

# FIRE DEPT. Company Fire Safety Survey

Business ID Number: \_\_\_\_\_

Fire Marshal follow-up requested  
 No hazards observed this inspection

Confined space? Yes  No

Date: \_\_\_\_\_  
 Business: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Owner: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_

Bus. Ph: \_\_\_\_\_  
 Owner's Ph: \_\_\_\_\_  
 Emerg. Contact Person: \_\_\_\_\_  
 Emerg. Contact Ph: \_\_\_\_\_

**Occupancy Type:**    **A** - Assembly    **E** - Educational    **H** - High Hazard    **M** - Mercantile    **S** - Storage  
 **B** - Business    **F** - Factory    **I** - Institutional    **R** - Residential    **U** - Utility

**EXIT ACCESS**

- Obstructed
- Too narrow
- Combustibles in corridor
- Occupant load not posted
- \_\_\_\_\_

**EXIT DOORS**

- Unapproved hold-opens
- Excessive force to open
- Missing/broken hardware
- Unapproved hardware
- \_\_\_\_\_

**EXIT DISCHARGE**

- Needs cleared of snow & ice
- Obstructed/blocked
- Full door swing obstructed
- Excessively high step(s)
- \_\_\_\_\_

**EMERGENCY LIGHTS**

- Fail "Test"
- Needed / Insufficient
- Aimed incorrectly
- Projection obscured
- \_\_\_\_\_

**EXIT SIGNS**

- Fail "Test"
- 110vac lamps not lit
- Needed / Insufficient
- Confusing / Obscured
- \_\_\_\_\_

**EXTINGUISHERS**

- Date last insp. \_\_\_\_\_  
 (Min annual test/inspection)
- Need inspected/serviced
  - Needed or inadequate
  - Need to be mounted
  - Hidden from view

**SPRINKLER SYSTEMS**

- Date last insp. \_\_\_\_\_  
 (Min annual test/inspection)
- No service records disp.
  - Needs serviced / repaired
  - Spare sprinklers missing
  - Wrench for heads missing

**FIRE PUMP**

- Date last insp. \_\_\_\_\_  
 (Min annual test/inspection)
- No service records disp.
  - Needs serviced / repaired
  - Excessive packing leak
  - \_\_\_\_\_

**KITCHEN SUPPRESSION SYS**

- Date last insp. \_\_\_\_\_  
 (Min 6 month test/inspection)
- No service records disp.
  - Needs serviced / repaired
  - Pull station inaccessible
  - Nozzles misaligned

**COMMERCIAL KITCHEN HOODS**

- Date last cleaned \_\_\_\_\_
- Excessive grease
  - Missing filters
  - Gaps in filters
  - Damaged filters
  - \_\_\_\_\_

**SPRAY BOOTH SUPP. SYS.**

- Date last insp. \_\_\_\_\_  
 (Min annual test/inspection)
- No service records disp.
  - Pull station inaccessible
  - Excess. overspray accum.
  - \_\_\_\_\_

**FIRE ALARM SYSTEM**

- Date last insp. \_\_\_\_\_  
 (Min annual test/inspection)
- No service records disp.
  - Devices missing/damaged
  - Devices hidden/obstructed
  - \_\_\_\_\_

**FIRE DEPT. CONNECTIONS**

- No signage at FDC
- Missing caps or plugs
- Hidden or obstructed
- Wrong thread
- Damaged
- \_\_\_\_\_

**STANDPIPES (FHC's)**

- Date last insp. \_\_\_\_\_
- No service records
  - Missing caps
  - Threads damaged
  - FHC's hidden/obstructed
  - \_\_\_\_\_

**PRIVATE HYDRANTS**

- Obstructed by landsc/weeds
- Obstructed by snow/ice
- Need painted
- Missing caps
- Oriented wrong direction
- \_\_\_\_\_

**RATED FIRE DOOR ASSMBLY**

- Unapproved hold-opens
- Door travel blocked
- Missing/broken hardware
- Do not self-close and latch
- \_\_\_\_\_

**OPENING PROTECTIVES**

- Unprotected penetrations
- Damper inoperable
- Damper travel blocked
- Missing fusible link
- \_\_\_\_\_

**ELECTRICAL**

- Panel access obstructed
- Damaged/worn cords
- Extension cord use
- Open boxes/exposed splice
- \_\_\_\_\_

**HOUSEKEEPING**

- Excessive combustibles
- Storage disorderly / no aisle
- Combust. in mech. rooms
- Storage in attics (1hr separation required if used to store)

**FIRE LANE**

- Blocked
- Not marked
- Insufficient width
- Needs cleared of snow/ice
- \_\_\_\_\_

**BUILDING**

- Address missing or hidden
- Combustibles against bldg.
- Poor housekeeping
- Structural deficiencies
- \_\_\_\_\_

**COMPRESSED GASES**

- Not secured
- Improper use
- Lables/placards required
- Excessive quantity stored?
- \_\_\_\_\_

**COMBUST./FLAMM. LIQUIDS**

- Improper storage/container
- Bonding/grounding required
- Cleaning tank fire damper
- Excessive quantity stored?
- \_\_\_\_\_

**COMBUST./FLAMM. GASES**

- Improper storage/container
- No ignition source control
- Lables/placards required
- Excessive quantity stored?
- \_\_\_\_\_

**HAZARDOUS MATERIALS**

- Lables/placards required
- Improper storage
- Improper use
- Excessive quantity stored?
- \_\_\_\_\_

The items noted herein are to be corrected to eliminate hazardous conditions that could cause or contribute to the spread of fire, injury, or loss of life

(All forms turned in to fire headquarters office must have the information below **completed!**)

**This Survey**

**Conducted By:** Station: \_\_\_\_\_ Unit: \_\_\_\_\_ Shift: \_\_\_\_\_ Member completing form: \_\_\_\_\_ (Print Name)

Company inspection completed    Space is vacant    Structure has been demolished    Closed upon attempt to inspect   / / / / / / / /

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Business Rep.

Signature: \_\_\_\_\_ Printed: \_\_\_\_\_

signature indicates receipt of this document only

WHITE: Fire Prevention File  
 PINK: Fire Company File  
 GOLDENROD: Business Owner / Manager / Rep

❖ Please take a moment to read the important information on the back of this page ❖

## PLEASE READ THE FOLLOWING MESSAGE FROM YOUR LOCAL FIRE DEPARTMENT

Your local fire department has conducted a fire safety survey of your premises. The purpose of this survey is two-fold: 1) Building knowledge gained by our members during this survey will enable firefighters to approach an emergency occurring in your premises more quickly, safely, and efficiently. 2) Specific conditions pertaining to fire and life safety were also observed during this survey. As required by law, and in the interest of fire and life safety, the items listed on the reverse of this document should be given your immediate attention.

Fire extinguishers are an essential tool for all occupancies. When properly used, they prevent small fires from becoming large when it's easiest to do so... during a fire's early stages. However, a fire extinguisher must be visible, accessible, and in good working condition to be an effective tool. Please take the time to review with your family and coworkers both the location(s) and operation of any particular extinguisher(s) you may have in your premises.

The fire extinguishers and fire protection systems installed in your premises provide property and lifesaving functions. They include early detection and notification of a fire in the building, suppression of unfriendly fires during the early stages, containment of smoke and fire, and firefighting devices such as fire hose outlets. Extinguishers and fire protection systems require regular testing and inspection conducted by persons licensed to do so by the State Fire Marshal. This requirement helps to insure that such systems and devices are properly maintained and are in working condition.

Lighted "EXIT" signs, self-contained emergency lights, and emergency or standby power systems help to insure that occupants can evacuate a building in a timely and orderly fashion in the event of an emergency. Power outages are commonly associated with fires, disasters or other emergencies. All persons, especially those not familiar with a building, need a lighted pathway and visual guidance to the nearest exit. These devices can be regularly inspected and tested by you to insure they are always ready to *light the way* out of a building in an emergency.

Fire doors, shutters, dampers, and other devices that protect structural openings and penetrations are required to contain a fire and smoke in a limited area. Often, they are required to keep exit pathways safe from fire and smoke. If these devices are removed, altered, blocked, or otherwise compromised, fire and smoke can quickly travel into exit pathways or other portions of a building.

Remember to keep exit pathways, access to exit doors, and exit door swing, free of obstructions. Often, what does not appear to be much of an obstacle during normal, lighted, daily use, can be a significant problem when smoke, darkness, and panic afflict persons needing to use the exits.

Many times we find combustibles stored close to heat- and flame-producing devices such as water heaters, furnaces, stoves, and portable heaters. These conditions present a significant potential for a fire to occur and combustibles should be kept at least 36" away from any heat- or flame-producing device.

Mechanical rooms generally contain building systems such as electric panels that need to be accessed quickly in an emergency or can be an ignition source for a fire. These spaces cannot be used to store combustibles and non-combustibles must be kept a minimum of 36" from electrical panels and mechanical equipment.

Your active participation in fire safety and prevention safety helps to keep you, your patrons, and your property safe. Your cooperation is appreciated. Thank you for your time in reviewing this information and please feel free to contact us if you have any further questions.

*Thank You*