



BUILDING AND SAFETY SERVICES

FIRE SAFETY INSPECTION GUIDE FOR THE MOST COMMON FIRE CODE VIOLATIONS

FIRE PREVENTION CHECKLIST- To review prior to your inspection.

1. Is the address of your property clearly visible and marked in large numbers that can be easily seen from the street? Is the business name posted front and rear?

Ensuring that the building or suite is visibly lettered and numbered ensures that responders in an emergency situation can readily find the location in a timely manner. Address numbers shall contrast with their background so that the address is easily seen. Numerals shall be not less than four inches in height for all other buildings, structures, or portions thereof. No script numerals shall be used. For buildings not visible from the street a post or sign on the roadway shall indicate the property number. Six inches or larger are highly recommended.

2. Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the business?

Ensuring that you and your employees have to travel no more than 75 feet to get to a location of a fire extinguisher ensures that the extinguisher can be quickly accessed.

3. Is the fire extinguisher mounted in a visible and accessible location?

Ensuring that the fire extinguisher(s) is mounted visibly saves confusion in an emergency. Also, the fire extinguisher should be mounted near an exit so if you decide not to attempt to extinguish the fire, you can quickly exit the building. Extinguishers having a gross weight not exceeding 40 lb. shall be installed so that the top of the fire extinguisher is not more than 4 ft. above the floor. Extinguishers having a gross weight greater than 40 lb. shall be so installed that the top of the fire extinguisher is not more than 3 1/2 ft. above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4 in.

4. Is the fire extinguisher classification 2A 10BC or greater? (Size can be found on the extinguisher's label.)

The fire extinguisher must be a minimum size rating of 2A-10BC dry chemical-type fire extinguisher to ensure that it is the proper size to put out a fire, should you have one. Does the commercial kitchen have a class K Type extinguisher? Do your employees know the difference between an ABC fire extinguisher and a class K type extinguisher?

5. Have the fire extinguisher(s) been serviced within the last year? Checked monthly?

Fire extinguisher(s) in a commercial structure must be inspected by a fire extinguisher company annually to ensure that they are in working order. Keeping a monthly checklist (on the rear of all inspection tags) for extinguishers serves two purposes; it helps employees learn the location and type of extinguishers and it notifies managers when it is time for an annual test.

6. Is there only one thumb turn or key lock on each exit door? (No slide bolts are allowed to be on exit doors.)

Only one locking device is allowed on exit doors, and it must require only one action to open. This assures that in an emergency, the exit doors work and allow the people in the structure to exit without delay.

7. If the exit door has a key lock, do the required exit door(s) have a sign that reads, "This door to remain unlocked when building is occupied"?

The signage needs to be affixed on all keyed exit doors to ensure that they remain unlocked at all times when the building is occupied.

8. Are exits identified with a lighted EXIT signs?

Exit signs direct occupants to the required exits and when required, should be illuminated at all times and have a battery backup or connected to a generator to provide operation during a power outage. All bulbs in the light shall be working. Replace any burnt out bulbs or defective batteries.

9. Is the exit(s) clear of obstructions so during an emergency, people can exit quickly and safely?

A path, equal to the width of the exit door, must remain clear and unobstructed at all times to allow persons in the building unrestricted egress. Are the exits easy to open and properly lit?

10. Do the electrical panels have a 36-inch clearance in front for easy access?

A 36-inch clear area needs to be maintained around electrical panels at all times so maintenance can be safely performed. The doors to the electrical panels should remain closed to minimize the chance of sparks being thrown on stored materials in the event of an electrical failure or arc flash. Storage should not be in electrical rooms.

11. Are the electrical panels properly labeled? Can you find the circuit breakers that provide power to emergency lights, exit signs and the Fire Alarm Control Panel (FACP)?

All circuit breakers must be labeled to properly isolate power where needed in an emergency. Properly marked breakers will allow you to test your emergency lights and exit signs periodically to ensure they will function correctly in case of an emergency. The FACP must have a dedicated circuit that is labeled in the electrical panel and the circuit breaker must be locked in the on position to protect against tampering.

12. Are all stored materials stacked so they are at least two feet below the ceiling?

Storage should be kept in an orderly manner and with at least two feet of clearance to the ceiling for buildings that are not equipped with an automatic sprinkler system. Eighteen inches of clearance required in buildings that do have an automatic sprinkler system. These clearances serve two important purposes: 1) They allow an area for smoke to collect in the event of a fire, giving persons in the building adequate time to exit, and 2) They provide a clear area so the spray pattern of sprinkler head is not obstructed allowing the sprinkler system to function properly.

13. If you have emergency lighting, does it work?

Emergency lighting provides occupants the light needed to see the exits in an emergency. Emergency lighting should be located within the means of egress. All emergency lighting, including exit lights, should be tested monthly for 30 seconds and annually for 90 minutes to ensure they are working properly. Curtains, draperies or signs that may obscure an exit sign or emergency light are not allowed.

14. Are the areas outside and around the building free of weeds, debris and trash?

Keeping the area around the building clear of high grass, weeds, and trash or debris reduces the fire risk around the outside of your building and also provides easy visibility for police officers patrolling the area. Combustible storage outside is regulated by fire codes.

15. Are extension cords used only for temporary wiring?

Extension cords used for temporary wiring should be of good quality and listed for the application for which they are being used. This minimizes the risk of the extension cord overheating and potentially causing a fire. Extension cords may not be used in lieu of permanent wiring.

16. Do the electrical receptacles have no more than two items plugged into them?

Electrical outlets should have no more than one item per outlet plugged into them, which may include one multi plug outlet power strip with overcurrent protection for each 2 plugs in the outlet. Following this practice minimizes the chance of circuit overload.

17. Are electrical appliances cords in good repair?

You can minimize the risk of electrical shock and fire by simply inspecting all appliance cords periodically for signs of fraying or damage, and replacing a cord if needed.

18. Are all electrical boxes, switches and outlets equipped with covers to protect the user from shock?

All electrical outlets must be equipped with a cover plate which protects the employees and customers in your building from the dangers of electrical shock and prevents sparks from exiting the outlet junction box in the event of an electrical failure.

19. Are all garbage containers at least 5 feet away from combustible walls, combustible roofs, windows or door openings?

Your trash cans and dumpsters should be kept a minimum of 5 feet away from exterior walls and roof overhangs. They should not be stored in the means of egress. This minimizes the risk of your building catching on fire in the event of a fire in the dumpster. It also ensures that exits are not obstructed.

20. Are there quantities of flammable or combustible liquid being stored on site?

Small quantities of flammable or combustible liquids must be stored in approved and rated safety containers that are designed for the type of liquid being stored. Safety containers provide protection from damage and leakage of the material as well as leakage of vapors. The inspector will review storage limits with the property owner.

21. If quantities of more than 5 gallons of flammable or combustible liquids are being stored, are they in noncombustible cabinets or safety cans?

It is advised that you not store any flammable or combustible materials in your building but if you choose to do so, smaller quantities must be stored in listed and rated flammable liquid storage container(s) or cabinets. If you store larger quantities, fire-rated construction requirements for your building are required.

22. If you have a sprinkler system in your building, has it been tested and serviced within the past twelve months?

Your sprinkler system must be inspected annually by a fire sprinkler company that holds a certificate of competency in the state of Georgia. A compliant sprinkler system has a **green** tag hanging on the main riser. The owner or designated representative must immediately contact the fire department if the sprinkler system is tagged **yellow** or **red**. The sprinkler riser room must be labeled “SPRINKLER RISER ROOM” on the door to the area. The Fire Department Connection must be labeled with a red sign with white letters “FDC” ***** The last 3 years of reports are to be supplied at time of inspection*****

23. If your building has a fire alarm system, has the system been tested and serviced within the past 12 months?

Your fire alarm must be checked annually by a fire alarm company that is licensed and NICET certified. During your inspection we may have you test the alarm to insure the monitoring company is properly receiving the signal. Batteries in the Fire Alarm Control Panel must be labeled with the date of manufacture. A floor plan of all the zones in the fire alarm system must be mounted next to the fire alarm panel in a way to prevent tampering. A list of building contacts, managers shall also be posted. ***** The last 3 years of reports are to be supplied at time of inspection*****

24. Is the area around the furnace, water heater or any other heat producing appliance clear of combustible materials?

Keeping a minimum 36-inch clear area around any heat-producing appliance minimizes the chance of it igniting combustible materials due to the radiant heat the appliance produces.

25. If your building has a cooking equipment exhaust hood, has the hood been cleaned within the past 3, 6 or 12 months as required?

Proper cleaning of the vent hood at least twice a year minimizes the chance of fire that could result from excessive grease build up. A properly trained, qualified and certified company must clean the hood on a regular basis. The Fire Inspector can mandate more frequent cleanings if needed. ***** The last 3 years of reports are to be supplied at time of inspection*****

26. If your cooking equipment exhaust hood has a fire suppression system, has it been serviced in the last six months?

Proper maintenance of the hood suppression system must be performed every six months by a company licensed to service the system. *****The last 3 years of reports are to be supplied at time of inspection*****

27. Are exhaust fans clean and free of dust, grease and/or fat build up?

There are a number of instances where ceiling exhaust fans, clothes dryers and bathroom heater/light/fan combinations have failed and in some instances caught fire. The buildup of dust, grease and fat can lead to restricted air. This can then result in increased operating temperatures and eventually a fire could be the result.

28. Are there any missing or damaged ceiling tiles in the building?

Missing, damaged and/or dislodged ceiling tiles negatively affect the integrity of the fire sprinkler system in the building. Replace any damaged or missing tiles and fix any dislodged tiles. Sheetrock is part of the fire protection system in a building and prevents the spread of fire. All penetrations in sheetrock shall be repaired. Penetrations in fire walls must be repaired with fire barrier calk or other fire stopping products.

29. Does the Fire Department have an up to date copy of all emergency contacts?

If the Fire Department does not have valid contact information, please inform the fire department or provide it to the Fire Inspector at time of inspection.

30. Are Fire Lanes marked and maintained and proper signage posted?

Fire lanes are designated by the Fire Marshal's Office to allow access to the buildings and sprinkler system connections. They must remain open and accessible for fire trucks and ambulances. Signage and or curb marking are required. Fire lanes must be a minimum of 18 feet wide and 14 feet high.

31. Is there a Knox box on the building?

All commercial properties are required by city ordinance to have a Fire Department Lock Box. The Fire Department specifically uses the "Knox Box" system. This allows non-damaging access to the building by the fire department during off business hours to check for alarm conditions or sprinkler problems. Knox boxes can be ordered at, <http://www.knoxbox.com>.

32. Are chemicals stored properly?

Are any chemicals on site stored as to not create a hazard? Are pool chemical storage rooms labeled?

33. No Smoking!

Smoking is prohibited where conditions are such as to make smoking a hazard and in places where flammable or combustible materials are stored or handled.

34. Barbeque Grills and propane tanks

Charcoal Grills or open flame devices should be used ten feet from combustible structures and not used on combustible surfaces such as wood decks. Propane cannot be stored or used above the level of the first floor on decks or balconies. Propane should never be stored inside.

35. Are window treatments or decorations fire resistant and approved for use in a public building?

Window treatments, decorations, upholstered furniture in most public buildings are subject to NFPA 701 flammability standard. A certification tag must be affixed to the items that meet the standard.

36. Is the Occupancy load of a room clearly posted?

Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design, with a minimum 3 inch high numbers in contrasting colors, and shall be maintained by the owner or authorized agent.