

OXFORD FIRE DEPARTMENT
FIRE PREVENTION PRE-INSPECTION CHECKLIST

If you have questions, ask inspector during inspection. Please do not return. For your records only.

NAME OF BUSINESS _____

ADDRESS _____

OWNER / MANAGER _____ DATE _____

	<u>MEETS</u> <u>REQUIREMENTS</u>	<u>NEEDS WORK</u>	<u>N/A</u>
<u>MEANS OF EGRESS & EXIT DOORS</u>			
Exit doors not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aisles not obstructed – No storage in aisles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper aisle width provided (min. 36")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door hardware unlocks without a key from inside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No surface mounted slide dead-bolts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easily operable – Doors do not stick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labeled fire doors closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior of exit not obstructed & free of ice/snow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>EXIT SIGNS & EXIT ILLUMINATION</u>			
Signs installed above each exit and exit pathway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exits and signs illuminated at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operational on battery back-up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monthly test log maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>ELECTRICAL – GENERAL</u>			
All electrical boxes with cover plates in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No exposed wiring connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords not used for permanent wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords not subject to physical damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only fused and listed multi-plug strips used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Min. 36" of space in front of electric service equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>SMOKING</u>			
Prohibited in high hazard areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ashtrays placed in designated smoking area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No smoking signs posted in no smoking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MEETS

REQUIREMENTS

NEEDS WORK

N/A

HOUSEKEEPING

No storage near heaters and water heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No storage in rooms designated as boiler rooms, mechanical rooms, and electrical rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash removed from building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash placed in receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage min. 24" below ceiling in non-sprinkled buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage min. 18" below ceiling in sprinkled buildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE EXTINGUISHERS

Mounted in a visible and accessible location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected monthly by occupants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspected by service company within last 12 months	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

HAZARDOUS MATERIALS

Current Survey and Inventory on file with Oxford FD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed quantities of H.C. not exceeded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All spilled chemicals cleaned up and disposed of	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUILDING EXTERIOR

Fire hydrants unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building address visible from roadway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustible storage away from building and lot lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FIRE PROTECTION SYSTEMS RECORDKEEPING AND TEST RECORDS

- Fire protection systems are required to be inspected and maintained
- Records of inspections must be kept on site:

Automatic sprinkler system	Annual
Fire alarm systems and fire detection systems	Annual
Kitchen hood fire suppression system	Semi-Annual
Fire pump performance test	Monthly (no flow); Annual (flow)
Specialty fire suppression systems (CO2), clean agent, dry chem)	Semi-Annual
Fire shutter doors	Annual Emergency
Generator	Inspect Weekly / Load tested Monthly / Maintenance Inspected Annually