



Checklist

The Fire Marshal looks at many items in your place of business. In order to have a better understanding of some of the items the Fire Marshal will check with regard to maintenance in accordance with the 2015 International Fire Code, please review the following check list.

A. Premises

- Building address numbers visible from the street (505.1)
- Minimum 3-foot of clearance around on-site fire hydrant (507.5.5)
- Ceiling tiles shall be fixed in place. This allows the ceiling to prevent the passage of smoke and fire (703.1)
- Knox Box is visible and unobstructed. Proper keys are provided for Fire Department access (506.2)

B. Exits

- Door/aisle is not obstructed. (1006.3)
- Illuminated exit signs maintained in working order. (1011.4)
- Proper lock/hardware on exit door (1008.1.9.3)
- Means of egress shall be kept clear (1003.6)
- Emergency lights maintained and in working orders (1006.4)
- Exit doors open easily (1008.1.3)
- Doors with panic hardware shall have no other locking devices (1008.1.9)
- A sign over main entrance to read "This door to remain unlocked during business hours" if door has a double-keyed deadbolt (1008.1.9.3.2.2)

C. Extinguisher/Fire Protection Equipment

- Minimum 2A:10BC extinguisher(s) installed (906.3.1)
- There should be no more than 75 feet of travel distance to a fire extinguisher (906.3.1)
- Hood extinguishing system maintained; six (6) month service and cleaning documented (609.3.3.1)
- Extinguisher serviced with the past year with new service tag attached (906.2.2.5)
- Class K extinguisher installed within 30' of hood and duct system (906.1.2)
- Only Class K extinguishers installed in the kitchen area (906.4)
- Extinguisher securely mounted or in an approved cabinet (906.5)
- 18' clearance between storage and sprinkler heads (315.2.1)
- Fire extinguisher top does not exceed 5' from floor as mounted (906.9.1)
- Fire extinguisher bottom is minimum 4" clearance above the floor (906.9.3)
- Sprinkler system shall be maintained and tested annually (901.6.1)
- Standpipe shall be tested every 5 years and flows performed every 3 years (NFPA 25)



D. Electrical

- No extension cords shall be used in lieu of permanent wiring (605.5)
- No multi-plug adapters in use other than approved power strips (605.4)
- No spliced or frayed cords/wires (605.6)
- Spacer(s) in electrical panel gap(s) provided (605.6)
- Circuit breakers are labeled (605.3.1)
- No broken or faulty switches/outlets (605.6)
- Electrical cords no not extend through walls, ceilings, floors, or under door or floor coverings (605.5)
- No missing/broken electrical cover plates (605.6)
- 30" clearance shall be maintained in from of electrical panel (605.3)

E. Storage/Combustible Material/Housekeeping

- Flammable liquid properly stored (3404.3.3.1 – 3404.3.3.10)
- No accumulation of combustible materials (304.1)
- Oil rags in non-combustible container with lid (304.3.1)
- Compressed gas cylinders secured (3004)
- Area around building free of combustible material (315.3)
- No combustible material (boxes, trash, weeds, etc) stored near ignition source (315.2)
- No storage shall be kept in exit stairways (1030.3)
- Maintain clear and visible access to and around fire department connections (912.3)
- Fire and smoke walls shall be maintained and have no opening other than those allowed by code (703.1)
- Combustibles are not to be stored in boiler rooms, mechanical rooms, or electrical equipment rooms (315.2.3)
- Storage shall be maintained 2' feet or more below the ceiling in nonsprinklered areas (315.2.1)