

FROM THE OFFICE OF THE FIRE MARSHALL HOW TO PREPARE FOR AN ANNUAL FIRE SAFETY INSPECTION

1. All fire extinguishers must be serviced annually or after every use and shall have a current service tag attached.
2. All fire extinguishers shall be visually inspected every 30 days.
3. Maximum travel distance to a fire extinguisher is 75 feet.
4. Fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use.
5. Hand-held portable fire extinguishers, not housed in cabinets, shall be installed on hangers or brackets supplied.
6. Portable fire extinguishers having a gross weight not exceeding 40 pounds shall be installed so that its top is not more than 5 feet above the floor. Extinguishers having a gross weight exceeding 40 pounds shall be installed so that its top is not more than 3.5 feet above the floor and the bottom not less than 4 inches above floor.
7. Records of all sprinkler and fire detection system inspections, tests and maintenance shall be maintained on the premises for a minimum of three years.
8. Multi-plug adapters without circuit breakers are prohibited.
9. Provide cover plates for all electrical panels and outlets.
10. Exits and pathways must be clear and unobstructed.
11. The means of egress, including the exit discharge, shall be illuminated at all times the building space is occupied.
12. Exit sign placement shall be such that no point in an exit access corridor is more than 100 feet or the listed viewing distance, whichever is less, from the nearest visible exit sign.
13. Exit signs shall be internally or externally illuminated at all times.
14. Obstruction to exits shall not be placed in the required width and exits shall not be obstructed in any manner.
15. Door swing shall be in the direction of egress travel where serving an occupant load of 50 or more persons.
16. Occupant load shall be posted in all assembly areas.
17. All compressed gas cylinders must be secured with a noncombustible strap, a third of the way down from the top and a third of the way from bottom.
18. All regulated hazardous materials storage must be labeled. Examples: Waste oil, Waste antifreeze, Solvents, ect.
19. Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container, with self-closing lids. Contents shall be removed and disposed of daily.
20. Storage of flammable and combustible liquids in excess of 10 gallons (38 L) used for maintenance purposes and the operation of equipment shall be stored in liquid storage cabinets.
21. Storage is prohibited under exit stairways.
22. All storage must be 2 feet from the ceiling in a non-sprinklered building, 18

inches from sprinkler heads.

23. Building address must be visible, fronting the street or road way and in contrast of its background.

24. Maintain a 3-foot clearance in front of electrical panel.

25. Mechanical or electrical rooms shall be kept clean and clear of all combustible storage.

26. Doors into electrical panel rooms shall be marked with a plainly visible and legible sign stating "**ELECTRICAL ROOM**"