

-----FORTUNA FIRE PROTECTION DISTRICT-----

320 SO. FORTUNA BLVD. FORTUNA, CA. 95540
(707)725-5021

“At your service”

Fire Prevention Division

Business Owner Fire & Life Safety Checklist

Business Owner Self-Inspection Guidelines

By following these self-inspection guidelines, you decrease the chances that a fire will destroy your business. These fire safety inspections focus on maintaining a safe work environment and keeping your business in business!

Please take a few minutes to look over the following checklist and mark any box that is either a non-compliant or questionable concern with your facility.

One of our Fire Prevention Inspectors will be by at some point to assist you and/or answer any questions you may have as well as make recommendations to help you with your fire and life safety objectives.

If you have an immediate need or concern, please contact us and we will arrange a visit right away.

Exterior / Access

- The address on the building shall be visible from the street, numbers shall contrast with their background and suite numbers shall be located above front entry, on the entry door or on the wall of the strike side of the entry door and contrast with their background.
- (Optional) Current keys shall be provided for the Fire Department Knox box.
- Combustibles, trash and other debris is removed from around building's exterior.
- Dumpsters are stored to a minimum of 5 feet from combustible walls.
- Access to and from exits are clear/unobstructed.
- Exterior utility service is unobstructed and readily accessible.

Interior / Exits

- ❑ Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable.
- ❑ Exit doors may not be equipped with any kind of deadbolt or latch that requires the use of a key or any special knowledge or effort to open the door.
- ❑ All exits, aisles, corridors, and stairways are to remain free of obstructions and are not to be used for storage.
- ❑ When the building is equipped with illuminated exit signs and egress lighting, they are required to be maintained and operational at all times.

Interior / General Safety

- ❑ Housekeeping – limit storage and/or build-up of combustible materials.
- ❑ Maintain a minimum of 24 inches of clearance between the level of stored materials and the ceiling and 18 inches below sprinkler heads.
- ❑ Provide a 30-inch minimum clearance between heat producing appliances and combustible materials.
- ❑ Combustible and/or flammable materials shall not be stored in mechanical equipment or electrical rooms.
- ❑ Repair or replace all holes in walls/ceilings (e.g. missing ceiling tiles) in fire-resistive construction.

Electrical Safety

- ❑ Maintain a 30-inch clearance in front of all electrical panels. Panels are required to be labelled.
- ❑ The use of extension cords as a substitute for permanent wiring is prohibited. Extension cords shall be used only with portable appliances: large fixed appliances and machinery must be plugged directly into their own wall receptacle. Surge protectors may be used for electronic equipment with cords no longer than six-feet.
- ❑ All electrical receptacles shall be provided with cover plates.
- ❑ Repair or replace worn, damaged, or frayed electrical cords.

Fire Extinguishers

- A minimum of a 2A:10BC fire extinguisher is required in any office area and may serve a maximum of 6,000 square feet (3,000 per unit of A) with a travel distance of no greater than 75 feet. Larger rated fire extinguishers may be required as determined by the fire department for areas such as warehouses, workshops or other higher hazard environments.
- Fire extinguishers shall be wall mounted at a maximum of 5 feet from the floor measured at the top of the extinguisher, 3 ½ feet for those greater than 40 lbs. Minimum distance from the floor to the bottom of the extinguisher is to be no less than 4 inches.
- Fire extinguishers shall be conspicuously located along normal paths of travel and are to be readily accessible and visible at all times
- All fire extinguishers are required to be serviced annually and shall have a service tag with the State Fire Marshal's seal attached to extinguisher dated within the past year.
- Monthly inspections of fire extinguishers are to be performed by employees, and documented.

Kitchen Hood Systems

- Where required, a hood and duct fire suppression system for commercial cooking applications requires semi-annual service (every six months).
- Appliances, if moved, must remain with-in the coverage of the suppression system or will require system modification by a licensed installer.
- A Class K fire extinguisher is required for commercial cooking applications. The extinguisher is to be wall mounted and conspicuously located along normal paths of travel within 30 feet of the cooking appliances.

Fire Protection Systems

- If a fire alarm system is in the building, annual service from a state licensed fire alarm company is required.
- If the building is equipped with a sprinkler system, the system requires quarterly inspection (self) and state certification every five years.
- If the building has gone through remodelling and/or tenant improvement work and is equipped with a fire sprinkler and/or alarm system, the system(s) may require alterations to remain compliant.
- If the building is equipped with a sprinkler system, the fire department connection for the sprinkler system is required to be accessible and maintained.

Special Hazards

Please list any special hazards below;

Thank you for taking the time to complete this self-inspection of your business, please feel free to contact us with any questions and/or concerns. Your cooperation with correcting any non-compliant concerns is appreciated.

Sincerely;

Lon Winburn

Fire Chief

Fortuna Fire Protection District

www.fortunafire.com

“Fire prevention - a means of providing solutions that will enhance fire and life safety with-in our community”