

Fire & Life Safety Checklist

Listed below are some of the more common fire and or life safety hazards found by the Code Enforcement Office in the course of routine fire inspections. This information will be useful in establishing procedures to regularly self-inspect your business. By periodically doing so, you will make it a safer place for your staff and customers. In addition, it will lessen your chances of experiencing a fire or other emergency with in your business.

LIFE SAFETY:

- All exit doors shall open fully without the need for or use of keys, tools, special knowledge or effort.
- All exit doors shall be unlocked while business is occupied (Even if only occupied by one person)
- All aisles leading to exit doors shall be unobstructed.
- All exit doors shall remain free of any and all obstructions, both inside and outside including snow and/or ice.
- Exit signs and emergency lighting (If provided or required) in proper operating condition and not obstructed by decorative materials or displays.
- Exit signs and emergency lighting devices (If provided or required) are properly identified in the electric panel; circuit breakers are noted for testing purposes.

CROWD MANAGEMENT:

- During peak occupancy, the number of persons inside the building is limited to the Occupancy Posting, (If provided or required) or to a safe and manageable number.
- Occupancy Posting Signage (If provided or required) is displayed in a prominent location at all times in the vicinity of the main entrance.
- Staff and attendants are periodically trained and drilled in the duties to be performed in the event of a fire, panic or other emergency.
- Staff is trained on procedures to accurately inform first responders of the number of other staff members and patrons evacuated from the premises.

FIRE PROTECTION EQUIPMENT:

- Fire extinguishers are in proper operating condition, are easily accessible, and have yearly maintenance inspections from a fire safety company with monthly staff checks noted. Please send a copy of the certification from the fire safety company to the Town of Ontario Assistant Code Enforcement Officer by email at asstcodeofficer@ontariotown.org or traditional mail to keep your file up to date.
- Fire alarm, fire/smoke detection systems (if provided or required) are in proper operating condition with a yearly maintenance inspection completed by an alarm company. Certification, documentation of annual testing and maintenance records shall be on file and available for review. Please send a copy of the certification from the fire safety company to the Town of Ontario Assistant Code Enforcement Officer by email at asstcodeofficer@ontariotown.org or traditional mail to keep your file up to date.
- Fire sprinkler systems shall be inspected and maintained as required by a certified contractor. Automatic fire suppression systems (if any or required) are in proper working condition. Systems are to be inspected and maintained by a recognized fire safety company. Certification, documentation of annual testing and maintenance records shall be on file and available for review. Please send a copy of the certification from the fire safety company to the Town of Ontario Assistant Code Enforcement Officer by email at asstcodeofficer@ontariotown.org or traditional mail to keep your file up to date.
- Fire sprinkler heads (if any) are not obstructed, and are maintained as required. An 18 inch clearance between the sprinkler head and any storage items or fixtures shall be maintained.
- Staff shall be trained on an annual basis in the proper use of fire extinguishers. They shall also be trained in fire prevention duties and fire/emergency notification procedures.

HEATING:

- Permanently installed fuel-fired heating appliances such as furnaces, boilers or water heaters and their vent systems are properly maintained and correctly vented to the outside.
- Mechanical and ventilating equipment is free of dust and waste material.
- All gas appliances have individual gas shutoff valves.
- Make up air openings or exhaust/intakes for fuel-fired heating appliances are free of any obstructions or impairments.
- Combustible materials are not to be stored or placed in close proximity to fuel-fired heating appliances.
- Draft hood funnels are properly seated, vent pipes secured by approved mechanical fasteners. Openings around chimney thimbles adequately sealed to the vent piping.
- Exterior chimneys or vents are in good condition with no sign of deterioration.

ELECTRICAL:

- All electrical panels, junction boxes, outlets and switches protected with approved cover plates. Panel box circuit breaker shall have all openings sealed with breaker blanks or approved coverings.
- Areas around electrical service equipment such as breaker panels, motors, etc., have adequate clearance (3 feet minimally).
- Extension cords and multi-outlet power strips are limited, where hard-wired electrical outlets are more suitable.
- All extension cords and multi-outlet power strips are sized properly for the intended electrical power needs no undersized cords all cords or power strips to be UL listed or tested.
- Power cords shall not run under floor mats, carpeting or through doorway openings or walls.
- Electrical breakers or fuse boxes labeled to show what circuit affects which electrical devices.

ELECTRICAL CONTINUED:

- All electrical breakers are free to operate, not taped open or bracketed to prevent their intended function. Electrical motors free of accumulation of dust, oil, waste and/or debris.

HOUSEKEEPING:

- Cooking operations that produce heat, steam, smoke, or grease-laden vapor require the ventilating duct system be cleaned on intervals consistent for the amount of residue produced.
- Certification / documentation of annual cleaning / maintenance records shall be on file and available for review.
- Refuse stored in appropriate locations and not allowed to accumulate in large quantities.
- Storage of any flammable materials kept at least 36" away from heat producing equipment.
- Outside trash dumpsters closed and stored at least 5 feet from combustible structures.
- Flammable liquids, aerosol containers, etc. kept in metal or UL listed cabinets
- Compressed gas cylinders, shall be secured to a fixed object to prevent tipping over. If the cylinders are not connected for use, they shall have a threaded safety cap attached to protect the valve assembly.
- Suitable noncombustible ash trays or receptacles available in designated smoking areas.
- No holes or unsealed penetrations in fire rated walls, floors or ceilings.
- Fire doors shall be kept closed at all times no wedges, tie opens, etc.

EXTERIOR:

- Fire Lane "No Parking" (if provided or required) signs are in place and parking enforced.
- Building or premises address numbers are a minimum of 5" high, are clearly visible from the street or public way, and are of a contrasting color to the buildings background.
- If provided, the Fire Department rapid entry "Knox Box" contains the correct keys and current personal contact information.
- Fire Department connections, e.g. fire standpipes, locations are readily accessible and cleared of snow, weeds or impairments at all times.
- Fire hydrants are readily accessible and cleared of snow, weeds or impairments at all times (Minimal of 3 Feet in all directions)
- Privately owned and operated fire hydrants are tested and maintained annually. Please send a copy of the certification from the fire safety company to the Town of Ontario Assistant Code Enforcement Officer by email asstcodeofficer@ontariotown.org or traditional mail to keep your file up to date.

FIRE INSPECTION:

- When required, a commercial occupancy, place of public assembly, industrial, etc., operational permit is current and valid.
- Material Safety Data Sheets (MSDS) for quantities of hazardous materials on the premises are on file and available as required.
- Questions concerning this information sheet or any other fire safety related matters should be directed to the Town of Ontario Code Enforcement Office at 315-524-7170.