



BUSINESS OR BUILDING OWNER PRE-INSPECTION CHECKLIST

OK	NO	Building Exterior
		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 Interior & Common Areas
		Hallways and corridors are clear and unobstructed for exiting.
		Emergency lighting tested and working.
		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
		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.
		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
		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 75 feet of travel from anywhere on the same floor.
		Interior doors to fire alarm panel, sprinkler risers & electrical room are labeled.



OK NO Electrical	
	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.
	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 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.
	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.

OK NO Cooking	
	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 semi-annual inspection, testing & maintenance report is 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.

OK NO Accessory Uses	
	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.
	Meeting rooms (if greater than 49 person capacity) have 2 unobstructed exits, exit signs and a posted occupant load.



OK NO Fire Protection	
	Fire hydrants unobstructed with a minimum of 3 feet clear space around each.
	Fire Department Connections (FDC) visibly and physically unobstructed.
	FDC caps in place (if missing maintenance is required).
	Annual inspection & test report is for fire sprinkler system is current and available.
	Annual inspection & test report is for fire sprinkler monitoring system and/or fire alarm system is current and available.
	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 75 feet of travel distance from anywhere in the business on each floor.
	Fire extinguishers are serviced and equipped with an annual inspection tag from a qualified company.

OK NO Fire Department Access	
	Driveways (fire lanes) unobstructed with a 20 foot minimum width and a 13.5 foot minimum clearance height.
	Fire lane markings or signs in good condition and enforced.
	Address numbers and suite numbers visible for emergency response.
	Fire Department Knox box in place when required and keys for common areas, fire protection equipment and roof access are current.

These are just the basics; other fire code issues may be identified during the Fire Marshal inspection

Courtesy of the East Hampton Fire Marshal Office