

## FIRE SAFETY CHECKLIST

The following checklist is a guide to help you prepare for your Fire Inspection. For more information, please contact the Springville Fire Inspectors at 801-491-5602.

- A minimum of one-5lb ABC portable fire extinguisher (depending on square footage of building) must be conspicuously mounted on a wall so top is not more than five feet (5') above the floor. Portable fire extinguisher must be readily accessible, preferably along normal paths of exit travel. Portable fire extinguishers must be inspected and retagged annually.
- All corridors, stairways, mechanical rooms, and exits must be free and clear of any storage, furniture, or obstructions of any kind.
- All attics, basements, furnace rooms, stairs, and under stairs must be free of accumulation of waste paper, rubbish, rags, etc.
- Exit doors shall be operable from inside without the use of a key or any special knowledge or effort. Exit doors shall not be locked, chained, bolted, barred, latched, or otherwise rendered unusable from the inside.
- No extension cords are to be used as permanent wiring. No electrical cord splicing is allowed outside electrical boxes or fixtures. No cords may be placed under rugs, through walls, doors, or partitions. Wire outside of a conduit, or a switch/junction box, is not permitted. No octopus (multi-plug adapters) connections or frayed cords are permitted. Defective wiring and equipment must be replaced or repaired immediately.
- A main electrical panel must be accessible and clearly marked for all circuits. Cover plates are required on all outlets, switches, and junction boxes. A clear working space 30" x 78" x 3' must be maintained in front of the panel.
- No storage of flammables is allowed in basements or mechanical rooms. No storage is allowed near exits, stairways, or exit doors, including sales merchandise.
- No sprinkler systems can be turned off at any time other than for repair. All valves must be open, accessible, and unobstructed. Sprinkler systems must offer complete protection to all rooms and areas, under stairs, and within closets. Storage shall be maintained at least 18-inches below sprinkler heads.
- No gasoline-powered equipment may be stored in any part of the building except in a rated room designed and approved for this use. All kitchen hood-over equipment that produces a grease-laden air must be equipped with a hood system, automatic fuel shut off, and fire alarm interconnection.
- Fire alarm systems must be operable and in good repair at all times. Complete protection with smoke and heat detectors is required.