

Fire Safety & Property Maintenance Inspection Report

SUBJECT PROPERTY/SITE/LOCATION INFORMATION

Inspection Date

Month Day Year

Site Address:

Tax Map ID

Property Owner(s)

Type of Business

☐ Restaurant

☐ Grocery Store

☐ Other

Occupancy Code

Occupancy Load

Business Name

Business Owner Name

First Name

Last Name

Business Phone #

Please enter a valid phone number.

Alt Phone #

Please enter a valid phone number.

Email

example@example.com

Alt Email

example@example.com

GENERAL FIRE INSPECTION HAZARDS CHECKLIST SECTION I

#1- Building has address number (Min of 4" height, stroke width of 1/2") displayed so-as-to be plainly visible from the street.

☐ Yes☐ No**#1 Explanation:****#1 Photo Caption:**

#2- Building equipped with fire protection, detection systems, ANSUL cooking hood, or have an operating permit requiring the installation of a Knox Key Box.

☐ Yes

☐ No

#2- Explanation:

#2 Photo Caption:

**#3- Exits/egress are not locked, blocked, or obstructed from inside the building and are lighted.
NOTE: Keyed and surfaced bolts PROHIBITED**

☐ Yes
☐ No

#3- Explanation:

#3 Photo Caption:

#4- Proper number of egresses based on occupancy load and design or usage.

☐ Yes
☐ No

#4- Explanation:

#4 Photo Caption:

#5- Fire sprinkler/alarm and kitchen fire suppression systems are not impaired and have been serviced, tested, and inspected by a qualified tech.

- ☐ Yes
- ☐ No

- ☐ Records are available for inspection
- ☐ Records are not available for inspection

#5 Explanation:

#5 Photo Caption:

#6- Fire extinguishers are mounted/checked monthly and tagged annually.

- ☐ Yes
- ☐ No

#6 Explanation:

#7- Employees are trained with fire extinguishers, fire protection equipment, and emergency procedures and quarterly evacuation drills (Occupancy Load is 50 or higher in Occupancy A & B and/or employ 100 or more).

- ☐ Yes
- ☐ No

#7 Explanation:

#8- Fire doors are not wedged or blocked open. Inspected annually for function & damage.

- ☐ Yes
- ☐ No

#8 Explanation:

#9- Exit signage properly illuminated and emergency lighting functional. (Require 90-minute annual testing documentation).

☐ Yes

☐ No

#9 Explanation:

#10- Public egress/ingress doors are compliant with the fire safety, building and energy codes.

☐ Yes

☐ No

#10 Explanation:

#11- Do not hang, install, or cover ceilings, walls, or doorways with combustible materials/decorations.

☐ Yes

☐ No

#11 Explanation:

#12- Open flame is not used in areas of assembly or egress.

☐ Yes

☐ No

#12 Explanation:

#13- There are no open/exposed electrical wiring or hazards. (Extension cords are NOT to be used on permanent appliances).

☐ Yes

☐ No

#13 Continued

	Yes	No	Photo Included	Explanation
Service Panel & Subpanels have NO hazards.	☐	☐	☐	
Electrical panels are NOT overloaded and/or obstructed. (30" deep, 36" wide, 78" high of free space in front of electrical and mechanical panels/equipment for proper servicing).	☐	☐	☐	
Circuit Breakers are to be labelled	☐	☐	☐	
Spacer(s) in electrical panel gap(s) provided (Open/or abandoned breaker and wire openings must have filler plate(s) installed.	☐	☐	☐	
No missing/broken electrical cover plates.	☐	☐	☐	
No broken or faulty switches or receptables (outlets)	☐	☐	☐	

#13 Photo Caption:

#14- No propane being used/stored in building.

- ☐ Yes
☐ No

#14 Explanation:

#15- All appliances are properly vented.

- ☐ Yes
☐ No

#15 Explanation:

#15 Photo Caption:

#16- Are restrooms properly vented.

- ☐ Yes
- ☐ No

Ventilation Type

	Ventilation Type	Yes	No	Explain
Natural- Window(s), if so, are they operable	☐	☐	☐	
Mechanical- Ceiling fan, if so, is it vented to the exterior of the building.	☐	☐	☐	
Responsiveness	☐	☐	☐	

#16 Explanation:

#16 Photo Caption:

#17 Storage/Electrical/Mechanical Areas & Rooms

	Yes	No	Explain
Storage Area(s)/Room(s) labelled properly (signage)	☐	☐	
Flammable liquid properly stored and recorded/record keeping	☐	☐	
No combustible material stored near ignition source	☐	☐	
No storage in mechanical equipment room	☐	☐	
Boiler rooms MUST have self-closing fire-rated doors; NO penetration in ceiling or walls.	☐	☐	
Utility rooms properly labeled (identified with signage)	☐	☐	

#17 Photo Caption:

#18- Carbon Monoxide Detectors/Alarms (Required one every 10K sq' per floor with source in commercial building).

- ☐ Yes

No

#19 Smoke Detectors/Alarms

	Yes	No	Explain
Smoke Detectors/Alarms	☐	☐	
Smoke Detector/Alarm System Installed, Monitored, & Serviced	☐	☐	

#20 HVAC (Heating Equipment/Appliances, including hot water tanks)

	Yes	No	Explain
Natural Gas or Propane (installed in accordance with the Gas Fuel & Mechanical Codes)	☐	☐	
Vented properly in accordance with the gas fuel & mechanical codes.	☐	☐	
Electric: installed in accordance with the electrical & mechanical codes	☐	☐	

Boiler (Heating equipment/appliances, including hot water tanks)

	Yes	No	Explain
Gas Fueled- vented properly in accordance with the Gas Fuel & Mechanical Codes	☐	☐	

#20 Photo Caption:

#21- Abandoned Penetrations through all floors, walls, and ceilings sealed (Property Maintenance & Fire Codes).

- ☐ Yes
☐ No

#21 Explanation:

#21 Photo Caption:

#22- Elevators & Lifts (see mechanical codes). All elevator(s) & lifts must be inspected by a certified and state licensed elevator inspector annually.

- ☐ Yes
☐ No

☐ N/A

#23- Other State, County, & Local Agency Requirements must be complied with and proof of proper record keeping. (County Health Department Certificate, Mandatory State Licensing and/or local licensing.

☐ Yes

☐ No

#24 Exterior Requirements

	Yes	No	Explain
Exterior of the Business/Building will be kept in good repair in accordance with the Property Maintenance & Fire Codes. (Foundation, Walls- structure, roofing system, windows & doors).	☐	☐	
Exterior property & premises shall be free from any accumulation of rubbish or garbage. Rubbish and garbage shall be placed in an approved container.	☐	☐	
Exterior Access (walkways) shall be kept clear.	☐	☐	
Fire Department connection (if provided) should be clearly visible, labeled & readily accessible.	☐	☐	
Fire hydrants should be visible & accessible	☐	☐	
Knox key boxes/lockboxes (if provided) should be accessible and have proper keys for complete building access.	☐	☐	
Vehicle impact protection is required for all Fire Department Connections & utilities such as, but not limited to Gas Meters & Electric Meters.	☐	☐	

#24 Photo Caption:

#25 Other Requirements

	Yes	No	Explain
Fire Department and/or 911 information (contact numbers) to be posted in the establishment.	☐	☐	
NO SMOKING signage to be posted in the establishment.	☐	☐	
Egress signage to be posted in the establishment in accordance with the fire codes.	☐	☐	
Occupancy loads to be posted in the establishment in accordance with the Fire & Building Codes.	☐	☐	

A copy of the fire safety & evacuation plan shall be always maintained in the facility, when required by the Fire Code (All group A occupancies including but not limited to: building for the gathering of persons for purposes such as civic, social or religious functions; recreation, food or drink consumption.

☐ ☐

Copy of all training records shall be maintained for all employees; 50 or more employees and/or occupancy loads of 50 persons or more.

☐ ☐

#25 Photo Caption:

Date:

Received By:

Title/Job:

