



ANNUAL FIRE INSPECTION CHECKLIST

Please note that this is not an all-inclusive document, but a reference tool intended to assist business owners in ongoing safety maintenance and preparation for annual inspection.

Address

- Address is posted on outside of business and viewable from the public way (min. 4" letters)
- Tenant identification/address of business is on rear door of multi-tenant buildings (i.e.-strip malls)

Construction Features

- Ceiling tiles are in place
- No holes in walls or fire-resistant construction

Electrical Equipment

- No extension cords are being used as permanent wiring
- No multiplug adapters are being used (power strips are acceptable)
- Electrical panel boxes, receptacles, and light switches have proper covers on and/or are closed
- No storage blocking access to electrical panel box (36" clearance)

Exits and Egress

- Emergency lighting is operable
- Exit signs illuminated (on battery back-up if applicable)
- All exits and exit aisles clear of obstructions

Fire Alarm System

- Pull alarm stations are not obstructed from view
- Fire alarm system is operable and annual testing is current (proof of certification on site)

Fire Extinguishers and Kitchen Extinguishing Systems

- Extinguisher is properly mounted on wall and is not obstructed from the public
- Extinguisher has a current annual certification tag
- Kitchen hood exhaust is free of grease and clean
- Hood exhaust extinguishing system certification is current

Housekeeping

- Combustibles are not stored near heating source (i.e.-furnace, water heater, etc.)
- Housekeeping is orderly inside and outside of building
- No storage within 18" (vertically) of sprinkler heads
- Compressed gas cylinders must be secured

Fire Sprinkler System

- Fire department connection cap(s) are in place
- Fire department connection is accessible (36" clearance of shrubbery, etc.)
- Sprinkler system is operable and annual testing is current (proof of certification on site)