



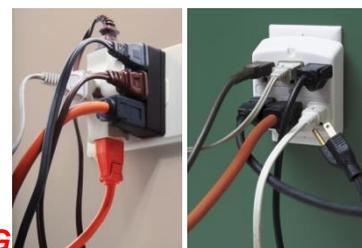
Los Banos Fire Department

Annual Business Self-Inspection Checklist

This self-inspection checklist is a tool to assist you in providing a fire safe environment to your employees and customers and is intended to assist you in preparation for your upcoming fire inspection. This self-checklist covers some of the most common violations found during inspections. This is not a complete list and the inspector may identify other conditions or issues in the building that require attention. The initial inspection and first re-inspection are at no additional cost to the business owner. Additional inspections will be charged to the business owner at the rate of \$144.22 per re-inspection. All fees must be paid prior to Business License issuance. Questions can be directed to the Fire Department at (209) 827-7025.

- The **Knox Box** should have keys and emergency contact information that is up to date. If you have changed anything in the last year, please have your new information or keys ready.
- Address number** for the building should be clearly visible from the street. 10" numbers of contrasting color and 6" at the rear. Buildings that sit back more than 100' off the street; the numbering size shall be 16" or larger.
- All exit doors** shall remain unlocked during business hours. Exits shall not be locked, chained, latched or rendered unusable from the inside for employees as well as the general public whenever the building is occupied.
- Exit door path**, aisle, passageway to all exit doors should be clear of trip hazards and nothing should be stored in front of an exit.
- Exit signs** shall be visible and unobstructed at all times.
- Lighted exit signs**: light bulbs within these signs must be replaced when they burn out.
- Exit signs** equipped with emergency lighting and emergency lighting fixtures can be checked by pushing a test button. If the lights don't work, first try replacing the batteries within the fixture.
- Extinguishers** need to be serviced annually. Check the tags on your extinguishers to see if they are current.
- There should be an A, B, C, 2A-10BC portable fire extinguisher mounted in every business. It must be mounted, readily accessible, and visible to you when you need it. Make sure all employees know where they are located and how to use them.
- Restaurants that have a deep fryer need to also have a K-Class extinguisher mounted within 30' of the deep fryer.
- Power strips** that are polarized or grounded are allowed. A power strips must be plugged directly into the wall receptacle. Do not plug one power strip into another this is called piggy backing, and is not allowed. You can buy power strips with 4', 8', 15' and 25' cords.
- Electrical breaker panel**. All breakers/fuses should be labeled. If you need to turn the power off to a certain part of the business or equipment, it's necessary to have the circuit breaker identified. 36" of clearance should be maintained in front of the panel for access at all times.
- Electrical** outlets and switch plates should not have broken or missing the covers.
- Portable electrical heaters** need to be equipped with tip-over switches and high temperature switch. If it won't shut off automatically when tipped over, replace it with one that will.
- Keep portable heaters a minimum of 36"** away from all materials. Heaters will ignite combustibles materials in a very short time.

- Portable heaters must be plugged** directly into a wall outlet. Do not use any kind of extension cord or power strip. Heaters use large amount of electricity and can melt an extension cord.
- Furnace and water heaters.** Do not store any combustible materials around the Furnace or water heater. They do generate heat and are capable of starting a fire.
- Fire alarm systems** should be maintained and tested by qualified fire alarm service technician. All records should be maintained for fire inspection upon request.
- Pull Stations.** Need to be visible and unobstructed at all times.
- Commercial kitchen hoods.** Hood shall be cleaned every six (6) months and the extinguishing system serviced once a year by a licensed contractor. Check your hood service tag and extinguishing system service tag to see if they are current.
- Building sprinkler system.** Needs to be maintained in accordance with the requirements of NFPA 13. Every 5 years the system needs to be tested and inspected by a qualified sprinkler contractor. All records should be maintained for fire inspection upon request.
- No obstructions such as partitions,** racks or piled stock are allowed to be placed so as to interfere with the effectiveness of water discharge from sprinkler heads. Minimum clearance required for sprinkler heads shall be 18”.
- No stock shall be allowed** to be placed closer than 24” to the ceiling of a non-sprinkled building.
- Compressed gas cylinders** shall be secured to keep them from falling. If a cylinder falls and the top breaks off, it can become a missile.
- Dumpsters** shall be located more than five (5’) feet from combustible walls, roofs, overhangs or any opening like a door or window. If the dumpster catches fire and it is too close to the building, the fire will likely spread to the building. Same is true for all combustibles up against the building.
- Exit Stairways.** No items are allowed to be stored under exit stairways. If the stairway catches fire, you have no means of escape and may be trapped on the floor above.
- Fire Access Roads.** Minimum of 20’ unobstructed at all times.
- Fire Hydrants.** Need to be visible and have a three (3’) foot working clearance around the hydrant at all times.
- Check Electrical appliance cords** supplying power to them. Frayed power cords and worn or poorly maintained electrical equipment can start a fire.
- Extension cords** cannot be used in place of permanent wiring affixed to structures, or extended through walls, ceilings or floors.
- Electrical extension cords** that are grounded can be used for no more than 90 days out of the year for temporary wiring only, like holiday lights and decorations.
- All **multi-plug adaptors** are prohibited.



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