



fire

Pre-inspection Checklist

Building: _____ Date: _____

Address: _____

Contact Person: _____ Phone: _____

Contact Email(s): _____

Occupancy Type: _____

This guide is provided to business and property owners to help prepare for a scheduled inspection. By completing this pre-inspection checklist, and correcting any deficiencies prior to your scheduled inspection, you will help the inspection process move more efficiently and reduce or eliminate the need for a re-inspection. If you have any questions about this checklist or the program please contact the Ann Arbor Fire Department Fire at 734.794.6978.

Your building inspection will include four main areas: exiting and life safety, fire protection systems, building maintenance and general condition, and finally special fire hazards that may be specific to your type of business.

- [] 1. Exits – Clear and unobstructed.
- [] 2. Aisles/Corridors – Clear and unobstructed.
- [] 3. Stairways – Clear and unobstructed.
- [] 4. Fire Walls/Partitions – No holes or gaps/penetrations that require fire-stop.
- [] 5. Fire Doors – Open 90 degrees and self-close.
- [] 6. Extension Cords – no more than 15’ and sufficient for commercial use.
- [] 7. Emergency Lighting – Functional when tested.
- [] 8. Exit Lights – Locations and proper illumination on AC and DC (battery) power.
- [] 9. Hood/Duct Suppression – 6 month service, UL 300 Standard
- [] 10. Sprinkler Systems – Annual service, storage not within 18 inches of heads.
- [] 11. Spare Sprinkler Heads – Spare head available in a (red metal) cabinet.
- [] 12. Fire Pump – General Condition, pump controller in “on” position.
- [] 13. Fire Alarm System –Annual service, Operational, “System Normal” indication.
- [] 14. Manual Pull Stations – Clear and unobstructed. Must be in ready position.
- [] 15. Smoke/Heat Detection – None missing/bagged.
- [] 16. Sprinkler Control Valves – Locked open/supervised.
- [] 17. Fire Department Connection – Accessible and capped.
- [] 18. Fire Lanes – Clear. No parked vehicles.
- [] 19. Flammable/Combustible Liquids – Properly Stored (Approved cabinets.)
- [] 20. Space Heaters –3’ Away from combustible materials; unplugged when not in use.
- [] 21. Mechanical Rooms – General housekeeping/condition and no storage.
- [] 22. Roof Access – Hatches/Doors unlocked.
- [] 23. Hood Cleaning (kitchens) - Cleaned as needed (quarterly, monthly, or bi-annual)
- [] 24. Fire Extinguishers – Unobstructed. Serviced and tagged annually.
- [] 25. Compressed Gas Cylinders – Properly secured. No basement storage.
- [] 26. Electrical hazards – Junction boxes, outlets are secured with cover plates. No exposed wires.
- [] 27. Other hazards– As required by applicable code/standard. List below:

Additional Comments:
