



# COMMERCIAL PROPERTY SELF INSPECTION FORM

**Purpose:**

The purpose of this form is to provide a business/apartment building owner the opportunity to self-identify and correct common fire and life safety violations prior to a fire department inspection.

Pass / Fail

<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Address Numbers or Building Identification.</u></b> Provide address numbers (minimum 4 inches in height) or approved building Identification placed in a position that is plainly legible and visible from the street or road fronting the property.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Address Numbers or Building Identification Obstructed.</u></b> Remove obstructions to address numbers or building identification so that they are plainly visible from the road.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Keys to Access (Specific) Common Areas.</u></b> Install Knox Box, if necessary, and provide keys to the Fire Inspector for placement in the Fire Department Knox Box. Keys are required for common areas. We do not need keys to individual apartments, however, if access is needed in an emergency it can reduce cost of any damage done if keys are provided.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>(Specific) Keys Do Not Work in Doors.</u></b> Ensure that if locks to any common areas (laundry, boiler rooms basements) have changed or rekeyed that the fire department is given the respective keys.</p>
<p><b>FIRE DOORS and FIRE WALLS</b></p>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Door Missing.</u></b> Fire Doors are normally labeled "Fire Door" with a sticker or a tag on the door/door jamb. These doors are intended to keep fire/smoke from going to different parts of your building. Do not remove fire doors.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Door Propped Open</u></b> Keep fire doors closed. Notify tenants and staff that fire doors shall be kept closed at all times. Post a similarly worded notice on the fire doors. We have found fire doors blocked open for different proposes but it allows passage of smoke and/or fire that could endanger occupants.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Door Hold-open Devices and Closers.</u></b> Automatic Door closers work to maintain the fire wall/partition. These must not be removed.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Door Does Not Close Automatically or Completely.</u></b> The fire doors must close automatically and completely into the door jamb. Most times we find that the door doesn't close all of the way because the automatic closer has been damaged or the hinges are damaged.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Ceiling Tile Missing, Hole in Ceiling or Fire Protection Wall / Enclosure.</u></b> Ceiling tiles and or drywall/plaster ceilings are intended to protect the structure in case of a fire. The other reason they are important is to ensure the sprinkler systems if equipped and the fire alarm system smoke detectors react quickly in the event of a fire and do not allow smoke and heat to go above the ceiling undetected.</p>
<p><b>FIRE EXTINGUISHERS</b></p>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire-Fighting Equipment Cabinets</u></b> Cabinets containing fire-fighting equipment, such as standpipes, fire hose, fire extinguishers or fire department valves, shall not be blocked from use or obscured from view.</p>

		<b>FIRE EXTINGUISHERS CONT.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Extinguishers Not Serviced or New Within Past Year.</u></b>  Fire extinguishers need to be inspected by an inspection company annually. They inspect the extinguishers and place a tag on the extinguisher with the year and month stamped on them.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Extinguishers Not Fully Charged</u></b>  In order to be effective the fire extinguisher must be fully charged in accordance with the manufacturers recommendations. This normally is with the arrow on the pressure gauge in the green area.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Fire Extinguisher on (Specific) Floor on Intermediate Landing.</u></b>  Provide fire extinguisher with a minimum 2-A rating on each floor. Travel distance to a fire extinguisher is to be no more than 75 feet and 30 feet from commercial cooking equipment.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Unobstructed and Unobscured.</u></b>  Portable fire extinguishers shall not be obstructed or obscured from view.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Extinguisher Not Installed on Hanger or Bracket.</u></b>  Fire Extinguishers cannot be sitting on a floor or table. They need mounted on a hanger and attached to a wall. The top of the extinguisher cannot be more than 3.5 feet above the floor.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Glass Breaker on Fire Extinguisher Cabinet.</u></b>  If the fire extinguisher is in a glass cabinet to protect it with no handle to open the door there must be a breaker to break the glass attached to the cabinet.</p>
		<b>MEANS OF EGRESS (EXITS)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Hallways, Stairwells or Exits Not Properly Lighted.</u></b>  The Means of Egress, including the Exit Discharge, shall be illuminated at all times the building space served by the means of egress is occupied.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Emergency Lights Failed to Test.</u></b>  The Emergency Power System shall provide power of not less than 90 minutes and shall consist of storage batteries, unit equipment or an on-site generator.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Door Operations.</u></b>  Egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort. Most times were we find issues is with property owners installing deadbolt on both front and rear exterior egress doors.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Means of Egress Blocked or Partially Obstructed.</u></b>  Required exit accesses, exits or exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in case of fire or other emergency when the areas served by such exits are occupied. Security devices affecting means of egress shall be subject to approval of the fire code official. Keep means of egress clear of obstructions at all times. Furniture and other decorations cannot impede the egress pathway.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Exit Blocked or Obstructed.</u></b>  Remove obstruction. This includes ice and snow and also parked cars on the exterior or the building.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Exit Signs (Where Required)</u></b>  Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exits signs to clearly indicate the direction of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Exit Signs Blocked.</u></b>  Exit signs shall be installed and maintained in accordance with Section 1011. Decorations, furnishings, equipment or adjacent signage that impairs the visibility of exit signs, creates confusion or prevents identification of the exit shall not be allowed.</p>

<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Exit Sign Not Illuminated (Exit Signs shall be internally or externally illuminated).</u></b> Repair exit sign. Note: For 2010, all new construction and all new replacement Exit Signs must have an UL924 Label.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Exit Sign Failed to Test.</u></b> Exit signs not permanently attached to a building generator system are required to have a battery backup that illuminates when a power outage occurs. If your building is not equipped with these signs they may not be required due to the age of the building. Contact the fire prevention office for any questions.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Decorative Materials Other Than Decorative Vegetation In New &amp; Existing Buildings</u></b> General Requirements. In occupancies in Groups A, E, I and R-1 and dormitories in Group R-2, curtains, draperies, hangings and other decorative materials suspended from walls or ceilings shall meet the flame propagation performance criteria of NFPA 701 in accordance with Section 807.2 or be noncombustible.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Combustible Decorative Materials.</u></b> The permissible amount of decorative materials meeting the flame propagation performance criteria of NFPA 701 shall not exceed ten percent (10%) of the specific wall or ceiling area to which it is attached.
<b>COMBUSTIBLE STORAGE</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Combustible Materials Stored Within 36" of (Specific) Heating Equipment.</u></b> Combustible must be 36 inches from all heating equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Storage Within 18" of Sprinkler Head Deflector/Ceiling Clearance.</u></b> .Storage must be maintained at least 18 inches below the deflectors of sprinkler heads. This is to allow proper operation of the sprinklers. In addition, if no sprinklers are present in your building the minimum ceiling clearance is 20 inches.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Combustible Materials Stored in Stairwell.</u></b> No combustibles are permitted in any stairwell.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Boiler, Mechanical and Electrical Equipment Rooms.</u></b> Combustible materials shall not be stored in Boiler, Mechanical and Electrical Equipment rooms.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Combustible Materials Stored Within 36" of Electrical Panels, Utility Shutoff Or Fire Alarm Panel (Local Amendment).</u></b> Maintain 36" clearance around the electrical panel, utility shutoff or fire alarm panel.
<b>ELECTRICAL HAZARDS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Multi-Plug Adaptor Used at (Specific Location) or With (Specific Appliance).</u></b> Remove multi-plug adaptors. Multi plug adapter's covert one outlet into two outlets or three outlets. Multi plug adapter extension cords (brown, white, black small gauge, two prong extension cord with three outlets at the end are not permitted in any commercial or apartment building.
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Relocatable Power Taps (Surge Protectors)</u></b> Surge Protectors must be plugged directly into a wall outlet. Surge Protectors cannot be daisy chained (plugged into one another) to create more outlets. Extension cords are not permitted to be plugged into surge protectors. With the exception of low voltage draw appliances (TV's, computers, stereo systems) no electric devices (microwaves, coffee pots, refrigerators, space heaters) cannot be plugged into a surge protectors)
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Extension Cords.</u></b> Extension cords are not permitted to be used in lieu of permanent wiring. Extension cords cannot pass under doors, through walls or under carpets. Appliances cannot be plugged into extension cords. This includes portable space heaters.
<b>Propane Gas</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<b><u>Propane Storage.</u></b> Propane is not permitted to be stored inside any building including basements and garages

<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Propane Storage</u></b> Propane grills are not permitted on any balcony or porch in apartment buildings</p>
<b>FIRE ALARMS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Fire Alarm System Showing Trouble Condition or Not Operational.</u></b> <u>Fire alarm must be operational and monitored at all times.</u></p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Smoke Detectors and / or Manual Pull Stations Damaged or Covered.</u></b> Smoke detectors cannot be covered unless during construction/painting, etc. Contractors must remove cover when work is complete. Pull Stations cannot be blocked by any obstructions</p>
<b>INSPECTION RECORDS</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Record of Emergency Generator Inspection, Testing and Maintenance.</u></b> Conduct a generator inspection and test as needed. Your fire protection vendor is required to submit the test records to: thecomplianceengine.com (855-279-2371). Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of 3 years. shall be maintained on the premises for a minimum of 3 years.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Record of Annual Fire Alarm System Inspections or Annual Tests.</u></b> Conduct a fire alarm system inspection and test as needed. Your fire protection vendor is required to submit the test records to: thecomplianceengine.com (855-279-2371). Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of 3 years. shall be maintained on the premises for a minimum of 3 years.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Record of Annual Sprinkler System Inspections or Annual Tests.</u></b> Conduct a sprinkler system inspection and test as needed. Your fire protection vendor is required to submit the test records to: thecomplianceengine.com (855-279-2371). Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of 3 years. shall be maintained on the premises for a minimum of 3 years.</p>
<b>COMMERCIAL COOKING</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Record of Kitchen Hood Cleaning and System Inspections.</u></b> Conduct a hood cleaning and inspection and test as needed. Your fire protection vendor is required to submit the test records to: thecomplianceengine.com (855-279-2371). Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of 3 years. shall be maintained on the premises for a minimum of 3 years</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>No Record of Semi-Annual Kitchen Hood Suppression System Inspections or Annual Tests.</u></b> Conduct a kitchen suppression system inspection and test as needed. Your fire protection vendor is required to submit the test records to: thecomplianceengine.com (855-279-2371). Records of all system inspections, tests and maintenance shall be maintained on the premises for a minimum of 3 years. shall be maintained on the premises for a minimum of 3 years</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b><u>Class K Fire Extinguisher</u></b> A class K Fire extinguisher is required to be within 30 feet of commercial cooking operations</p>