

TIFFIN FIRE/RESCUE DIVISION
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BUSINESS FIRE SAFETY INSPECTION CHECKLIST

This document contains a list of some of the most common hazards discovered during a fire safety inspection. Please review this list as you prepare for your annual inspection.

	EXIT SIGNAGE AND EMERGENCY LIGHTING
	Exit doors clearly marked, lighted, and free from obstructions.
	Exit doors closed and latch completely.
	Directions to exits are marked with visible signs.
	Exit signs are provided for every exit door.
	Emergency exit signs are properly illuminated.
	Emergency lighting systems function properly, if the power shuts off.
	PORTABLE FIRE EXTINGUISHERS
	Fire extinguishers are provided in adequate numbers and types.
	All fire extinguishers are installed on hangers, in brackets, or in cabinets.
	All fire extinguishers are fully charged, operable, and in designated places.
	Extinguisher records show the last 12 months of inspections have been performed.
	All fire extinguishers have a service tag showing maintenance was performed within year.
	Fire extinguishers properly marked with signage.
	Extinguisher cabinets are code compliant with breaker bars, hammer, and scored panels.
	FLAMMABLE LIQUID STORAGE
	Flammable liquids are stored in approved safety containers.
	Flammable liquid storage cabinets are provided where required.
	FIRE SPRINKLER SYSTEM
	The fire sprinkler system has been tested in the last year.
	All fire sprinklers have the appropriate clearance from obstructions and storage.
	Sprinklers are provided with the proper guards or escutcheons.
	Sprinkler system standpipe valves and fire department connections are marked appropriately.
	FIRE ALARM SYSTEM
	Fire alarm system has been tested within the last year.
	Fire detection systems (heat or smoke) have records for periodic testing according to code.
	Detectors are in proper working order and free from obstructions.
	RESTAURANTS AND CAFETERIAS
	Commercial kitchen cooking hood system serviced according to code.
	Commercial kitchen exhaust hood and duct has been cleaned according to code.
	Hood lighting protected with globes and cages.
	Nozzle caps are in place.
	Records show fusible links replaced within 6 months.
	Grease filters are in place with proper spacers.
	Piping and conduit secured in-place with proper hangers and brackets.
	STANDPIPES
	Standpipe systems are inspected and serviced according to code.
	ELECTRICAL
	No extension cords used in place of permanent wiring (UL listed power strips with breaker buttons acceptable).
	An area of 30" wide, 36" deep, and 78" tall around the electric panel is free from combustible storage.
	MISCELLANEOUS
	Street address numbers posted with minimum 4" numbers with contrasting background visible from street.
	Knox Box contains up to date and correct keys.