

Fire Safety Self Inspection Checklist

1.	Have extinguishers been tagged documenting annual inspection?	• Yes	• No
2.	Are extinguishers mounted in a visible, accessible location with maximum height of 5 feet to the top of extinguisher?	• Yes	• No
3.	Has a 40 BC extinguisher been provided within 30 feet of cooking equipment?	• Yes	• No
4.	Are bulbs replaced in illuminated exit signs?	• Yes	• No
5.	Are emergency lighting units tested and operational?	• Yes	• No
6.	Are exit paths clear and unobstructed?	• Yes	• No
7.	Do doors on assembly occupancies have easily-openable panic hardware?	• Yes	• No
8.	Are exit doors on other retail occupancies easily-openable,?	• Yes	• No
9.	If key-locking hardware is provided on main front entrance, is a sign posted THIS DOOR TO REMAIN UNLOCKED?	• Yes	• No
10.	Are waste material containers emptied routinely at the end of the day?	• Yes	• No
11.	Extension cords are not permitted to be utilized as permanent wiring. Are adequate outlets provided?	• Yes	• No
12.	Is a clear width of 30 inches provided in front of the electrical panel?	• Yes	• No
13.	If an alarm system is provided, is documentation of annual maintenance available?	• Yes	• No
14.	If the building is protected with an automatic extinguishing system, is documentation of annual maintenance available?	• Yes	• No
15.	In occupancies with cooking equipment, has the extinguishing system been serviced semi-annually and documentation available?	• Yes	• No
16.	In systems with cooking equipment and grease hoods, is documentation available of routine duct hood cleaning?	• Yes	• No
17.	Are large contrasting address numbers installed and clearly visible from the road?	• Yes	• No
18.	Do assembly occupancies have an occupant load sign posted at main entrance?	• Yes	• No
19.	Are lockboxes provided on monitored sprinkler or fire alarm systems?	• Yes	• No
20.	Are fire doors kept closed?	• Yes	• No
21.	Are mechanical/electrical rooms kept free of combustible storage?	• Yes	• No