**PRE‐INSPECTION CHECKLIST FOR BUSINESS OWNERS AND TENANTS**

**This is not an all-inclusive list; the inspector will be checking for numerous Fire & Life Safety components.**

This guide is provided to business and property owners to help prepare for an inspection. Use this list prior to scheduling a fire inspection. If you have any questions about this checklist please contact Chief Purvis at cell-706-699-8260 or office 706-597-7426.

**ADMINISTRATIVE-**

\_\_ Does the building have a Certificate of Occupancy “CO”? If not apply for one through the Planning & Zoning Dept. 706-595-5355.

**Copy of Current Reports (if applicable):** Fire Alarm, Sprinkler System, Hood Suppression System & Hood Cleaning Service   
Fire Alarm & Sprinkler- required annually Hood Suppression & Cleaning- every 6 months

**EXTERIOR OF BUILDING**

\_\_ Address visible & legible from the street/roadway in 4" minimum reflective on contrasting background?

\_\_ Parking area maintained/striped/marked with proper aisle(s) and handicap spaces appropriately signed?

\_\_ Ramps/steps/walkways uniform with graspable handrails & necessary guards?

\_\_ Approaches to the building/fire lanes free from obstructions & properly signed?

\_\_ Fire hydrants free from obstruction (within 500' for non-sprinklered or 600' for sprinklered buildings)?

\_\_ Fire department connections FDC/exterior alarms properly signed, maintained, and free of obstructions?

**EXITS & EMERGENCY LIGHTING**

\_\_ Exit doors, access, aisles, and exit discharge areas being properly maintained (clear of obstruction).

\_\_ Doors must not be blocked or locked during business hours.

\_\_ Exits adequately marked and illuminated.

\_\_Emergency lights & exit signs maintained in working order.

\_\_ Stairways, hallways, and other means of egress adequately illuminated (emergency lighting).

\_\_ Exit doors shall be operable from the inside without the use of a key or any special knowledge or effort

**ELECTRICAL**

\_\_ Facility free from any electrical hazards (no permanent use extension cords).

\_\_ Electrical panel free of obstruction and breakers are clearly labeled, 36” clearance around the panel.

\_\_ Electrical panel room door labeled “Electrical Room”.

\_\_ No electrical wires exposed, all junction boxes covered, receptacle & switch covers in place & undamaged.

\_\_ Exterior electrical meters & cutoffs (if applicable) must be labeled for the specific unit.

\_\_ An electric space heater cannot be located under a desk or within 36” of other combustible materials.

**FIRE PROTECTION EQUIPMENT** ***Fire Alarm system/sprinkler system shall be inspected annually. Reports available at inspection***

**Extinguishers**

\_\_ Must maintain a clear access to extinguisher(s)/must be plainly visible, max height is 48” above floor and minimum of 4”.

\_\_ Have fire extinguishers recharged/inspected annually by a licensed fire extinguisher company.

**Fire Alarm System**

\_\_ Required smoke detectors installed and maintained? If present do they operate

\_\_ Fire alarm systems installed and maintained (annual inspection report available at inspection).

\_\_ Storage not permitted in riser, equipment, or mechanical room, etc.

\_\_ Do not block Fire Department connections and Fire Department Connections must have signs. (FDC)

\_\_ Document Box mounted inside sprinkler/alarm room.

**Sprinkler System**

\_\_ Sprinkler system shall be inspected annually.

\_\_ Make sure there are spare sprinkler heads/wrench/caps.

\_\_ Must have a clearance 18" from sprinkler heads.

**COMMERCIAL COOKING (if applicable)**

*Hood Suppression System Inspection & Cleaning- every 6 months – reports available at inspection*

\_\_ Fire suppression systems (cooking operations) properly maintained & inspected.

\_\_ Hood System – must be free of excessive grease buildup in filters, vents, ductwork and nozzles.

\_\_ Class K fire extinguisher for solid fuels or if frying/cooking with oils and fats. (No more than 30 ft.

travel distance of commercial-type cooking equipment)

\_\_ If hood automatic fire extinguishing system is not provided, there will be no cooking/frying at the location.

**MISCELLANEOUS**

\_\_ Penetrations in ceiling or walls closed, (ceiling tiles in place, holes through walls or ceiling filled with fire caulk).

\_\_ Flammable /Combustible fibers, materials, or liquids stored properly.

**After completing an assessment using this checklist schedule an inspection by emailing** [**Sammy.Purvis@thomson-mcduffie.gov**](mailto:Sammy.Purvis@thomson-mcduffie.gov) **or calling cell-706-699-8260 or office 706-597-7426.**

\*These items do not cover ALL possible requirements for specific occupancies. These are GUIDELINES ONLY. All local, state, and federal codes, ordinances, and rules must be followed.