

Pre-Inspection Checklist

Life Safety/Housekeeping Items:

- Exits are not blocked (ex. trash, snow, supplies, etc.) and are well lit.
- Exit signs are visible and lit.
- Emergency lights work on battery power (test for 30 seconds monthly)
- Doors work properly and are in working order.
Storage area does not have an excessive amount of combustibles.
- No stored items within 18 inches of ceiling (building with sprinklers) or 24 inches (building without sprinklers)
- Pressurized cylinders (ex. carbon dioxide) are secured by chain or rope.
- No electrical extension cords are in use (except for holiday lights or temporary use)
- Combustible material located away from heating equipment (including hot water heaters)
- No combustibles (ex. cardboard, cardboard boxes, etc.) near cooking equipment
- Cardboard boxes, supplies, food, etc. should not block or partially block exits.
- Knox Box keys are current . . . Check with Inspector
- Building has visible number for street address.
- Electrical panel(s) is/are easily accessible and properly marked with 36" of clearance.
- Ceiling tiles are in place and not missing.

Fire extinguishers:

- Charged
- Inspected within the past year by a certified person or company.
- Mounted properly on a wall, proper signage and are accessible.
- Are of the right type (Class K types are typically needed when cooking with oil)

Sprinkler system: (If Applicable)

- Inspected annually with inspection report on site.
- 18 inches of clearance between sprinkler heads and stored items
- Pressurized with the shut off valve accessible and in the open position.
- 36" of clearance around any fire hydrants, Post-Indicator Valves (PIV) or FD connections
- Standpipes tested and inspected.

Hood System: (If Applicable)

- Hood suppression systems are to be inspected at a minimum once per year. Records are to be stored on site or available at the time of inspection.
- Manual activation handle is accessible and located away from cooking equipment.
- Exhaust hood: Cleaned monthly (if burning wood or coal), quarterly (for restaurants with 24-hour cooking, charbroiling, or using woks), semi-annually (moderate-volume cooking) or annually (low-volume cooking, ex. churches, day camps, senior center, etc.) Baffles must be in place and not damaged.
- Cleaning must be performed by a trained cleaning company and tagged to reflect the cleaning schedule.

Fire alarm system: (If Applicable)

- Has been inspected and tagged within the past year with inspection reports on site or available at the time of inspection.

This list is not designed to be comprehensive, but rather is designed to help you recognize and correct some of the more common fire hazard deficiencies. If you have any questions, contact the Fire Department Inspector at 517-788-4150.