

Businesses Pre-Fire Inspection Check List

North-West Fire Protection District

This is a brief list of the more common fire code and life safety violations. Correcting any of these problems will make your business safer, not only for you and your employees but your customers and guests as well. This would greatly assist the fire department when conducting your fire inspections.

1. Access and Addressing

- A. Fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles. Signs may be required to maintain access.
- B. The Fire Department will be notified immediately whenever any emergency access keys are changed and a Knox Key system is present on your building.
- C. Approved numbers or addresses shall be placed on all buildings in such a position to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background and be at least 5 inches in height.

2. Aisles, Exits and Stairs

- A. Aisles, exits door, exit pathways and stairs must be maintained and unobstructed to the width of the door.
- B. Exit signs shall be illuminated by two bulbs and have back up emergency power at all time.
- C. Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable.
- D. Storage is not permitted in stairway enclosure or beneath exit stairways.
- E. Fire doors shall not be blocked open or obstructed.

3. Boiler, Furnace, Mechanical and Electrical Rooms

- A. Storage of combustibles is not permitted in the above rooms.
- B. Current State Boiler Permit must be posted or available.

4. Hot Water Heaters and Chimneys

- A. Hot water heaters must be kept free from combustible storage: 24" clearance from electrical water heaters, 36" clearance from gas fired water heaters.
- B. Chimneys and fire boxes shall be inspected and cleaned annually.

5. Meters, Motors, Compressors and Electrical Panels

- A. Meters shall be kept clear, accessible and protected from vehicular damage.
- B. All working motors and compressors shall be maintained in a clear manner.
- C. Electrical breakers or fuses must be marked. Taped open breakers are prohibited. Breakers are not to be used as switches. All empty breaker spaces shall be covered with a blank cover. Panel doors and covers shall be kept closed.
- D. Storage is not permitted within 30" of electrical panels.

6. Open holes in ceiling, walls and partitions

- A. All holes and breaches in the fire resistive construction shall be repaired. Special care should be taken to completely seal around all pipes, cables and flues that penetrate the fire resistive construction.

7. Remodeling

- A. Building permits are required for new or remodel construction. If you have any question pertaining to remodel work, contact your Town/County Building Department. Fire Department permits may also be required. Contact the Park County Building Department 719-836-4256, if in the Town of Alma 719-836-2712, or the Town of Fairplay 719-836-2622 in order to eliminate expensive misunderstandings which may have to be corrected upon inspection at a later date.

8. Fire Extinguishers

- A. All businesses are required to have a fire extinguisher. The size, type and number of extinguishers will be determined by the fire department.
- B. All fire extinguishers must have a service tag and be inspected on an annual basis.
- C. Extinguishers must be installed in a conspicuous location, unobstructed and be readily accessible. All fire extinguishers shall be mounted on a wall in the path of egress. The top of the extinguisher shall be no higher than 60" for extinguishers 40lbs. or less. Extinguishers greater than 40lbs. shall not be mounted higher than 42" and in both cases the bottom of the extinguisher shall not be closer than 4" from the floor.

9. Extension Cords, Multiple Electrical Adaptors

- A. Extension cords cannot run through walls, ceilings, door jams, window casings or under carpets. They cannot go through suspended ceiling grids or be attached to window casings or steel posts with tape or string.
- B. Extension cords may not be used in lieu of permanent wiring. A UL listed power strip with a circuit breaker that plugs directly into an outlet may be used with the approval of the fire department.
- C. An extension cord may be used to supply power to one portable appliance, provided it meets or exceeds the rated capacity of the appliance being used.

10. Flammable and Combustible Liquids, Paints and Thinners

- A. Approved storage cabinets are required to store flammable liquids in excess of ten gallons total.
- B. Flammable liquids cannot be stored near heating appliances or near exit passages, exit doors or stairways.
- C. Cleaning rags or cloths soiled with flammable or combustible liquids must be kept in a metal container with a tight fitting or spring loaded lid.

11. Storage of Stock or Trash

- A. Stock piles shall be orderly. Aisles are to be maintained throughout the stock room.
- B. Stock shall not be closer than 24" to the ceiling, and not closer than 18" to a sprinkler head.
- C. Combustible trash must be removed from buildings at least daily.
- D. In areas where mercantile is stored, aisles shall be a min. of 24" unobstructed space when stock is located on one side of the aisles. Where mercantile is stored on both sides of the aisles, a min. of 48" shall remain unobstructed.

12. Commercial Cooking Hood Systems

- A. All commercial cooking fire suppression systems must be professionally inspected, tested, tagged and dated every six months.
- B. Hoods, ducts, flues, filters and cooking surfaces must be kept clean and free of grease accumulation. These areas must be cleaned at frequent intervals with inspection tags displayed on the hood. All hoods shall be professionally cleaned bi-annually.

13. Fire Department Connections, Standpipes and Sprinkler System

- A. All sprinkler and standpipe systems must be operational at all times with fittings and caps kept in place and in good condition.
- B. Sprinkler system main shut off valves must be locked or chained in the OPEN position at all times.
- C. Fire department connections and hydrants must be kept free of any obstructions and snow. A three foot clear space must be maintained around all fire hydrants.
- D. All sprinkler systems shall be inspected, tested and certified every year. Standpipe systems shall be certified every 3 years. A certificate of completion shall be forwarded to the fire department.

14. Fire Alarm Systems.

- A. All fire alarm systems as well as early warning devices must be functional at all times.
- B. All fire alarm systems are required to be inspected, cleaned and tested on an annual basis. A certificate of completion shall be forwarded to the fire department.