



*"We are dedicated to providing a professional and courteous service to our citizens and communities with Pride, Trust & Integrity."*

## **FIRE & LIFE SAFETY INSPECTION**

The following inspection checklist has been created as a resource for business owners to use as you prepare for either your annual fire inspection or state mandated inspection. Please note, not all inspection requirements may be applicable to your business operation. If you have any additional questions regarding the Fire Inspection process, please contact our office at [prevention@eldofire.com](mailto:prevention@eldofire.com) or (530)644-9630.

- Business address numbers are required to be visible and legible from street.
- Knox box shall be in operating condition and keys to all tenant space shall be within.
- Fire access road to be properly identified by red curb or signage, maintain access roads, and prohibit obstructions.
- Fire Sprinkler Systems are required to be serviced and maintained annually, including 5 yr. sprinkler certification.
- Fire Riser Room shall be kept free of storage or obstruction to riser.
- Fire Alarm System shall be maintained in an operable condition and have current certification.
- Records of all Alarm, Hood Suppression and Fire Sprinkler system inspections, tests and maintenance shall be maintained. Records of all testing and maintenance shall be retained on the premises with the building owner or manager.
- Kitchen Hood/Fire Suppression System shall be serviced and tagged every six months.
- Fire extinguishers shall be provided 1 per floor and a minimum 2A-10BC classification
  - If the occupancy has a Commercial Kitchen, shall have a minimum (1) Class K rated fire extinguisher within 30 feet of the cooking equipment.
  - All fire extinguishers shall be certified and tagged annually.
  - Fire extinguishers shall be wall mounted between 3 ½ feet to 5 feet from ground.
  - All extinguishers shall be unobstructed, visible, and accessible at all times.
- Kitchen Hood/Fire Suppression System shall be serviced and tagged every six months.
- Exit doors are required to open from inside, single action without special knowledge.
- Provide and maintain illuminated exit signs and exit way lighting.
- Exits, Corridors, aisles, hallway, and stairways shall be unobstructed.
- Main exit doors equipped with approved key locking hardware shall have signage posted. "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"
- Extension cords shall not be used in lieu of permanent wiring.
- Provide cover plates for all outlets, switches, panel boards and boxes.
- Label Electrical Room and Fire Riser Room doors.
- Provide and maintain access and clearance to all electrical panels and circuits shall be labeled.
- Maintain storage 18" below ceiling for sprinklered buildings and 24" for non-sprinklered areas.