



ANNUAL INSPECTION CHECKLIST

SUPPLIMENT

ON ARRIVAL:

- 6in. address sign in contrasting color on bldg.
- If present, Knox key switch turns and opens gate
- If present, Knox padlock turns and opens
- 3ft. of clear space around the OS&Y, FDC, & PIV
- No leaks detected on the OS&Y & FDC
- OS&Y, FDC, & PIV are labeled with the buildings' address
- FDC is visible, couplings rotate, caps are in place
- 3ft. of clear space around hydrant(s)
- FIRE LANE-NO PARKING on red curbs or on signs
- Fire lanes have 13ft. 6in. of vertical clearance
- No vehicles are parked in the fire lane
- Back door of suite is labeled

EXTERIOR INSPECTION:

- If present, Knox box mounted and opens
- If present, keys in Knox box are sufficient & work
- Electrical room/equipment labeled
- Roof access room labeled
- Elevator room/equipment labeled
- Water heater closets are clear of storage
- No storage present in equipment rooms
- All holes are properly sealed in equipment rooms and fire-rated walls
- Dumpsters are stored at least 5ft. away from bldg.
- Dead or dying trees are not touching bldgs.

INTERIOR INSPECTION:

- THIS DOOR TO REMAIN UNLOCKED sign posted
- Exit doors open with minimal force
- No slide bolts installed on exit doors present
- Exits & hallways are clear of obstructions
- If present, exit signs have working back-up power
- If present, emergency lights have working back-up power
- All extinguishers are mounted properly

- All fire extinguishers are charged properly
- Extinguishers are unobstructed & easily accessible
- Each floor level has an extinguisher within 75ft.
- Fire extinguishers serviced within past 12 months
- No open breakers or circuits in panels
- Electrical equip. is clear and accessible (3ft.)
- Electrical motors are free of dirt, lint, etc.
- No exposed electrical wiring
- Ext. cords not used in place of perm. wiring
- Extension cords not penetrating walls or ceilings
- Multiplugs & ext. cords plugged directly into wall
- No large appliances powered by extension cords
- Storage is under 24" of ceiling in center of rooms

SPRINKLER SYSTEM:

- Storage is at least 18" from under deflectors
- Spare sprinkler box is full with wrench
- Fire riser room/equipment labeled
- Sprinklers have been tested within past 12 months
- Provide AES2 form for most recent annual testing

FIRE ALARM SYSTEM:

- Fire alarm backup batteries no more than 5yrs. Old
- Fire alarm panel room/equipment labeled
- Fire alarm has been tested within past 12 months
- Provide NFPA72 form for annual testing & maintenance.

APARTMENTS:

- Areas under stairways are clear of any storage unless sprinklers are present
- No charcoal or LPG BBQs on combustible balconies
- Nothing of note to report to code enforcement
- One smoke detector installed in each bedroom
- One CO detector installed in hallway(s)
- One smoke detector installed in hallways)
- Bedroom windows are not obstructed

- If not sprinklered, tires only stored up to 6ft.

ASSEMBLY AREAS:

- Occupant load posted if over 50
- Drapes & curtains are flame treated
- No slide bolts installed on exit doors present
- Doors swing outward

KITCHEN:

- Hood is not in need of cleaning
- Hood cleaning sticker on hood
- Manual pull station is accessible and labeled
- Hood extinguishing system has been serviced within 6mos
- Appliances are directly under a nozzles
- Class K extinguisher provided within 30ft.
- Placard over Class K extinguisher
- All compressed gas cylinders are firmly secured.

LARGE PROPANE TANK FOR BUILDING:

- Storage tank labeled with 2-4-0 NFPA 704 placard
- "NO SMOKING" sign(s) posted
- Containers, regulators and piping are protected
- No weeds, grass, brush, trash within 10ft. of tank

REPAIR GARAGE:

- "NO SMOKING" signs posted
- Larger, 2A:20B:C extinguisher(s) within 50ft.
- Oily rags are being put in self-closing containers
- Self-closing metal cans being used for oily waste
- All compressed gas cylinders are firmly secured.

FUEL DISPENSING:

- 2A:20-B:C extinguisher(s) within 75ft.
- "EMERGENCY FUEL SHUTOFF" sign posted by shutoff
- Operating instructions posted on fuel islands
- Emergency procedures sign posted on fuel island(s)
- Emer. shutoff & leak detectors tested within 12mos
- Daily inventory being conducted for storage tanks

INDOOR TIRE STORAGE:

- Tires are stored less than 50ft. in length
- Not extending more than 25ft. from wall(s)

OUTDOOR TIRE STORAGE:

- Welding or open flame is at least 40ft. from tires
- "NO SMOKING" sign posted
- No tires stored under power lines
- Piles are at least 40ft. from other piles
- Piles at least 40ft. from other stored product
- Piles are under 6ft. in height
- No combustible vegetation with 40ft.
- 2A:40B:C extinguisher within 75ft.

CUTTING AND/OR WELDING:

- Combustibles are protected from sparks & slag
- Welding curtains or similar barriers provided
- Floors are kept clean within the welding area
- Larger, 2A:20B:C extinguisher(s) within 30ft.
- No damaged, oily, or leaking equipment

SPRAY BOOTHS:

- No open flame devices within 20ft.
- No Smoking sign(s) posted
- No Welding sign(s) posted
- 3ft. clear space around spray booth
- Fire extinguishing system serviced within 12mos
- Filters disposed into metal container, tight lid
- Manual shut down labeled and accessible

HAZMAT STORAGE:

- NFPA 704 placard at entrance to stored hazmat
- Rooms/cabinets labeled: "COMPRESSED GAS"
- If stored outside, "NO SMOKING" sign(s) posted
- If flam./comb. stored inside, "NO SMOKING" sign(s) posted
- SDS for all stored chemicals provided on-site

COMMON CHEMICAL NFPA704 PLACARDS:

- Chlorine: 4-0-0-OX
- Gasoline: 1-3-0
- Diesel Fuel: 1-2-0
- Antifreeze
 - Ethylene Glycol: 2-1-0
 - Propylene Glycol: 0-1-0
- Propane: 2-4-0
- Acetylene: 0-4-3
- Oxygen: 3-0-0-OX
- Nitrogen: NO PLACARD NECESSARY