

# FIRE MARSHAL INSPECTION CHECKLIST



Regular inspections by your local fire marshal are a standard aspect of business operations. Given that these visits are typically unannounced, we have compiled a checklist detailing the items that fire marshals typically inspect during their visits. Utilize this checklist as a tool to maintain the safety of your facility and prevent common hazards.

**NOTE:** Each jurisdiction is different and may require extra steps not listed. For a complete guide contact your local fire marshal.

## Maintenance/Records

- Create a fire suppression file with all necessary testing and maintenance records.
- Perform annual tests on sprinkler systems, fire extinguishers, private fire hydrants, hood systems, and paint booth systems.
- Maintain records of inspection and testing results.

## Labeling

- Make sure fire lanes are clean and legible.
- Ensure address numbers are 4" tall and in contrasting colors.
- Use visible and durable signs to mark fire protection equipment.
- Properly label electrical, sprinkler, and FACP rooms.
- Use approved signage to mark FDC, either on the building or on piping

## Electrical Panels

- Any potentially flammable items (like cardboard boxes) are not stored too close to the panel in order to avoid fire risk.
- You leave 3 feet of clearance in front of the panel.
- Any unused breaker slots should have a filler plate installed for safety

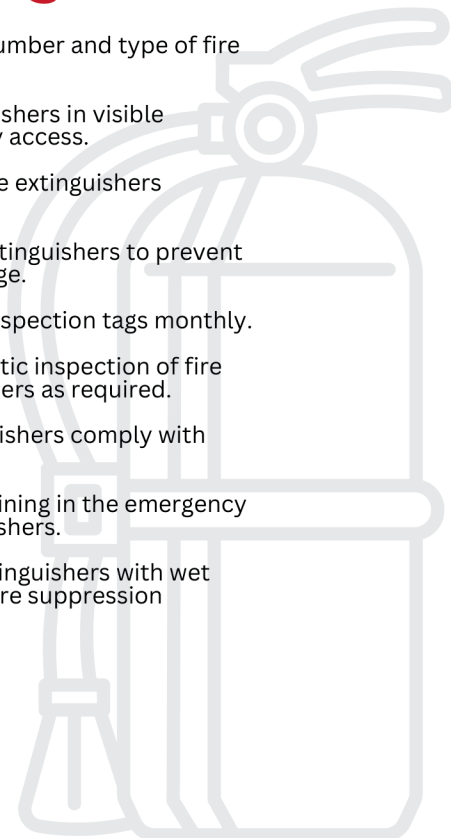
## Clear Paths of Egress

- A path which is at least 36 inches wide, leads to every exit door.
- Exit doors can be opened easily and are unlocked.
- Your facility has fire doors that can close without obstruction and are not propped open with anything that could prevent them from closing.

## Fire Extinguishers

Have the proper number and type of fire extinguishers.

- Mount fire extinguishers in visible locations with easy access.
- Visually inspect fire extinguishers monthly.
- Pin and seal fire extinguishers to prevent accidental discharge.
- Check and initial inspection tags monthly.
- Schedule hydrostatic inspection of fire extinguisher cylinders as required.
- Ensure fire extinguishers comply with NFPA 10.
- Provide proper training in the emergency use of fire extinguishers.
- Use K class fire extinguishers with wet chemical kitchen fire suppression systems.





## Fire Sprinklers

- Maintain clearance of 18" from sprinkler deflector plates in sprinklered areas.
- An annual inspection of your fire sprinklers has been carried out by qualified personnel and documented.

## Sprinkler System Water Supply

- Valves are all in good working order.
- Hose connections are in good working order.
- Fire department connections are in good working order.
- There are no signs of leakage.
- There is no physical damage, corrosion, or obstruction by foreign materials or paint.

## Hazardous Materials Storage

- Valves are all in good working order.
- Hose connections are in good working order.
- Fire department connections are in good working order.
- There are no signs of leakage.
- There is no physical damage, corrosion, or obstruction by foreign materials or paint.

## Emergency/ Exit Lighting

- Ensure the facility has emergency egress lighting with battery backup.
- Clean, inspect, and test emergency egress lights monthly.
- Improve emergency lighting if necessary.
- Prevent storage, furnishings, or decorations from obscuring emergency egress lights.
- Install remote egress lighting at designated exit locations.
- Service and exercise emergency lighting generators regularly.

## Extension Cords

- There are not two or more extension cords plugged into the same outlet at the same time.

## Fire Alarm Panels

- Your inspection tags are up to date.
- No warning lights are illuminated on your panel.