

Self Inspection Worksheet for Commercial Properties

How To Do Your Self-Inspection

1. The person responsible for the business should conduct the inspection.
2. Fill out the "OCCUPANCY INFORMATION" at the top of the "SELF-INSPECTION WORKSHEET."
3. Review the "SELF-INSPECTION WORKSHEET" in hand, walk around and through your building until all statements on your worksheet have been checked "true" or "false."

NOTE: If some areas on the worksheets do not apply to your building, such as "fire sprinkler systems" or "fire-alarm/detector systems," simply write "N/A" next to those items and move on to the next section.

4. If any of the items on your worksheet have "false" as the answer, be sure to correct them within 30 days.
5. **Be sure to retain a copy of your completed self-inspection form so it may be referenced by Fire Department personnel in the future.**

Occupancy Information

Business Name _____ Business Address _____

Do you share this company with another business? _____ If so, name of business? _____

Name of person doing inspection: _____ Date of Inspection _____

Business Phone # _____ Emergency Phone # _____

Building Exterior

- | | | |
|--------------------------|--------------------------|--|
| T | F | |
| <input type="checkbox"/> | <input type="checkbox"/> | Address numbers are visible and easy to read from your fronting street (contrast colors are best). |
| <input type="checkbox"/> | <input type="checkbox"/> | All sides of building are free of weeds, trash, debris, or combustible storage. |
| <input type="checkbox"/> | <input type="checkbox"/> | If you have a dumpster it is at least 5' away from combustible walls, windows and building overhangs. |
| <input type="checkbox"/> | <input type="checkbox"/> | All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly. |

Building Interior

EXIT PATHS are from any point in the building to the public way.

- | | | |
|--------------------------|--------------------------|---|
| T | F | |
| <input type="checkbox"/> | <input type="checkbox"/> | All exit doors open easily without special knowledge of the latching devices that may interfere with someone getting out. |
| <input type="checkbox"/> | <input type="checkbox"/> | The entire width and height of all exits paths are free from obstruction (see definition above). |
| <input type="checkbox"/> | <input type="checkbox"/> | Exit signs are where they belong to indicate egress. |
| <input type="checkbox"/> | <input type="checkbox"/> | If your building has illuminated exit signs, the bulbs do not need replacement. |

CORRIDORS are part of your existing system, and include exterior exit balconies and stairs.

- | | | |
|--------------------------|--------------------------|---|
| T | F | |
| <input type="checkbox"/> | <input type="checkbox"/> | There are no obstructions to the corridor's full width and height, such as storage or office machines. |
| <input type="checkbox"/> | <input type="checkbox"/> | Doors that are open into corridors and are equipped with self-closures are fire doors. All fire doors are kept in closed position, free from obstructions that would block them open. |
| <input type="checkbox"/> | <input type="checkbox"/> | Aisles are at least 44" wide in merchandise areas and 24" wide in storage areas, without obstruction. |
| <input type="checkbox"/> | <input type="checkbox"/> | All stairs are clear of obstructions. |

Rooms, Spaces and Walls

- T F
- All breaches/holes in the walls or ceiling that allow fire into hidden spaces have been repaired.
 - No new walls have been added that would interfere with exiting, fire alarms, or sprinkler coverage.

Electrical

- T F
- There is a 30" clear area around your electrical panel(s) so they are easily accessible.
 - All circuit breakers are labeled to show what they control.
 - All electrical outlets, switches and junction boxes have cover plates.
 - Extension cords are for temporary use only.
 - There are no unfused multiple plug adapters in use.
 - Extension cords for temporary use are at least the same size as the appliance, and do not pass under rugs, through walls, or across traffic paths. All parts of any cord must be visible so that wear or bad spots can be noticed.
 - All circuit breakers are free of tape or any other obstructions that may prevent them from functioning properly.

Storage

- T F
- All storage is neat and orderly.
 - There is no storage in equipment rooms, mechanical rooms, electrical, or under open stair ways.
 - Storage is piled no higher than 2 feet below the ceiling, and never more than 12 feet high.
 - No flammable liquids are stored in basement areas.
 - No more than 1 gallons of flammable liquid is stored in approved safety cans outside of a special flammable liquid cabinet.

Fire Extinguishers

- T F
- All required fire extinguishers are present.
 - All fire extinguishers are wall-mounted in plain site.
 - A 2A10BC minimum-rated fire extinguisher service company, provided within 75 feet of all areas.
 - All fire extinguisher gauges register in the green.

Gas

- T F
- All water heaters have a pressure-relief valve.
 - All natural gas appliances have individual gas shut-off valves.
 - All combustibles are stored at least 3 feet away from gas appliances (water heater, furnace, etc.).

**Fire Alarm/Detection Systems are installed in some business and recommended in all.
If you have one:**

- T F
- A valid permit is posted at the control panel.
 - The system power light is burning.
 - No alarm or system trouble lights are lit
 - Call your alarm company to check that remote reporting function is working. **DO NOT ACTIVATE THE SYSTEM TO FIND OUT**
 - All smoke detectors batteries have been changed in the last six months