

## **PRE-FIRE INSPECTION CHECKLIST**

At the time of the inspection, please be sure to have the following available for review:

- Record of annual fire alarm system tests
- Elevator inspection certificate(s)
- Record of 6 month inspection of kitchen hood AES systems
- Record of 6 month cleaning of kitchen hoods
- Record of annual fire sprinkler system inspections & tests (if applicable)
- Record of annual standpipe system inspection- hose, etc (if applicable)
- Record of annual private hydrant(s) flow test (if applicable)
- Record of testing & maintenance of emergency and standby power systems (if applicable)
- Certificates are posted that indicate that each boiler has been inspected in compliance with Section 204 of the Labor Law
- Records of inspection, testing & maintenance of electrically operated partitions maintained on premises and available for inspection. NOTE: Inspection/testing/maintenance intervals are those recommended by the manufacturer
- Record of testing & maintenance of emergency generator (if applicable)

You may also want to have your staff check on the following prior to the inspection:

- Exterior fire department Siamese connections for standpipe & sprinkler systems are not obstructed, do not leak, caps are in place and fittings are not rusted and swivel freely
- Exit doors open easily and close and latch from any position
- Interior fire & smoke doors are not chocked open, open easily and automatically close and latch from any position
- Test & repair (if needed) exit signs & emergency lighting
- No storage in any means of egress (including hallways & stairways)
- No combustible storage in mechanical, elevator control, boiler & electrical rooms
- Fire extinguishers are present as needed in common areas (at least every 75 ft or 3000 SF) and in labs, computer rooms, mechanical/elevator control/boiler/electrical rooms & in teachers lounges (with food warming or cooking appliances)
- Fire extinguishers are mounted, not obstructed and their tags show current annual inspection date
- Extension cords not in use, other than for temporary use.
- Power strips have surge protection/circuit breaker, are not piggy backed into one another and are directly connected to receptacles (no extension cords).
- Portable electric space heaters are UL approved, have a tip over safety switch & are directly connected to a receptacle (not a power strip).

A quick survey of these issues, in addition to keeping your buildings safe, will simplify & speed the inspection process.