

# DIXON FIRE DEPARTMENT

205 Ford Way Dixon, CA 95620 707.678.7060

## Business Self-inspection Worksheet

Business Address: \_\_\_\_\_ Suite: \_\_\_\_\_ Inspection Date: \_\_\_\_\_  
 Business Name: \_\_\_\_\_ Business Ph # \_\_\_\_\_  
 Manager/Owner's Name: \_\_\_\_\_ Personal Ph # \_\_\_\_\_  
 Property Owner's Name: \_\_\_\_\_ Personal Ph # \_\_\_\_\_  
 Emergency Contact: \_\_\_\_\_ Personal Ph # \_\_\_\_\_

#	VIOLATIONS	Y	N	NA
<b>ACCESS</b>				
1	The fire lane is free of obstructions.			
2	The fire lane is painted red and identified with " NO PARKING - FIRE LANE" signs/stencils.			
3	Address/suite numbers are 6" in height and visible from street. They contrast with their background. Rear doors of suites have the suite #/letter on them.			
4				
<b>EXITING</b>				
5	Exits, doors, aisles, corridors, stairways, etc are free of storage and obstructions.			
6	Exit doors open from the interior without a key or any special knowledge/effort.			
7	The main exit door, unless equipped with panic hardware, has "THIS DOOR TO REMAIN UNLOCKED DURING NORMAL BUSINESS HOURS" posted above the door.			
8				
9				
10	Doors equipped with panic hardware are free of any other locking mechanism.			
11	Stairways are free of any combustible storage under them.			
12	Illuminated exit signs are in working order. Exit signs and emergency lighting illuminate when their test button is pushed.			
<b>FIRE EXTINGUISHERS</b>				
13	Portable fire extinguishers with a minimum classification of 2A10BC are present and taged with a date that is less than 12 months old. (Higher hazards may require larger extinguishers)			
14	A portable fire extinguisher is available within 75 feet of travel from anywhere in the building and mounted on a wall at a height of not more than 5' to the top of the extinguisher and not less that 4" to the bottom.			
15	All portable fire extinguishers can be accessed without any obstructions.			
16	Fire extinguishers not in plain view or obscured have signs above them that can be seen from a distance identifying their location.			
<b>FIRE PROTECTION EQUIPMENT</b>				
17	The fire sprinkler system is in operable condition with no obvious leaks or needed repair.			
18	A minimum of 3' clearance is around all on-site fire hydrants and fire department connections. Landscaping is less than 6" high in that 3' circle.			
19				
20	All sprinkler heads are in place. None have been painted, are missing or show any signs of damaged.			
21	The sprinkler supply pipe (Riser) has an attached tag or decal stating the system has been serviced in the last 5 years. Records are on file and available for fire department inspection.			
22				
23	Spare sprinkler heads (a minimum of 6) and a compatible wrench/socket are on site.			
24	Kitchen hood and duct extinguishing system is tagged with a date less than 6 months old.			
25	The kitchen hood, duct, and filters are clean and free of grease buildup.			

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FIRE ALARM SYSTEMS		Y	N	NA
26	The fire alarm system is functioning properly . The system has been tested in the last 12 months. Maintenance records are on file and available for fire department inspection.			
27				
FIRE SEPARATIONS				
28				
29				
30	Attic access and scuttle openings are closed. All ceiling tiles are in place.			
ELECTRICAL				
31	The use of extension cords has been eliminated where permanent wiring should exist. (exception: UL listed, circuit protected power strips)			
32	Fixed and stationary appliances are plugged directly into a wall outlet.			
33	All electrical outlets, switches and junction boxes are properly covered.			
34				
35	There is a minimum of 30" of open space in front of all electrical panels.			
36	All electrical wiring is good condition and protected from physical damage.			
Hazardous Materials				
37	Flammable liquids in excess of 10 gallons are stored in <i>approved</i> UL listed cabinets.			
38	Flammable liquids not used for maintenance purposes are stored outside the building.			
39	Flammable liquids are not stored in the vicinity of exits, stairs, or corridors.			
40				
41	All required hazardous materials permits have been obtained and are available for fire department inspection.			
42	Compressed gas cylinders are properly secured to prevent tipping. Each cylinder is identified with its product name.			
STORAGE HOUSEKEEPING				
43	All storage is arranged in an orderly manner.			
44	The water heater, boiler, mechanical, HVAC and electrical room s are free of combustibile storage.			
45	Goods in storage or on display have a minimum clearance of 24" below ceiling and 18 inches below sprinkler heads.			
46	Oily rags are stored in an <i>approved</i> container with an automatic closing lid.			
47				
48	Combustible waste/rubbish has been removed from the premises.			
49	Dumpsters are a minimum of 5' from combustibile walls, eaves, or openings in a building.			
50	A minimum 30' clearance between all buildings and combustibile vegetation is present.			
MISCELLANEOUS				
51	The dining or assembly room(s) is/are posted with a permanent sign stating the room capacity. (Contact the fire department for this calculation)			
52				

Print Name \_\_\_\_\_ Signature \_\_\_\_\_