



Fire Safety Checklist for Business Owners

The Fire Safety Checklist is intended to assist business owners to determine minimum fire-safety requirements.

This checklist is also used by the Building Division during Certificate of Occupancy inspections.

- 6-inch contrasting address numbers installed and clearly visible from the road?
- Are fire extinguishers (Type 2A-10 BC) mounted in a visible, accessible location with maximum height of 5-feet to the top of extinguisher?
 - For B occupancies one fire extinguisher shall be installed for each 3,000 square feet. (preferably by an exit)
 - Travel distance for fire extinguishers shall not exceed 75 feet.
- Have extinguishers been tagged documenting annual inspection?
- Are illuminated exit signs installed and operational? Or provide photo-luminescent exit signs.
- Are emergency lighting units tested and operational?
- Are exit paths clear and unobstructed?
- Are exit doors free of slide bolts, chains, padlocks or bars?
- Do exit doors open freely and free of obstructions?
- Have employees had fire extinguisher operations training?
- Are waste material containers emptied routinely at the end of the day?
- Extension cords are not permitted as permanent wiring. Are adequate outlets provided?
- Is a clear width of 30" provided in front of all electrical panels?
- Are electrical panel doors in place and kept closed?
- If the building is protected by an automatic extinguishing system, is documentation of annual maintenance available?
- Is all storage maintained a minimum of 18" below sprinkler head deflector plates?
- If the building is non-sprinklered, is all stored material kept a minimum of 2-feet below the ceiling or roof deck?
- If an alarm system is provided, is documentation of annual maintenance available?
- Are MSDS sheets available for onsite chemicals?
- Are lockboxes provided and do they have the correct keys in the lockbox?
- Are fire doors kept closed with no door stop device(s) installed?
- Are mechanical, electrical, and sprinkler control rooms kept free of combustible storage materials?