



Self Inspection Checklist

Exits/Mean of Egress

- Exit doors unlocked/unblocked
- Exit access is unobstructed
- Exterior of exit doors are cleared
- Exit doors are operable
- Enclosed exit stairways clear and free of storage
- Exit lights are operable
- No added surface bolts/latches on exit doors
- Exit doors readily distinguishable as such, with no mirrors or other coverings over doors

Fire Protection Systems

- Fire alarm, fire sprinkler, and suppression systems are inspected and tested annually.
- Sprinkler fire pump is tested and tagged annually
- Wet standpipe system is flow tested every year
- Dry standpipe system is hydro-tested every 5 years
- Sprinkler connection (FDC) is unobstructed and accessible
- FDC caps in place and FDC couplings freely spin
- Sprinkler heads are unobstructed with no storage within 18 inches (36 inches for ESFR and large drop fire sprinklers)
- Sprinkler heads are free of paint, corrosion or other debris
- Sprinkler valve rooms are accessible and free of storage, and their location identified
- Fire Alarm devices (pull stations, control panels, etc) are accessible and function properly
- Fire Alarm monitored by UL central station
- Fire Alarm Control Panel (FACP) accessible and labeled for identification
- Fire alarm system horns and strobes are not obstructed
- Wet and dry chemical suppression system inspected every 6 months (incl. kitchen and spray booths)
- Kitchen hood vent system inspected and cleaned at state required intervals
- Kitchen hood suppression system remote pull station is accessible
- Fire extinguishers inspected annually
- Fire extinguishers are accessible and mounted

Fire Protection Assemblies

- Fire doors operable by self-closing and latching
- Fire doors are not wedged opened
- Roll down fire doors drop tested by outside testing company annually
- Fire rated walls, floors and ceiling construction are not breached
- No obstructions blocking operation of fire doors

Hazardous Materials

- Fire Department permit conspicuously posted and updated
- Fire Department notified of any changes in chemical storage or processes
- No open containers of flammable or combustible liquids
- Flammable or combustible liquids not dispensed by gravity means
- Material Safety Data Sheets(MSDS) are on site (hard copy or electronic version must be available)
- WFRS required hazardous material placard maintained legible
- Compressed gas cylinders secured upright
- Fuel dispensing hoses are not worn or cracked
- Spray finishing in only approved areas (booths, etc)

Electrical

- Emergency Lights tested annually
- Emergency generator is fully tested annually
- Extension cords not used in place of permanent wiring
- Outlet/switch/electrical covers in place
- Covers for junction boxes, panels, etc are in place
- Electrical rooms are identified as such

Housekeeping

- No accumulation of combustible waste
- Electrical, mechanical, boiler rooms are accessible and free of storage
- 3-foot clearance maintained around electrical panels
- Electrical equipment and motors free of debris and build up, (saw dust, lint, etc)
- 3-foot clearance maintained around spray booth (unless against 1 hr. minimum fire rated or exterior wall)
- No combustible storage in spray booth or flammable liquid storage room

Miscellaneous

- Street address numbers posted and clearly visible (6" in height, must be numerical)
- No combustible decorative material in exit corridors or assembly occupancies
- Privately owned fire hydrants accessible
- Privately owned fire hydrants painted per WFRS regulations
- COW gas meters subjected to vehicle traffic protected from damage
- Access road unobstructed
- WFRS KNOX BOX installed and keys updated