



## New Occupancy Fire Prevention Inspection Checklist

Review this checklist prior to your inspection and correct any deficiencies; this will help you pass your inspection and make your business safer year-round. Thank you.

<input type="checkbox"/>	STREET ADDRESS, including tenant space/suites, must be clearly marked and visible on the building with 6 inch tall, 3/4 inch stroke width numbers and letters (if applicable) above the front door and on the rear door in black or contrasting color.
<input type="checkbox"/>	HOUSEKEEPING AND STORAGE must be 2 feet below ceilings in non-sprinklered buildings, or 18 inches below the sprinkler head deflector in sprinklered buildings. No storage of combustibles in exit-way, mechanical, electrical, or sprinkler riser room.
<input type="checkbox"/>	EXIT DOORS must open readily from the egress side without the use of a key or special knowledge or effort. The only exception is a main storefront door with a sign above that reads, "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED."
<input type="checkbox"/>	AISLES, PATHWAYS, WALKWAYS, AND STAIRWAYS leading to exits must be clear of obstructions.
<input type="checkbox"/>	EMERGENCY LIGHTS AND EXIT SIGNS illuminated exit signs and emergency lights must work properly in both normal and emergency power modes when tested.
<input type="checkbox"/>	ELECTRICAL OUTLETS, JUNCTIONS BOXES, AND CIRCUIT BREAKER PANELS must have the appropriate cover plates in place.
<input type="checkbox"/>	ELECTRICAL EXTENSION CORDS cannot be used as a substitute for permanent wiring. Approved extension cords are permissible for "temporary use" only. Grounded multi-outlet Power Strips (Taps), with built-in 15 amp circuit breaker, may be used to supply power to computers and related equipment.
<input type="checkbox"/>	FIRE EXTINGUISHERS must be visible and accessible, mounted correctly and serviced annually by a qualified licensed contractor.
<input type="checkbox"/>	FIRE SPRINKLER AND FIRE ALARM SYSTEMS must be serviced and tested annually by a qualified licensed fire sprinkler or fire alarm contractor, and the systems must be monitored.
<input type="checkbox"/>	FIRE SUPPRESSION FOR KITCHEN HOODS must be serviced and tested every 6 months by a qualified licensed fire protection contractor. Cooking appliances, hoods, fans, and ducts must be inspected every 3 to 6 months for accumulations of grease and all components properly cleaned down to the metal surface.

**Fire Inspections:** 146 N. Church St. – 336-626-1201 ext. 231, 240, and ext. 241.

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