

# BUSINESS INSPECTION PRE-INSPECTION CHECKLIST



Rocklin Fire  
Department  
Community Risk  
Reduction  
Division

# DISCLAIMER

- This PowerPoint is intended only to be used as an informational supplement for general members of the public.
- It was developed to provide additional information in the subject of fire prevention.
- It is NOT the intent of this PowerPoint to identify or mitigate all fire hazards a building may experience.
- It is NOT the intent of this PowerPoint to limit or define the scope to which the Fire Department conducts fire inspections.

# ACCESS AND PREMISES

Will fire department personnel be able to access your property in the event of an emergency?

- KnoxBox

- Accessible, visible, and operable.
- Access keys current.
- Electric perimeter vehicle access gates equipped with working KnoxBox switches and Opticom strobe.
- Manual (non-electric) perimeter vehicle access gates equipped with Knox padlock.



# ACCESS AND PREMISES

Will fire department personnel be able to access your property in the event of an emergency?

- Address of Buildings

- Clearly visible and legible from street or road fronting property.



- Rooms, suites, and units properly identified and clearly marked.



# ACCESS AND PREMISES

Will fire department personnel be able to access your property in the event of an emergency?

- Hydrants, FDC, PIV
  - Visible, accessible, and operable.
  - 3 ft. clearance required around all hydrants.
  - FDC (Fire Dept. Sprinkler Connection) and PIV (Post Indicator Valve) labeled to the building to which they are connected.

P.I.V.

PIV shall have wrench with  
break away lock secured.



F.D.C.

FDC shall have approved  
plugs or caps properly  
secured over outlets.

# ACCESS AND PREMISES

Will fire department personnel be able to access your property in the event of an emergency?

- Fire Lanes
  - Adequately marked and identified “NO PARKING FIRE LANE” OR provide signage which states “NO PARKING FIRE LANE”.
  - Curb shall be painted bright red. Curb shall be marked with white lettering at least 3 inch in height provided at least every 25 ft.
  - Fire apparatus access roads require minimum unobstructed 20 ft. width and minimum unobstructed vertical clearance of 13.5 ft.



# PERMITS

Is your building functioning and operating safely within the scope of which it is permitted?  
Have there been any renovations or reconstruction?

- Are assembly occupant load signs required?
- Has there been a change of use or occupancy type?

Situations which may require operational permits from the Rocklin Fire Department:

- Spraying or dipping (e.g. Spray Booth)
- Hot Work Operations
- High Piled Combustible Storage
- Explosives
- Candles/Open Flames in Assembly Areas
- Dust producing operations
- Flammable / Combustible Liquid
- Hazardous Materials
- Places of Assembly 50 or more
- Aerosol Products
- Refrigeration Equipment
- Tire Storage



Contact the Fire Department's Community Risk Reduction Division if you are missing fire operational permits.



# HAZARDOUS MATERIALS STORAGE, USE & HANDLING

Are hazardous materials being used, stored, and handled properly within your building?

## ■ Flammable Liquid Cabinets

- Flammable and combustible liquid used for maintenance purposes and the operation of equipment shall be stored in an approved flammable liquids cabinet when quantity exceeds 10 gallons.



## ■ Compressed Gas Cylinders

- Properly secured with a chain or stand.
- Properly labeled.
- Located away from exits.





# HAZARDOUS MATERIALS STORAGE, USE & HANDLING

Are hazardous materials being used, stored, and handled properly within your building?

- Safety Data Sheets (SDS)
  - Available and accessible on property for hazardous materials/chemicals used on premises.
  - SDS updated regularly and information kept current.



# FIRE PROTECTION SYSTEM

What regular maintenance is being performed on your systems to ensure they will function correctly in the event of an emergency?

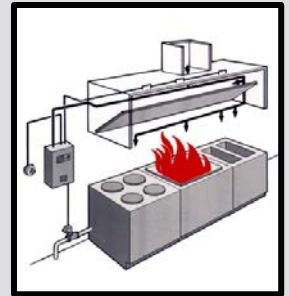
- Automatic Fire Sprinkler System
  - Proof and documentation of 5 Year Service Certification.
  - Serviced and maintained in operating condition.
    - (e.g. annually)
  - Water controls valves are locked in the open position and unobstructed. Should be equipped with tamper switches supervised by the fire alarm control panel.
  
- Fire Alarm System
  - Proof and documentation of annual inspection, testing, and maintenance service of fire alarm system by qualified fire alarm testing company per NFPA 72.

# FIRE PROTECTION SYSTEM

Is your commercial cooking hood and duct system UL 300 compliant?

## ■ Commercial Cooking Hood and Duct Fire Suppression System

- System serviced and tagged every 6 months.
- Required to be UL 300 compliant by Jan. 1, 2008. Please visit <http://osfm.fire.ca.gov> for additional information.
- Kitchen range hoods, vents, fans, ducts, and filters are maintained in proper condition and free of grease.



## ■ Class K Fire Extinguisher

- Located within 30 ft. of cooking appliances.



# EXITS

Will occupants of your building be able to exit safely in the event of an emergency?

- Exit Doors and Hardware
  - Identified, operable, and unobstructed.
  - Completely self closing and self latching.
  - Readily openable from inside without use of key or special knowledge or effort.
  - Fire doors are not to be propped open with wedges, stoppers, or anything else. They may be held open with approved magnetic door holders only if they are tied into the fire alarm control panel and release upon the activation of a fire alarm.
- Emergency Lighting and Exit Signage
  - Back up power supply tested by pressing the test button for 30 seconds.
  - Maintained and operable.



# EXITS

Have fire doors been compromised by occupants or employees jeopardizing the safety of everyone in the building?



**NO**



**NO**



**NO**

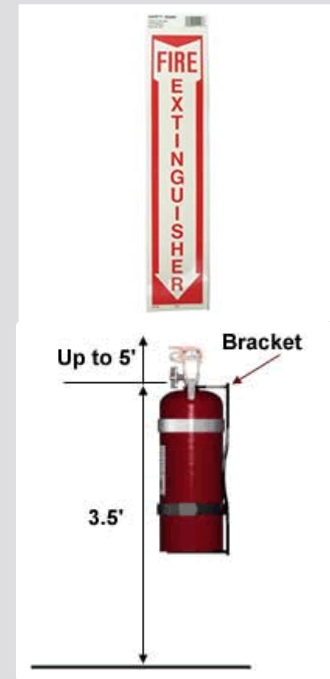
# PORTABLE FIRE EXTINGUISHERS

Do you know where the closest extinguisher is right now?

Are extinguishers easily accessible and visible?

- Portable Fire Extinguisher (P.F.E.)
  - Accessible and unobstructed.
  - Visible with appropriate signage.
- Minimal Size P.F.E.
  - All fire extinguishers must have a rating of at LEAST 2A:10BC and weight of 5 lbs.
  - Special hazard occupancies or areas may require a higher rated or special type of fire extinguisher.
- Travel Distance To An Extinguisher
  - Maximum travel distance from anywhere in the building to an extinguisher must be less than or equal to 75 ft.

Clearance between floor and P.F.E. shall be no less than 4 inches.

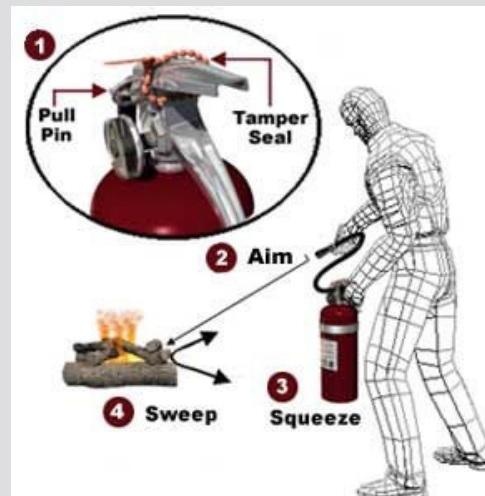



# PORTABLE FIRE EXTINGUISHERS


Have they been serviced and inspected to ensure that they will operate when needed?

## ■ Service and Tag

- The P.F.E. must have a tag which certifies that the extinguisher was last inspected and serviced within the past 365 days.
- Fire extinguishers must be serviced on an annual basis.
- Fire extinguishers must be serviced after they are discharged or used.



DO NOT  REMOVE  
BY ORDER OF  
THE STATE FIRE MARSHAL

16	1	Type	2000
17	2	 EE _____ (Cert. Reg. No.)  (Signature)  Name and Address of Firm	NOV
18	3		2005
19	4		OCT
20	5		2000
21	6		SEP
22	7		AUG
23	8		JUL
24	9		JUN
25	10		MAY
26	11		2003
27	12	APR	
28	13	MAR	
29	14	ANNUAL MAINTENANCE PERFORMED <input type="checkbox"/>	2002
30	15	NEW EXTINGUISHER <input type="checkbox"/>	JAN
31			FEB

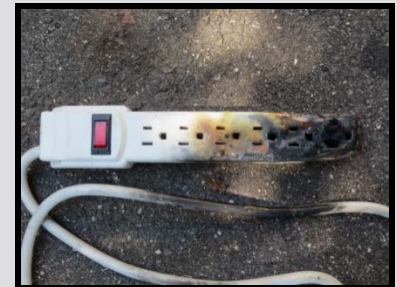
ANNUAL MAINTENANCE TAG



# ELECTRICAL

Are you using extension cords and power strips in a safe manner?

- Extension Cords
  - Shall not be used as substitute for permanent wiring.
  - Approved extension cords may be used for temporary wiring of portable appliances for no longer than 90 days.
  - No daisy chaining.
  - Extension cords and flexible cords shall not be affixed to structures; extend through walls, ceilings, floors, under doors or floor coverings; or be subject to environmental or physical damage.
- Surge Suppressor (Power Strip/Power Tap)
  - Approved UL listed surge suppressor with over-current protection may be used.
  - Shall be directly connected to permanently installed receptacles.
  - Devices that are plugged into a power strip shall not exceed the total amperage limitations as specified by the manufacturer specifications.
  - No daisy chaining.



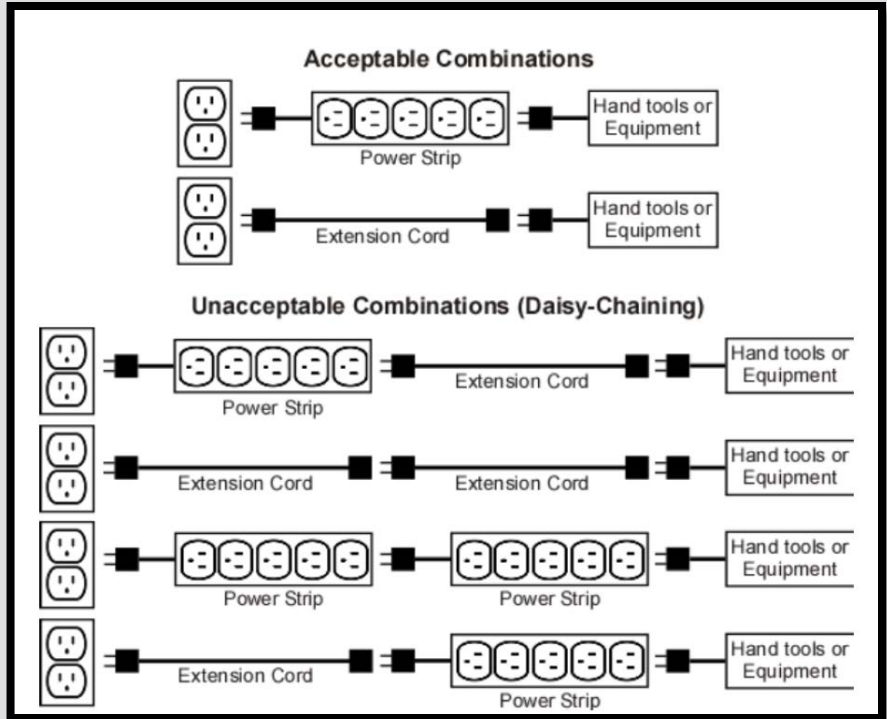
# ELECTRICAL

Are you using extension cords and power strips in a safe manner?

Daisy Chaining is  
**NOT**  
**ACCEPTABLE!**

■ What is daisy chaining?

- Plugging an extension cord into another extension cord.
- Plugging a power strip into another power strip.
- Plugging an extension cord into a power strip or vice versa.



# ELECTRICAL

Are you using extension cords and power strips in a safe manner?

- Have additional electrical outlets installed by a certified licensed electrician if required to energize permanent appliances.
- Electrical Panels and Electrical Rooms
  - 36 inches of clearance from electrical panels.
  - No combustible storage allowed in electrical closets.

**NO**



**YES**



# ELECTRICAL

Are you using extension cords and power strips in a safe manner?

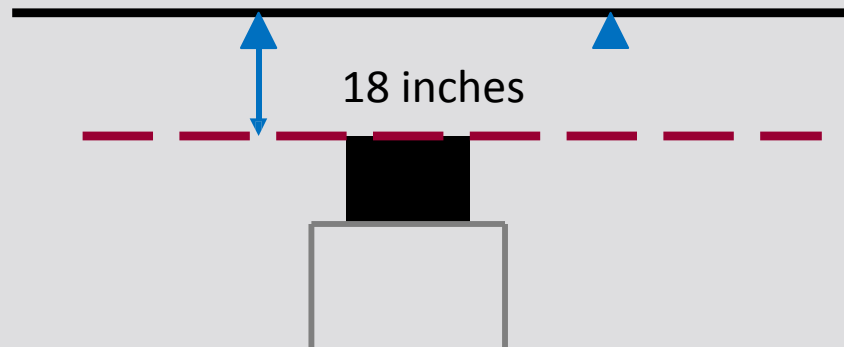
- Multiplug Adapters
  - NOT ALLOWED
  
- Electrical Outlets, Switches, and Junction Boxes
  - Ensure equipped with proper cover.
  - Missing or damaged covers must be replaced.
  - Open circuit breaker slots must be filled with approved filler plates.



# STORAGE & HOUSEKEEPING

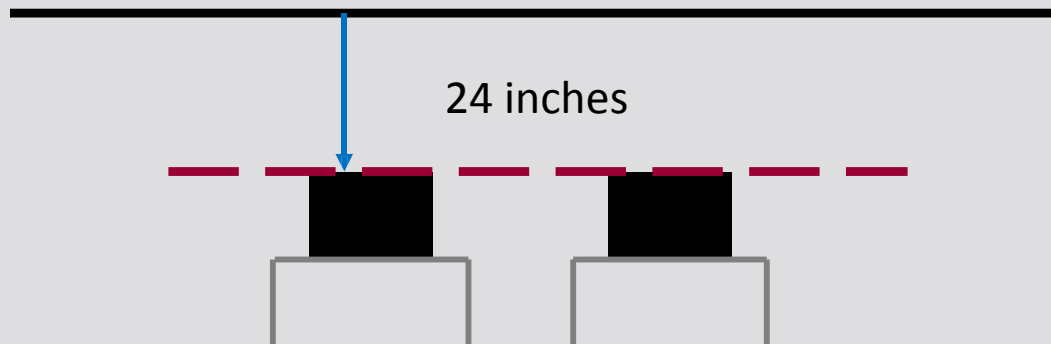
Are items being stored in areas where storage is not permitted?

- Required Minimum Clearance from Storage to Ceiling
  - 18 inches between deflector and top of storage in sprinklered buildings.



NOTE - ESFR SPRINKLERS REQUIRE 36 INCHES OF CLEARANCE.

- 24 inches between ceiling and top of storage in non-sprinklered buildings.



# STORAGE & HOUSEKEEPING

Is trash thrown out on a regular basis to avoid accumulation?  
Are items being stored in areas where storage is not permitted?

## ■ Trash Removal

- Remove rubbish and waste materials from building on daily basis.



## ■ Storage Not Permitted

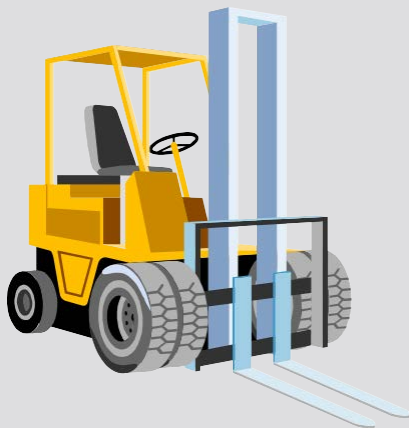
- Not permitted in boiler rooms, mechanical rooms, electrical rooms, exit passageways, stairways, and corridors.



# FIRE RESISTIVE CONSTRUCTION

Have the fire resistive elements of your building been compromised or damaged?

- Holes in Ceiling and Walls of Fire Resistive Construction
  - Holes in walls may be caused by forklifts, power trucks, or accidentally by individuals. Repair these holes immediately to restore the fire resistive properties of the wall.
  - Missing ceiling panels shall be replaced and repaired immediately.





# FIRE RESISTIVE CONSTRUCTION

Have the fire resistive elements of your building been compromised or damaged?

## ■ Drapes, Curtains, Hangings, Drops, and Christmas Trees

- Must be treated with fire retardant in group A, E, I, R-1, R-2, and R-6 occupancies. Inside dwelling units of R-1 are excluded.
- Documentation of fire proofing should be kept on site.
- Fire Department may request that proof of such documentation be provided.



## ■ Fire Retardant Treating of Decorative Materials

- (e.g. drapes, curtains, hangings, drops, and Christmas trees)
- [http://osfm.fire.ca.gov/codeinterpretation/pdf/2006/06\\_074.pdf](http://osfm.fire.ca.gov/codeinterpretation/pdf/2006/06_074.pdf)

# ROCKLIN FIRE DEPARTMENT COMMUNITY RISK REDUCTION DIVISION

## Contact Information:

Rocklin Fire Department Administration

**P:** (916) 625-5300

**E:** [firecrr@rocklin.ca.us](mailto:firecrr@rocklin.ca.us)

**W:** [rocklin.ca.us/fire](http://rocklin.ca.us/fire)

