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## SELF-INSPECTION GUIDELINE

### INSTRUCTIONS

In each category there are several specific questions relating to fire prevention and life safety. Evaluate the

3. Kitchen hood fire suppression systems require inspection, testing and maintenance every six months. Have all Kitchen hood fire suppression systems (if provided) been inspected and tested every six months? Y / N
4. Where provided, is the fire suppression coverage required for cooking appliances located under each commercial kitchen exhaust hood system correct and adequately maintained? Y / N
5. Does each fire protection system have a current inspection/service tag attached? Y / N
6. Is a clear and unobstructed path provided to all fire protection systems and equipment including access doors, control panels, sprinkler system control valves and pull stations? Y / N

### PORTABLE FIRE EXTINGUISHERS

1. If present, are fire extinguishers located within 75 feet of any portion of the occupancy and within 30 feet of a commercial cooking line? Y / N
2. Is each portable fire extinguisher fully charged, mounted 3 to 5 feet above the floor, visible and readily accessible for use? Y / N
3. Is each portable fire extinguisher visually inspected every month and serviced annually? Y / N
4. Does each portable fire extinguisher have a *current* annual service tag attached? Y / N

### FIRE DOORS, FLOORS, WALLS & CEILINGS

1. Are all swinging fire doors maintained without doorstops, wedges or any unapproved hold-open devices? Y / N
2. Do all swinging fire doors self-close from any open position and positively latch when closed? (latching does not mean locking and means when latched, the door will not open by itself) Y / N
3. Is fire-resistive rated construction, such as fire-rated dry wall, masonry and concrete floors, walls and ceilings free of holes or penetrations that spread smoke or fire? Y / N
4. Is suspended ceiling tile properly installed and in good condition? Y / N

### STORAGE & HOUSEKEEPING

1. Are equipment rooms such as mechanical, electrical and boiler rooms accessible and free of combustible or hazardous storage? Y / N
2. Is the area around furnaces, boilers and water heaters free of combustible storage and accessible at all times? Y / N

3. Is all inside storage orderly and not located within 2 feet of the ceiling or within 18 inches below or near any sprinkler head? Y / N
4. Is the top of all inside storage maintained to a maximum height of 12 feet? Y / N
5. Is trash, rubbish and other combustible waste not stored in a manner that would create a fire hazard or nuisance to the occupants? Y / N
6. Are all compressed gas cylinders secured to prevent falling? Y / N
7. Is fueled equipment, such as gasoline-fueled power washers or portable cooking appliances located outside of the building? Y / N
8. Are portable propane cylinders located outside of the building, stored in a safe location away from exit doors, ignition sources and secured to prevent tampering with the valves or theft? Y / N
9. Are combustible materials not stored or displayed under non-sprinklered eaves, canopies or other structural projections of buildings protected with an automatic sprinkler system? Y / N
10. Is the quantity of hazardous materials located inside the building and on the premises limited to the maximum allowable quantity permitted? Y / N

### ELECTRICAL HAZARDS

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