



FIRE AND SAFETY INSPECTION

Municipality: _____

Applicant Name: _____

Site Address: _____

Contact Number: _____

Reason for Inspection:

_____ Change in Business / Ownership

_____ Revision to Existing Business

_____ Duplicate for Previous C.O.

Checklist Item	Yes	No	N/A
A. General-All Areas			
Are all ceiling tiles in place and in good condition?			
Is all furniture in good/stable condition and properly adjusted?			
Are wall-mounted bookcases free of excessive material on top and not overloaded? (Chemicals & heavy items should not be stored above head height (6 feet))			
Are all walking or working surfaces free of tipping/slipping hazards?			
Are emergency phone numbers and procedures posted at or near telephones?			
Are all fans equipped with a blade guard with openings no greater than ½ inch?			
Is consumption of food, beverage, etc., prohibited where required?			
B. Exits/Corridors			
Are all corridors unobstructed?			
Are all exit doors unobstructed?			
Are exit signs posted and properly illuminated to clearly indicate exits?			
Are all exit doors able to be opened from the inside without special knowledge/keys?			
Are exit doors free of slide bolts or locks?			
C. Electrical			
Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?			
Are electric hand tools properly grounded/double insulated?			
Is the area free of extension cords?			
Is all electrical equipment plugged directly into wall outlets?			
Are all cords/plugs free from damage or deterioration?			
Are switches and circuit breakers properly identified as to the service they are in and to what they control?			
Are circuit breaker panels free of combustible materials?			
Are covers plates in place on junction boxes to eliminate exposed wiring?			
Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures for systems rated 600V or over?			
Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
D. Emergency Equipment			
Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?			
Are emergency eyewashes provided in the required chemical areas?			
Are emergency showers provided in the required chemical areas?			
Is all emergency equipment in good condition?			
Are spill kits accessible and fully stocked per list?			

Checklist Item	Yes	No	N/A
E. Storage – General			
Is good housekeeping practiced in work area (Is it free of debris, combustibles, obstructions? Are aisles maintained?)			
Is storage adequately supported/stable to avoid tipping/falling?			
Is there at least two (2) feet clearance between stacked materials and ceiling light?			
F. Storage – Fire Protection			
Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?			
Is clearance of at least 18 inches maintained around fire sprinkler heads?			
Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?			
Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?			
Are all flammable containers properly closed/covered to control vapors?			
Are all flammable/combustible containers properly labeled/ identified?			
Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?			
Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?			
G. Railing/Elevated Work Areas			
Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?			
Are toe boards in place on elevated platforms to prevent objects from falling off the platform?			
Are standard guardrails provided on elevated platforms?			
Are handrails provided and in good condition on stairways?			
Are there provisions for safe access to elevated machinery/ equipment?			
H. Ladders			
Are portable ladders in good repair and safe to use?			
Are mobile ladder stands in good condition?			
Are standard guardrails provided on elevated platforms?			
Are handrails provided and in good condition on stairways?			
I. Fire Protection			
Are all self-closing doors operational?			
Are walls and floors free of holes/penetrations?			
Are no smoking regulations clearly posted and being followed in "NO SMOKING" areas?			
Are fire extinguishers and signs clearly visible?			
Is access to fire extinguishers clear and unobstructed?			
Are all extinguishers in place and properly mounted?			
Are all extinguishers properly inspected (monthly) and maintained (annually)?			

INSPECTION RESULTS: ___ PASS ___ FAIL

INSPECTION DATE: _____

RE-INSPECTION RESULTS: ___ PASS ___ FAIL

INSPECTION DATE: _____

COMMENTS: _____

CODE OFFICIAL

OWNER / AUTHORIZED AGENT