



BUSINESS OR BUILDING OWNER PRE-INSPECTION CHECKLIST

| OK NO | | Building Exterior |
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| | | Address must be posted on the front of the building with a minimum of 6" numbers in a contrasting color. |
| | | Natural gas meters are protected from vehicle impact. |
| | | Propane or fuel storage & dispensers protected from vehicle impact. |
| | | Combustible storage is clear of the structure and not under exit stairs. |
| | | Exit stairways in good repair. |
| | | Exits and exit paths from the structure to the public way are unobstructed. |
| | | Emergency exit discharge lighting present and working. |
| | | Outside dumpsters are kept at least 5 feet away from combustible walls, windows, doors, overhangs and lid kept closed. |
| | | Combustible ground cover (bark dust) is clear of discarded cigarettes. |
| | | Provisions for safe cigarette disposal are provided. |
| | | Dryer lint traps and vents are clear of lint build-up if applicable. |
| | | Electrical outlets and electrical connections are in good condition. |
| | | Exterior water flow alarm has a sign stating "CALL 911". |
| | | Exterior doors to fire alarm panel, sprinkler risers & electrical room are labeled. |

| OK NO | | Building Interiors & Common Areas |
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| | | Hallways and corridors are clear and unobstructed for exiting. |
| | | Smoke Detectors installed and working. |
| | | Lighted exit signs must be lit at all times. |
| | | Emergency lights and exit signs (that are lighted from within) must work property and function in both normal and emergency power mode. |
| | | Exit signs present and illuminated exit signs are functional. |
| | | Exit doors open from the inside without the use of key, special knowledge or effort. |
| | | Exit ways and doors are unlocked when building is occupied and open easily from the inside. |
| | | Main door has a sign inside above the door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED." You won't need this sign with approved panic hardware that unlocks the door for exiting. |
| | | Locking mechanisms on doors shall not require special knowledge or keys. |
| | | Combustible material is not stored in boiler rooms, mechanical rooms or electrical equipment rooms. |
| | | Combustible storage maintained at least 2 feet below the ceiling or 18 inches below sprinkler heads. |
| | | Compressed gas containers, cylinders and tanks are secured to prevent falling. |

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| | Fire rated, self-closing doors close completely and latch (not propped open). |
| | Electrical outlets and electrical connections are in good condition. |
| | Interior finishes (Sheetrock, floors, ceiling) are in good condition. |
| | Minimum of one size 2A:10BC or larger portable fire extinguisher mounted within 50 feet of travel from anywhere on the same floor. |
| | Interior doors to fire alarm panel, sprinkler risers & electrical room are labeled. |

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| OK | NO | Electrical |
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| | A working space of not less than 30 inches wide (or width of equipment), 36 inches deep and 78 inches high is provided in front of electrical service equipment. No storage within this designated work space. |
| | Covers on all electrical outlets and boxes. No exposed wiring. Electrical systems must meet the 2008 National Electrical Code. |
| | Breakers must be marked as to what they control and must be listed on the panel cover. |
| | Breaker panels can't be obstructed and can't be located within 36" of any flammable material. |
| | Multi-plug power taps are listed and equipped with over-current protection. |
| | Multi-plug power taps are directly connected to a permanently installed receptacle. (Not to an extension cord or another power tap) |
| | Multi-plug power strips, with built-in circuit breakers may be used to protect computers and related equipment. |
| | Multi-plug power tap cords and extension cords do not extend through walls, ceilings, floors, under doors or floor coverings, and are not subject to environmental or physical damage. |
| | Electrical extension cords cannot be used as a substitute for permanent wiring. |
| | Use of extension cords limited to one portable appliance per cord and plugged directly into an electrical outlet. |
| | Extension cords and flexible cords are not used as a substitute for permanent wiring. |
| | Heat producing appliances have proper clearances from combustibles. |

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| OK | NO | Cooking |
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| | A Class K fire extinguisher is mounted within 30 feet of commercial cooking equipment where vegetable or animal oils are used. |
| | Commercial cooking hood and duct fire protection systems must be inspected every 6 months by a licensed company. Maintenance report must be current and available on site. |
| | Hoods, grease removal devices, fans, ducts and other appurtenances are cleaned to bare metal. Cleaning has been recorded, and records state the extent, time and date of cleaning. Records are maintained on premises. Maximum frequency is 6 months. More frequent inspection & cleaning may be required. |

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| OK | NO | Accessory Uses |
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| | Storage area interior finish (sheetrock, floors, ceiling) have no damage creating penetrations. |
| | Storage of chemicals and flammable combustible liquids in compliance with the fire code. |
| | Boiler, furnace and mechanical rooms free from combustible storage. |
| | Storage type and building use has not changed from what was originally approved or the Fire Marshal has been consulted or the change was completed under a permit from the City. |

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| | Meeting rooms (if greater than 49 person capacity) have 2 unobstructed exits, exit signs and a posted occupant load. |
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| OK NO | Fire Protection |
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| | Fire hydrants unobstructed view with a minimum of 3 feet clear space around each. |
| | Proper number of fire extinguishers to be mounted in a visible location and tagged. Minimum size 5 # ABC with 2A40BC rating. |
| | All extinguishers are to be inspected by a licensed extinguisher company every 12 months. |
| | Fire Department Connections (FDC) visibly and physically unobstructed. |
| | No parking within 15 feet of fire hydrants. |
| | FDC caps in place (if missing maintenance is required). |
| | Fire Sprinkler Systems, if required, will be based on the size and type of occupancy as required by the International Fire Code. |
| | Fire Sprinkler Systems must be inspected every 12 months by a licensed company and be in good working condition. |
| | Annual Fire Sprinkler Systems inspection and maintenance report must be current and available on site. |
| | Fire Alarm Systems must be inspected every 12 months by a licensed company and be in good working condition. |
| | Annual Fire Alarm Systems inspection and maintenance report must be current and available on site. |
| | Fire Alarm Systems, if required, will be based on the size and type of occupancy as required by the International Fire Code. |
| | Fire protection systems & components are in operative condition and all needed repairs are completed. |
| | Access to fire alarm panel and sprinkler riser is clear and unobstructed. |
| | Fire extinguishers are visible and accessible & mounted. |
| | Fire extinguishers, where visually obstructed, an approved means is provided to indicate its location. |
| | A minimum of one 2A-10:BC portable fire extinguisher is provided within 50 feet of travel distance from anywhere in the building on each floor. |
| | Fire extinguishers are serviced and equipped with an annual inspection tag from a qualified Licensed company. |
| | Smoke detectors are to be working and mounted, regardless if there is an alarm system. |

| OK NO | Fire Department Access |
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| | Driveways (fire lanes) unobstructed with a 24 foot minimum width and a 13.5 foot minimum clearance height. |
| | Fire lane markings or signs in good condition and enforced. |
| | Knock Box – Section 506 of the 2009 International Fire Code: <ol style="list-style-type: none"> a. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purpose, the fire official is authorized to require a key box to be installed in an approved location. The key box shall be of an approved type and shall contain keys to gain necessary access as required. b. Approved lock shall be installed on gates or similar barriers when required. c. The operator of the building shall immediately notify the fire official and provide the new key when a lock is changed or rekeyed. The key to such lock shall be secured in the key box. |

This is a general list of items required. There could be additional items or construction needed depending on the class of occupancy or type of business that will be occupying the structure.