

**BUSINESS
FIRE PREVENTION AND SAFETY
SELF-INSPECTION CHECKLIST**

(09/01)

DATE: _____

NAME OF BUSINESS: _____

STREET ADDRESS: _____

PHONE: _____

POINT OF CONTACT: _____

(Person completing inspection)

GENERAL INFORMATION AND HOUSEKEEPING

- | | | | |
|-----|----|-----|--|
| Yes | No | N/A | Is your address or suite number visible from the street? Day and Night. |
| Yes | No | N/A | Is your address or suite number visible on the back door? Option could be the name of the business. |
| Yes | No | N/A | Is the area or alley around your building free of weeds and debris? |
| Yes | No | N/A | Is the gas shut off valve (gas meter) and the electric meter visible and clear of weeds, trash, and storage materials? |
| Yes | No | N/A | Has the heating and A/C filters been cleaned or replaced this year? |
| Yes | No | N/A | Are empty boxes and other rubbish removed on a regular basis? |
| Yes | No | N/A | Are combustibles stored at least three (3) feet from furnaces and electric or gas appliances? |
| Yes | No | N/A | Are combustible trash kept to a minimum? |
| Yes | No | N/A | Are oily rags kept in a metal container with a lid? |
| Yes | No | N/A | Is there a minimum clear space of 36 inches between combustible materials and portable heating units? |
| Yes | No | N/A | Are portable heaters UL approved? |
| Yes | No | N/A | Are designated smoking areas free from combustibles? |
| Yes | No | N/A | Are appropriate smoking material disposal containers provided in smoking area(s)? |

ELECTRICAL

Yes	No	N/A	Are all electrical panels (fuse boxes) unobstructed? Minimum of 30 inches of clearance required.
Yes	No	N/A	Are fill plates used to cover openings in electrical panels.
Yes	No	N/A	Are all circuits identified?
Yes	No	N/A	Are faceplates used to cover electrical outlets, switches and electrical wiring in walls, ceilings, and floors?
Yes	No	N/A	Are faceplates cracked or broken? Cracked or broken faceplates should be replaced.
Yes	No	N/A	Are extension cords being used in place of permanent wiring? Extension cords should be used only with portable appliances.
Yes	No	N/A	Is electrical wiring frayed, worn or spliced?
Yes	No	N/A	Are surge suppressors used for computer circuits?
Yes	No	N/A	Are electrical lights clear of combustible materials?
Yes	No	N/A	Are electrical circuits overloaded with multiple appliances?

Exits

Yes	No	N/A	Are all exits kept unlocked and accessible during business hours?
Yes	No	N/A	Are exit signs posted?
Yes	No	N/A	Are all illuminated exit signs operational?
Yes	No	N/A	Is the emergency lighting operational and checked regularly?
Yes	No	N/A	Are all hallways, exit aisles, and stairways clear of trash and storage materials?
Yes	No	N/A	Is there a fire evacuation plan?
Yes	No	N/A	Are evacuation plans posted and outside meeting areas identified?

FIRE PROTECTION

Yes	No	N/A	Are fire extinguishers installed? Preferably near exits.
Yes	No	N/A	Are fire extinguishers properly mounted to the wall?
Yes	No	N/A	Are all fire extinguishers being inspected (checked) monthly?
Yes	No	N/A	Have all fire extinguishers been serviced within the last year?

Yes	No	N/A	Are all fire extinguishers visible and accessible?
Yes	No	N/A	Are employees familiar with the proper use of fire extinguishers?
Yes	No	N/A	Are fire doors free of obstructions, closed, and latched?
Yes	No	N/A	Is the building fire alarm system operational?
Yes	No	N/A	Are all fire alarm pull stations visible and accessible?
Yes	No	N/A	Are fire sprinkler system control valve(s) in the open position?
Yes	No	N/A	Are fire sprinkler system control valve(s) accessible?
Yes	No	N/A	Do fire sprinkler heads have a minimum of 18 inches of clearance from the bottom of the head to the top of storage materials?
Yes	No	N/A	Is the fire department connection visible and accessible?
Yes	No	N/A	Is the fire department connection protected with appropriate plugs?
Yes	No	N/A	Is the post indicator valve secured in the open position?

HAZARDOUS MATERIALS

Yes	No	N/A	Are chemicals and toxic materials kept in properly labeled containers stating “what it is” and “what it does”?
Yes	No	N/A	Are containers sealed with proper lids to prevent spills or escaping of vapors?
Yes	No	N/A	Are compressed gas cylinders chained securely to the wall?
Yes	No	N/A	Are gasoline and other flammable liquids stored in approved container tightly sealed?
Yes	No	N/A	Are gasoline and other flammable liquids stored in a detached shed or in an approved flammable liquid cabinet away from ignition sources?

Any deficiencies could be a potential fire or safety hazard and should be corrected as soon as possible. Please contact the Fire Department if you need assistances.

BE SMART, DON'T LET FIRES START

KEARNEY VOLUNTEER FIRE DEPARTMENT

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