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Fire Prevention Business Self-Inspection Form

Business Name: _____ **Date:** _____

Address: _____ **Phone:** _____

Representative: _____ **Title:** _____

This form is designed to help you locate and mitigate fire and life safety hazards. This form has been developed using the 2003 International Fire Code. Please complete the following checklist noting any items that need to be corrected. After making any necessary corrections please complete the enclosed reply form and return it to Pacific County Fire District 1.

1. Exterior

- ___A. Are address numbers for your building clearly visible from the street and of a contrasting color from their background? IFC 505.1
- ___B. Are the areas outside and around your building free of trash or combustible debris? IFC 304.1.1 and IFC 304.1.2
- ___C. Are dumpsters or trash containers at least 5 feet from building openings, walls or roof overhangs? IFC 304.3.3

Explanation: Visible numbers and letters ensure that responders can locate your business in a timely manner. If a fire occurs outside the building, combustible material will just add fuel to the fire, allowing it to spread to your building. If the dumpsters were to catch fire it would likely spread to your building, and plastic lids do not contain the fire. The same is true for all combustibles up against your building.

2. Special Systems

- ___A. Does your business have at least one 2A:10B:C (2 1/2 gallon) type extinguisher for every 75 feet of travel, or at least one for every floor if less than 75 feet? NFPA 10
- ___B. If equipped with a hood and duct extinguishing system, has it been serviced in the last six months? IFC 904.11.6.4
- ___C. If your building has a fire alarm system, has the system been tested and serviced within the past 12 months? IFC 907.20 and NFPA 72 Chapter 7
- ___D. Does your business have working smoke detectors and if so has the battery been changed in the last 12 months?
- ___E. If your kitchen area is equipped with a hood exhaust system, has the hood been cleaned in the last 12 months? IFC 904.11.6.

Explanation: Fire extinguishers shall be mounted in plain sight, the top shall be mounted within three to five feet from the ground with a "Fire Extinguisher" sign to indicate its location. Fire extinguishers shall also be inspected and tagged annually. This ensures proper size and operability when needed. Proper cleaning of a hood exhaust system minimizes the chance of a fire from grease buildups.

3. Interior

- A. Are compressed gas cylinders secured to keep them from falling? IFC 3809.13
- B. Are No Smoking signs installed as required? IFC Section 310
- C. All holes in walls and ceilings shall be properly repaired. IFC 703.1
- D. Is the area around the furnace, water heater or any other heat producing appliances clear of combustible material? IFC 305.1
- E. Do you use decorative candles in your business? If yes, is it an approved candle that will self extinguish if tipped over, and not spill wax or fuel at the rate of more than teaspoon per minute if tipped over? IFC 308.3.2
- F. If candles are used, are flames enclosed? IFC 308.3.2

Explanation: If a pressurized cylinder should fall and the top breaks off, it can become a missile. Sheet rock on walls and ceilings create a fire barrier and must remain intact or repaired to be effective. Keeping a minimum of a 36-inch clear area around any heat-producing appliance reduces the chance of it igniting combustible materials due to the radiant heat the appliance produces. The popularity of candles has grown dramatically in recent years with annual sales topping \$2 billion. However, if certain precautions are not taken, candles can become a factor in a chain of events that can result in unnecessary injury and even death. According to the National Fire Protection Agency, candle fires account for 2.4% of all fires and result in 6% of total injuries from fires and 3% of all fatalities from fires. These numbers are on the rise. In 1999 alone there were 370 candle started fires reported in businesses. These resulted in 14 civilian injuries and \$4.9 million in damages.

4. Heating

- A. If portable heaters are used, do they have the code required tip-over and high temperature shut down switch?
- B. Are portable electric heaters plugged directly into a wall outlet?
- C. Are portable heaters located a minimum of 36 inches away from combustibles?
- D. If a wood stove is used to heat your business, was it professionally installed and inspected?
- E. Has the chimney been inspected and cleaned by a professional chimney sweep within the last 12 months?

Explanation: Portable heaters are frequently bumped into and knocked over. Heaters should have an internal safety switch that will turn the unit off if it tips over. Extension cords are not to be used even if they have built-in circuit breakers. Heaters use a large amount of electricity and can melt an extension cord. Many fires are started when heaters are placed too close to boxes, drapes, furniture, etc. Keep a clear space around them! The most recent statistics available indicate there were an estimated 4900 reported structure fires involving wood stoves or other solid-fueled open heaters. These fires resulted in 28 civilian deaths, 35 civilian injuries and

\$49.4 million in direct property damage. Most of the fires appear to involve the build-up of deposits of unburned fuel, called creosote.

5. *Panel Access*

- A. Do the electrical panels have a 30-inch clearance in front for easy access? IFC 605.3
- B. Are circuit breakers/fuses properly labeled in the electrical panel box?
- C. Are spacers or blanks placed in gaps in the electrical panel box? IFC 605.6

Explanation: In an emergency, when you need to get to the electrical panel, you do not want anything in your way. The doors to the panels should remain closed to minimize the chance of sparks being thrown on stored materials in the event of an electrical failure. If you need to turn the power off to a certain part of your building or to a particular piece of equipment, labeling will help. Firefighters may also need to know which breaker or fuse to turn off. Placing blanks or spacers minimize exposure to wires and electricity.

6. *Electrical*

- A. Are all electrical boxes, switches, and outlets equipped with covers to protect the user from shock? IFC 605.6
- B. Are the electrical appliance cords in good repair? IFC 605.5.3
- C. Are extension cords used only for temporary wiring? Temporary wiring is defined as use for up to 90 days. IFC 605.5 and IFC 605.9
- D. Do all your extension cords have built in circuit breakers? Are these power strips directly connected to a permanently installed receptacle? IFC 605.5.1
- E. Are extension cords grounded when serving grounded appliances? IFC 605.5.4

Explanation: All electrical outlets must be equipped with a cover plate which protects the employees and customers in your building from the dangers of electrical shock and prevents from exiting the outlet junction box in the event of an electrical failure. Frayed power cords and worn or poorly maintained electrical equipment may start a fire. Extension cords shall not be used in place of permanent wiring. Lightweight electrical extension cords are not allowed in businesses. Do not use these power strips to plug in large appliances such as refrigerators, copy machines or microwave ovens. Do not connect power strips together.

7. *Exits*

- A. Is the exit(s) clear of obstructions so that, during an emergency, people can exit quickly and safely? IFC 1005.1
- B. Do emergency exit lighting fixtures work properly? IFC 1006.1
- C. Are exit signs illuminated? IFC 1006.1 and IFC 1011.2
- D. Are exit doors unlocked during business hours? IFC 1008.1.8
- E. If the exit has a key lock; does the required exit door(s) have a sign that reads, A This Door to Remain Unlocked During Business Hours@ IFC 1008.1.8.3

Explanation: Aisles and exit paths are to be at least 36 inches wide when storage and/or equipment is on one side, 44 inches wide where storage and/or equipment is on both sides. Aisles and exits must remain clear and unobstructed at all times to allow persons in the building unrestricted exit. Emergency light fixtures help light the way to exits during power failures. Push the test button to check for proper operation at least monthly. If you have lighted exit

signs, the light bulbs must be replaced when they burn out. If you do not have lighted exits, identify the exit doors with signs having letters 6 inches high. All exits must be operable without the use of a key whenever the building is occupied. This includes employees as well as the public. All exit doors shall swing in the direction of egress. Panic hardware shall be installed where required.

Congratulations, you have just taken steps to greatly reduce the chance of a fire occurring in your business. We would like to thank you for your interest in this extremely important program. A fire department representative can address any concerns or questions you have relative to fire safety by calling Pacific County Fire District 1 at (360)665-4451. You may also contact me directly at Station 1 at 665-4451, Station 2 at 642-4200 or via e-mail at; harrington@pcfd1.org.

Thank you for your cooperation,

Rodney Harrington, Captain

Please sign this form and keep a copy for your records.

Return the original signed copy to:

Pacific County Fire District 1
P.O. Box 890
Ocean Park, WA 98640

I acknowledge that this Self Inspection Form is complete and accurate to the best of my knowledge.

Signature _____