



Self Inspection Form

The following is a list for you to conduct a self-inspection. The list is made up of the most common things found during our fire/safety inspections. If you have questions please feel free to give our office a call at 952-233-9336. There may be additional code issues that are not listed on this Self Inspection Form.

EXTERIOR

- Fire lanes well marked; clear of obstructions (where required)
- Address plainly visible from the street
- Fire hydrants not blocked by vehicles, shrubs, fencing, etc...
- Outside storage away from building openings, neat and orderly
- F.D. lockbox has up to date keys and information (where present)

EXITS

- Exits, aisles and corridors free of obstructions and tripping hazards
- All doors openable from the inside without a key or special knowledge
- All doors openable from the inside with one motion (door handle only, not multiple locks or security bars)
- Exit signs visible, bulbs all work (where present)
- Exit signs present for all areas that serve 100 or more people
- Exit illumination adequate at all times the building is occupied (hallway lighting)
- Emergency lighting present and operational where required (hold button 10 seconds)
- Occupant load sign posted and maintained in assembly rooms of 100 or more people

CONSTRUCTION FEATURES

- Fire separations maintained (no holes in walls and ceilings)
- Openings in fire walls sealed with rated doors or dampers
- Rated fire doors close and latch automatically (open and let it close by itself, then check for proper latching)
- Fire doors not blocked open
- Fire rated furnace room provided where necessary (over 400,000 BTU'S)

STORAGE/HOUSEKEEPING

- Storage neat and orderly
- No storage near heat producing items like water heaters, space heaters, etc...
- No combustible storage in boiler or mechanical rooms
- No combustible storage in attics or bar joists areas where wood is exposed (unprotected)
- No combustible storage under unprotected stairways or in stairwells
- Storage maintained 24" below ceilings
- Storage maintained 18" below sprinkler heads
- No storage in aisles
- Combustible rubbish removed not less than once each day
- Oily rags and waste stored in metal self-closing containers

COMPRESSED GAS

- Compressed gas cylinders secured from falling

FLAMMABLE LIQUIDS

- Proper quantities, 10 gal. max except industrial buildings 60 gal. max or must be in approved cabinets, or a specially designed storage room
- Not stored near exits
- Not stored in basements
- Adequate ventilation where used
- Proper warning labels/signs

UTILITY, MECHANICAL, HVAC

- Shut off and relief valves accessible on gas appliances
- Venting present and in good condition, not near combustibles
- Adequate clearances between combustibles and appliances

(continued on other side)

FIRE EXTINGUISHERS

- At least one 3A, 40B, C, or larger extinguisher for each 3,000 sq. feet of space, available within 75' of anywhere in the building (Commercial kitchens need a special 40B:C extinguisher)
- Readily accessible, mounted not more than 5' from the floor
- Suitable location (near exits)
- Checked monthly by you (accessible, gauge, hose, etc.)
- Serviced annually by a qualified technician

SPRINKLER SYSTEMS (where applicable)

- F.D. Connections visible from the street, covers on and in good condition, well marked
- Sprinkler heads everywhere including offices, closets and coolers
- Sprinkler heads not obstructed by walls, ducts, overhead doors, ceilings, appliances etc.
- Valves and controls readily accessible
- Valves locked open or electronically supervised in the open position
- Heads in good condition, not corroded or painted
- Wrench and spare heads available
- Serviced annually by a qualified technician

FIRE ALARMS (where applicable)

- Smoke detectors in all exit areas
- Pull stations installed near exits
- Heat detectors in all hazardous areas
- Clear access to alarm panel equipment
- Serviced annually by a qualified technician

OTHER FIRE PROTECTION EQUIPMENT

- Standpipe and hoses in good condition and accessible
- Kitchen hood system maintained grease free, fuel shutoff present
- Hood extinguishing systems serviced semi-annually by a qualified technician

ELECTRICAL

- Appliances, fixtures and cords in good condition
- Current protection present and accessible
- Extension cords not used in place of fixed wiring
- Proper use of wiring and equipment (no splices or makeshift electrical work)
- 30" clear access in front of electrical panels provided
- Boxes, outlets, switches, fixtures and other equipment properly enclosed (all covers in place)