

# Business Self-Inspection Form

Business Name:	Business Phone #:
Address:	E-mail:
Occupant Contact Name:	Contact Phone #:
Emergency Contact/ Key Holder Name:	Contact Phone #:
Business owner Name:	Contact Phone #:

**Exterior:**

	Yes	No	N/A
Fire lane is marked and unobstructed			
Address is clearly marked			
Fire hydrant is easily accessible			
Property is free of excess vegetation or combustible items			
Gas meter is unobstructed and protected			
Fire Department connections are in good condition			
Knox Box has current keys			
Exits are clear from any obstructions			

**Exits:**

Emergency lighting present and operational. This is checked by pushing the test button on the unit			
Exit signs present/operational			
Exits, aisles and corridors free of obstructions			
Exit doors open without issue and are UNLOCKED during business hours			
Doors labeled as "Fire Doors" are shut at all times			
Occupant load posted/maintained			

**Storage:**

Storage neat/orderly			
Combustibles are not stored under unprotected stairways			
Storage is 2 feet below ceiling (no sprinkler)			
Storage is 18 inches below sprinkler heads			
Combustibles are not stored in boiler/mechanical rooms			
Oily rags are properly stored/disposed			
Aisle width maintained			

**Flammable/Combustible Liquids:**

Flammable liquids will be stored in proper containers and storage cabinets			
Flammable liquids will not be stored near ignition sources			
Adequate ventilation around combustible liquids			
Liquids where required are properly grounded			

**Fire Extinguishers:**

Extinguishers will be accessible every 75 ft			
Extinguishers will be the proper size and discharge rate			
Extinguishers will be readily accessible and mounted off the floor			
Extinguishers will be inspected annually by a certified contractor/inspector			

When extinguisher is visually obstructed, approved signs shall indicate location			
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**Hazardous Materials:**

Any hazardous material is marked/identified (NFPA 704)			
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Compressed gas cylinders are secured			
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**Sprinkler Systems:**

Sprinkler controls are readily accessible and free of obstructions			
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Valves locked in open position or supervised			
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Sprinkler system is inspected/maintained annually by a certified contractor			
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Sprinkler heads are free of damage and in working condition			
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Sprinkler wrench and spare heads are present			
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Central station monitoring is provided (if applicable)			
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**Fire Alarm Equipment:**

Smoke/Heat detectors are in working order			
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Pull stations are maintained and functioning properly			
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Alarm equipment is being serviced annually and maintained			
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Carbon monoxide alarms are present if residents are present			
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**Other Fire Protection Equipment:**

Standpipe/hose are in working order			
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Hood extinguishing system-fuel shutoff is present			
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Hood extinguishing system serviced annually and maintained			
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Hood properly cleaned and maintained			
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**Electrical:**

Panels/appliances/fixtures are in working order			
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Electrical panels have 36 inch clearing to provide immediate access			
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Electrical outlets have covers present			
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Extension cords are NOT being used as permanent wiring			
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Power strips are NOT plugged into other power strips			
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No wiring is exposed			
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Outlet splitters are NOT used as permanent plugs			
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Elevator is licensed, maintained annually and in working condition			
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