Please use this checklist to conduct your own fire inspection to prevent fires and maintain code compliance. Please email any questions to fire@a2gov.org.

**Exterior**
- Address visible roadway
- Fire lanes marked and unobstructed
- Fire department connection
  - In working order
  - Visible
  - Accessible with 36” clearance
  - Has caps (needs locking caps)
- Fire hydrant accessible 36” clearance
- Knox Box: accessible with key / contact information current
- Gas Meter: accessible and protected by impact protection if needed
- Exterior Doors: maintained and clear
- Exit pathway clear
- Combustible accumulation acceptable
- Dumpster >5’ from building
- Outside storage height < 20’
- Outside storage: 10’ from property line
- Outside propane storage location: single door 10’, two doors 5’ from point of entry

**Egress**
- Occupant load posted
- Exit signs operational
- Emergency lights operational
- Exits, aisles, corridors: free of obstruction
- Corridor width at least 36”
- Door swings properly: >50 occupants - outward
- Panic hardware operational: >50 occupants
- Proper locks / latches
- Door opening force: ≤ 15 pounds
- Proper access to a public way (outside)
- Exit corridors / stairways protected
- Fire escape stairway maintained

**Fire Extinguishers**
- Annual service
- Properly mounted
- Accessible / unobstructed
- Proper type
- Travel distance ≤ 75’
- K-class available (Kitchen)

**Storage**
- 18” below ceiling for sprinkled
- 24” below ceiling for non-sprinkled
- No combustible storage in mechanical room
- No fueled equipment stored inside
- No storage in attic or concealed space
- Oily rags, waste material properly stored

**Electrical**
- Door labeled “Electrical Room”
- Proper clearance / access to panels
- Cover plates
- NO extension cord usage
- Fused power strip (surge protector) usage
- NO electrical hazards present
- Emergency power (generator) load test

**Fire Pump**
- Fire pump annual test (1 year)
- Door labeled

**Sprinkler System**
- Annual maintenance (1 year)
- Shut off valve locked open or supervised
- Spare heads or wrench
- Clearance around riser
- Door labeled “Riser Room”
- Sprinkler head condition
- Sprinkler head obstruction
- No items hanging from sprinkler branch lines
- Proper coverage inside rubbish/linen chutes
Hood System Cooking
✓ Hood fire system 6-month maintenance
✓ Nozzle covers (present)
✓ Appropriate coverage of cooking surface
✓ Manual pull accessible
✓ Hood cleaning: (1 to 6 months) Varies.
✓ Other fire suppression systems: 6 months (Halon / FM200)

General Requirements
✓ 36” clearance from any ignition source
✓ No open flame
✓ Decorative materials, non-compliant
✓ No smoking sign posted where needed such as flammable gas storage

Construction Features
✓ Fire resistant rating maintained
✓ Roof hatch accessible
✓ Fire doors operational
✓ Vertical opening (rubbish/linen) doors

Utilities
✓ Clearance between combustibles and appliances
✓ Heat shield or guard in place

Compressed Gas
✓ Carbon dioxide (CO₂) detection / alarm
✓ Compressed gas cylinders secured
✓ Compressed gas cylinders stored upright

Flammable and Combustible Liquids
✓ Flammable and combustible liquids >10 gallons used for maintenance purposes and the operation of equipment shall be stored in liquid storage cabinets.
✓ No flammable liquids stored in basement
✓ Proper labeling and signage
✓ No sources of ignition
✓ Gas containers stored inside properly
✓ Spill control & secondary containment

Fuel Disposal Repair Garage
✓ Disposal of oily rags - proper
✓ Proper drainage in floor (separator)
✓ Emergency fuel shut off present
✓ Operating instructions present
✓ Emergency procedures posted

Hazardous Materials
✓ Safety Data Sheet on site
✓ Proper marking / identification
✓ Proper (not excessive) quantity on site
✓ Proper storage / handling
✓ Proper separation / control area
✓ NFPA 704 label present
✓ Proper emergency evacuation in place
✓ Emergency evacuation drills met