

## Havelock Fire – Rescue Business Pre-Inspection Check List



This is a brief list of the more common fire code and life safety violations. Correcting any of these problems will make your business safer, not only for you and your employees but your customers and guests as well, and would greatly assist the Fire Marshal when doing inspections.

### **1. Access and Addressing**

- a. Fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles. Signs may be required to maintain access.
- b. The Fire Marshal will be notified immediately whenever any emergency access keys are changed. Approved numbers or addresses shall be placed on all buildings in such a position to be plainly visible and legible from the street or road fronting the property. Said numbers shall contrast with their background and be at least 4 inches in height.

### **2. Aisles, Exits and Stairs**

- a. Aisles, exits and stairs must be maintained open, continuous and unobstructed.
- b. Exit signs and emergency lighting are required.
- c. Exit signs shall be illuminated at all times.
- d. All exit doors and exit passages must be clear of any obstructions.
- e. Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable.
- f. Storage is not permitted in stairway enclosure or beneath exit stairways.
- g. Fire doors shall not be blocked open or obstructed.

### **3. Boiler, Furnace, Mechanical and Electrical Rooms**

- a. Storage of combustibles is not permitted in the above rooms.
- b. Current State Boiler Permit must be posted or available.

### **4. Hot Water Heaters and Chimneys**

- a. Hot water heaters must be kept free from combustible storage: 24-inch clearance from electric water heater, 36-inch clearance from gas fired water heater.
- b. Chimneys and fire boxes shall be inspected annually. A certificate of inspection shall be forwarded to the Fire Marshal.

### **5. Meters, Motors, Compressors and Electrical Panels**

- a. Meters shall be kept clear, accessible and protected from vehicular damage.
- b. All working motors and compressors shall be maintained in a clear manner.
- c. Electrical breakers or fuses must be marked. Taped open breakers are prohibited. Breakers are not to be used as switches. All empty breaker spaces shall be covered with a blank cover. Panel doors and covers shall be kept closed.

d. Storage is not permitted within 30 inches on the sides and 36 inches on the front of electrical panels.

**6. Open holes in ceiling, walls and partitions**

a. All holes and breaches in the fire resistive construction shall be repaired. Special care should be taken to completely seal around all pipes, cables and flues that penetrate the fire resistive construction.

**7. Remodeling**

a. Building permits are required for new or remodel construction. If you have any questions pertaining to remodel work, contact the City Planning Department (444-6433) in order to eliminate expensive misunderstandings, which may have to be corrected upon inspection at a later date.

**8. Fire Extinguishers**

a. All businesses are required to have a fire extinguisher. The size and type of extinguisher will be determined by the Fire Marshal.

b. All fire extinguishers must have a service tag and be inspected on an annual basis.

c. Extinguishers must be installed in conspicuous locations and be readily accessible. The top of the extinguisher shall not be over 60 inches from the floor.

**9. Extension Cords, Multiple Electrical Adaptors**

a. Extension cords cannot run through walls, ceilings, door jams, window casings or under carpets. They cannot go through suspended ceiling grids or be attached to window casings or steel posts with tape or string.

b. Extension cords may not be used in lieu of permanent wiring. A listed power tap may be used with the approval of the Fire Marshal.

c. An extension cord may be used to supply power to one portable appliance, provided it meets or exceeds the rated capacity of the appliance being used. The extension cord shall be in good condition.

**10. Flammable and Combustible Liquids, Paints and Thinners**

a. Approved storage cabinets may be required to store flammable liquids in excess of ten gallons total.

b. Dispensing of flammable liquids from a gravity flow storage tank is not permitted.

c. Flammable liquids cannot be stored near heating appliances or near exit passages, exit doors or stairways.

d. Cleaning rags or cloths soiled with flammable or combustible liquids must be kept in a metal container with a tight fitting or spring-loaded lid.

**11. Storage of Stock or Trash**

a. Stock piles shall be orderly. Aisles are to be maintained throughout the stock room.

b. Stock shall not be closer than 24 inches to the ceiling, and not closer than 18 inches to a sprinkler head.

c. Storage of stock is not allowed in exit passages or under stairways.

d. Combustible trash must be removed from buildings at least daily.

e. Fireplace ash must be placed in noncombustible, covered container and kept at least 24 inches away from any combustible surfaces. The container must be stored outside.

**12. Commercial Cooking Hood Systems**

a. Any fire extinguishing system must be serviced, tagged and dated every six months.

b. Hoods, ducts, flues, filters and cooking surfaces must be kept clean and

free of grease accumulation. These areas must be cleaned at frequent intervals with inspection tags displayed on the hood.

**13. Fire Department Connections, Standpipes and Sprinkler System**

- a. All sprinkler and standpipe systems must be functional at all times.
- b. Sprinkler system shut off valves must be locked or chained in the OPEN position at all times.
- c. The Fire Marshal must be notified whenever work is to be done on the sprinkler system.
- d. Fire department connections and hydrants must be kept free of any obstructions and snow. A three foot clear space must be maintained around all fire hydrants.
- e. All fittings and caps must be kept in place and good operating condition.
- f. All sprinkler and standpipe systems shall be inspected, tested and certified annually. A certificate of completion shall be forwarded to the Fire Marshal.

**14. Fire Alarm System**

- a. All fire alarm systems as well as early warning devices must be functional at all times.
- b. All fire alarm systems will be required to be inspected, cleaned and tested on an annual basis. A certificate of completion shall be forwarded to the Fire Marshal.

**15. No Smoking Area**

- a. Due to the hazardous nature of some stored materials or the hazards of certain industrial processes the Fire Marshal may designate a "No Smoking" area. "NO SMOKING" signs shall be posted in these areas and the "no smoking" ban shall be enforced by the management.

**16. Occupancy Loads**

- a. In places of assembly, dining and drinking establishments and the like, occupancy load will be determined and "OCCUPANCY LOAD" signs posted. Management has the responsibility to enforce the occupancy load limit.
- b. Extra chairs or standing room shall not be permitted in aisles or exit passages.

**Additional requirements may be necessary depending on occupancy use and size. Questions may be directed to the Fire Marshal at 444-6442.**