

Self-Inspection Form

Business Name:	Inspection I.D. #
Street Address:	
1. Business Number:	Phone:
2. After-Hours Emergency Contact:	Phone:
3. Email:	Date:

Begin the Self Inspection BELOW:	Yes	No	N/A
<u>Building exterior</u>			
Are address numbers clearly visible from the street?			
Are all sides of the building free from weeds, trash debris, or combustible storage?			
Are all dumpsters and containers stored at least five (3) feet away from combustible walls, openings and roof eaves?			
Are all vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly?			
Is there a minimum three (3) feet clearance around fire hydrants?			
If your business has a Knox key box, are the keys up-to-date?			
<u>Interior</u>			
Have breaches, missing ceiling tiles, holes in the walls or ceiling that could allow fire into the hidden spaces been repaired or replaced?			
Have no new walls been added that would interfere with exiting, fire alarms or sprinkler coverage?			
Do all natural-gas appliances have individual gas shut-off valves?			
<u>Egress/exiting</u>			
Are exit doors free of locking bolts and capable of operation from the inside without use of a key or special knowledge that may interfere with someone getting out?			
Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?			
Do all exit door self-closure devices operate and the door latches completely when released?			
Are all exit paths clear of obstructions, displays, and combustible materials? (Note: Exit paths are from any point in the building to the public way)			
<u>Emergency Lighting/Egress Illumination</u>			
If emergency lighting is provided, is it maintained in operable condition?			
Are all egress paths always illuminated when the building is occupied?			
Does the egress battery backup work? (Push the test button, egress light should illuminate)			
<u>Exit Signs</u>	Yes	No	N/A
If exit signs are present, are they always illuminated?			
Does the exit sign battery backup work? (Push the test button, exit sign illuminate)			
<u>Electrical</u>			
Do all electrical outlets, switches and junction boxes have cover plates?			
Is there a minimum of 30-inches clear space in front of electrical panels so that they are easily accessible?			
Are all circuit breakers labeled to show what they control, and panel door kept closed?			
Are circuit breakers free of tape or any other obstructions that may prevent them from functioning properly?			
Are extension cords used only for temporary use and only with portable appliances?			
Are extension cords replaced with UL® listed power strips and do not pass under rugs, through walls or across traffic paths? All parts of any cord must be visible so that wear or bad spots can be noticed.			

<u>Fire alarm systems</u>			
If the building is equipped with a fire alarm system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?			
Have the batteries in all smoke alarms been checked in the last six (6) months?			
<u>Fire Extinguishers</u>			
Is the travel distance to any fire extinguisher less than 75 feet?			
Have all fire extinguishers been serviced and tagged by a licensed fire extinguisher service company? Extinguisher should be tested every twelve months (12)			
Are all fire extinguishers visible, accessible, and mounted no higher than sixty (60) inches from the floor to the top of the extinguisher?			
Are fire extinguishers at least rated as a 2A-10BC minimum size/type?			
<u>Fire suppression systems</u>			
If the building is equipped with a fire suppression (sprinkler) system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?			
Is there a minimum 18-inch clearance below sprinkler deflectors and the top of storage?			
For commercial cooking, has the hood suppression system been serviced within the last (3)(6) or (12) months?			
For commercial cooking, are the hood filters free of grease and debris?			
<u>Housekeeping and storage</u>			
Is the storage of combustible materials neat, orderly, and piled no higher than two (2) feet below the ceiling?			
Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tightfitting covers?			
Are equipment rooms, mechanical rooms, electrical rooms, and areas under open stairways maintained clear of combustible material storage?			
Are flammable liquids stored in approved safety cans?			
<u>Housekeeping and storage (Continued)</u>	Yes	No	N/A
Are quantities of flammable or combustible liquids stored in approved storage cabinets?			
Are compressed gas containers (CO ₂ , helium, etc.) secured to prevent falling?			
Are all combustibles storage at least three (3) feet away from gas fired appliances (water heaters, furnaces, etc.)?			

Keyholder/Emergency Afterhours Contacts

<u>Contact Name</u>	<u>Phone number</u>