum 30-inch clear space in front of the electrical panel(s)?
			Are circuit breakers/fuses labeled so as to identify the area protected?

**FIRE EXTINGUISHERS**

Y	N	N/A	
			Is there access to fire extinguisher(s) rated at a minimum 2A-10BC?
			Have the fire extinguisher(s) been serviced and tagged by a fire extinguisher company within the last 12 months?
			Is the travel distance from all portions of the building less than 75' to a fire extinguisher?
			Are all fire extinguishers visible and accessible (not blocked)?
			Are the fire extinguisher(s) properly mounted? (Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if <40 lbs., maximum 3 ½' high if >40 lbs. In all cases, a minimum 4" above the ground).

**COMBUSTIBLE MATERIALS**

Y	N	N/A	
			Fire resistive construction, such as drywall must be maintained in good condition and free of holes.

			Lint traps and the area behind clothes dryers must remain free of lint buildup and other combustible debris.
<b>STORAGE OF COMBUSTIBLES</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			Is the storage of combustible materials orderly?
			Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?
			Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction?
<b>FIRE SAFETY &amp; EVACUAITON PLANS</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			If fire drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?
			If required, are Evacuation Plans posted?
			If required, do you have Fire Safety Plans?
<b>FIRE ALARM</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			If the building is equipped with a fire alarm system, has the required annual service of the system been performed by a qualified fire alarm company? (NOTE: Maintenance/inspection reports shall be on-site for review by the fire department)
<b>FIRE SPRINKLER SYSTEM</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			If the building is equipped with a fire sprinkler system, has the required annual service of the system been performed by a qualified fire suppression company? (NOTE: Maintenance/inspection reports shall be on-site for review by the fire department)
			Is a clear space of at least 3-feet maintained around the sprinkler valves?
			Is the top of storage maintained a minimum 18" below head deflectors in fire sprinklered areas?
<b>KITCHEN HOOD/SUPPRESSION SYSTEM</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			In commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease? (NOTE: Maintenance/inspection reports shall be on-site for review by the fire department)
<b>HEAT PRODUCING APPLIANCES</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept 3' away from combustibles?
			Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?

			Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each working day?
			Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?
			Is the venting for exhaust products of combustion in tact for gas appliances (like water heaters, furnaces, etc.)?
			Are safe clearances maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials?
<b>SMOKE DETECTION</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			Are smoke detector(s) installed either hard-wired or 10 year battery powered?
			If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company? (NOTE: Maintenance/inspection reports shall be on-site for review by the fire department)
<b>STORAGE OF COMPRESSED GAS CYLINDERS</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			If you have compressed gas containers (such as co2, helium, etc.), are they chained to a secure structure to prevent falling?
<b>STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS</b>			
<b>Y</b>	<b>N</b>	<b>N/A</b>	
			Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?

**BUSINESS REPRESENTATIVE WHO COMPLETED THIS REPORT**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FIRE DEPARTMENT REPRESENTATIVE VERIFYING THIS REPORT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_