



**Fire Marshal Services**  
Comprehensive Fire Inspection and Expert Plan Review  
970-619-0299



#### PRE-FIRE INSPECTION CHECKLIST

Please inspect your premises for the fire and life-safety items listed below. If any items are not in compliance, please correct the item(s) as soon as possible. Our goal, as well as yours, is to maintain fire and life-safety and a pleasant environment for you and your patrons.

This list is a general guideline for common violations that can be readily determined by the business owner.

#### Labeling

- Make sure your markings for fire lanes are clean and legible.
- Make sure the numbers on your address are 4" tall and contrasting colors.
- Any signs marking fire protection equipment need to be visible and made of durable materials.
- Make sure electrical, sprinkler and FACP (Fire Alarm Control Panel) rooms are labeled properly.
- Use approved signage to mark FDC (Fire Department Connection).
  - If on building, a red sign with white letters: FDC in 6: letters, building address in 3" letters underneath.
  - If off building, address numbers on piping 2" listed vertically.

#### Storage

- Make sure you have 18" clearance from sprinkler deflector plate for sprinklered areas and 24" clearance for non-sprinklered areas.
- Do not store combustible materials in your electrical, boiler or mechanical room.
- If you store combustible materials outside, make sure they are at least 10 feet from the building.
- Do not store materials around your electrical panels, making sure there is clearance 30" wide, 36" in front, and 78" tall.
- Secure your compressed gas cylinders to prevent falling.
- Make sure your portable fire extinguisher is installed on hangers or brackets and the top is no more than 60" from the floor. Minimum size required is 2A10BC.

#### Emergency Exits

- Make sure your exit signs are illuminated and in good working order. Check the battery backup.
- Do not store materials in your exit passageways and make sure there is 44" of clearance at exits, or 36" if your occupancy load is less than 50 people.

#### Electrical Issues

- Do not modify your electrical equipment and if it is damaged, have it repaired quickly.
- Maintain your emergency lighting.
- Do not use multi-plug adapters or non-fused plug strips in your business.
- Do not use extension cords for permanent wiring.
- Make sure your electrical outlets have faceplates and do not splice wires in electrical outlets. If you have a box with lots of wires coming together, make sure it is secure and properly covered.

#### Maintenance / Housekeeping

- Create a fire suppression file at your business that is easily accessible to your front line staff including all fire protection system testing and maintenance records.
- Ensure all fire protection system tests have been completed on an annual basis to include sprinkler systems, fire extinguishers, and private fire hydrants. Hood system testing is required every 6 months.



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