

The goal of the Fire Safety Inspection Program is to assist you in making your business a safe place for your customers and employees. We also want to work with you to ensure that if a fire were to occur, damage is limited as much as possible and our firefighters can operate in a safe and efficient manner.

Practicing fire prevention and addressing any possible hazards in your business is a great investment!

A Fire Prevention Specialist from Swanton Fire and Rescue Division will be stopping in to inspect your business in the near future. If you have any questions about this check list or the inspection process, please contact

**We care about YOU and
YOUR BUSINESS**



SFRD FIRE PREVENTION BUREAU

Do your part so the fire won't start.

We need your help and cooperation to help keep Swanton's Businesses and the public safe



SWANTON FIRE AND RESCUE
DIVISION

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SWANTON FIRE AND RESCUE DIVISION



Preparing for your Fire Safety
Inspection



FIRE INSPECTION CHECKLIST

We have compiled a list of the most common hazards to assist you in preparing your business for a fire safety inspection. These are not all hazards inspected. Please feel free to discuss any questions or concerns you may have with your inspector.

Interior Hazards

- ___ Do you have at least a thirty-six inch wide path to all of your exit doors?
- ___ Do your exit doors open freely, with little effort, and are they unlocked when building is occupied?
- ___ If equipped, are all fire doors able to close freely, and free of hold-open devices?
- ___ If equipped, are all exit and emergency lights operating, including having backup power?
- ___ Is storage contained so that nothing capable of burning is within two feet of the ceiling?
- ___ Do you have at least thirty-six inches of clear space around your furnace, water heater, and other heat-producing appliances?
- ___ Do you keep the area underneath exposed interior stairwells free of storage?
- ___ Are your walls and ceilings free of holes and are acoustical tiles in place (none missing)?
- ___ Do you have all compressed gas cylinders secured or chained so they can't fall over?
- ___ Are all flammable liquids identified and stored in their original containers?

___ Are utility shutoffs, fire alarm panels, and sprinkler controls easily accessible to firefighters in the case of an emergency?

___ Are utility shutoffs, fire alarm panels and controls clearly labeled?

___ Is your maximum occupancy posted?

___ Do you have a fire extinguisher installed so that an individual would not have to travel more than seventy-five feet to access one?

___ Are all fire extinguishers with in clear view and easily accessible?

___ Have all fire extinguishers been inspected and tagged within required timeframes?

Electrical Hazards

___ Is your business free of electrical overload, extension cords, and multiple adapters?

___ Are all electrical outlets and switch contacts covered with a safety plate?

___ Is your business free of any electric boxes, exposed wiring, or open spaces in your fuse/breaker panel?

___ Is your fuse/Breaker panel clearly labeled so power can be disconnected quickly in the event of an emergency?

Exterior Hazards

___ Are you storing anything that could burn close to your building or under overhangs?

___ If your business has a designated fire lane, are the signs and/or paint markings in good condition?

___ Is your address clearly visible from the street with at least four inch numbers with a contrasting background?

___ Is there at least three feet clear space around any fire hydrants on the property?

Fire Sprinkler Systems

Some buildings require a fire sprinkler system because of the size and/or the type of business operations. If you have a sprinkler system installed, be sure to check the following:

___ Has the system been inspected and tagged by a qualified contractor within the past year?

___ Is there at least three feet clear space around sprinkler connection valves?

___ Are spare sprinkler heads and appropriate wrench installed in a cabinet near the riser?

___ Is the fire department connection on the outside of the building free of obstruction and are caps in place and working condition?

Fire Alarm System

Some buildings require a fire alarm system because of the size and/or the type of business operations. If you have a fire alarm system installed, be sure to check the following:

___ Does the fire alarm system show "Trouble" or "Alarm" on the key pad or alarm panel? If so, contact a qualified alarm contractor to restore your system

___ Please ask your Fire Safety Inspector about our KNOX BOX program to prevent damage to your building in the event of an emergency or false alarm.