FIRE INSPECTION CHECKLIST

Disclaimer: This checklist is intended for informational purposes only to assist a business owner/manager of a business. The checklist contains basic life safety items examined for a typical business inspection. This list is not exhaustive and the Galesburg Fire Department reserves the right to inspect for compliance with any applicable codes adopted by the City of Galesburg.

Access & Premises

- ☐ Address Numbers: clearly visible from the street
- ☐ Fire Department Connection (FDC): visible and unobstructed
- ☐ Knox Box: accessible with current keys
- ☐ Fire Hydrants: accessible and unobstructed
- ☐ Gas Meter: accessible and protection if needed
- ☐ Exterior Doors: maintained and clear
- ☐ Dumpster: Greater than 5 feet from the building

Egress

- ☐ Exit Ways and Doors are easily recognizable, unobstructed, and maintained
- ☐ Exit Aisles and Corridors: free from obstructions, storage and combustible materials.
- ☐ Door swings outward for 50 occupants or greater
- ☐ Panic hardware operational
- ☐ Fire Escape maintained

Electrical

- ☐ Cover plates used on all electrical outlets, switches, and junction boxes
- ☐ Door labeled “Electrical Room”
- ☐ Access to panels and proper clearance (30”)
- ☐ No extension cords used for permanent wiring
- ☐ Power Strips plugged directly into receptacles

Exit Signs and Emergency Lighting

- ☐ Exit signs in correct locations and operational
- ☐ Emergency lighting operational
- ☐ Backup batteries checked

Fire Extinguishers

- ☐ Annual Service and properly tagged
- ☐ Accessible, unobstructed, and properly mounted
- ☐ Travel Distance: less than 75 feet
- ☐ K-Class available (Kitchen)

Storage

- ☐ 18” clearance for sprinklered ceilings
- ☐ 24” clearance for non-sprinklered ceiling
- ☐ 36” clearance from any ignition source
- ☐ No combustible storage in mechanical room
- ☐ Oily rags and waste materials properly stored

Fire Alarm System

- ☐ Fire Alarm Annual Test performed and documentation posted

Sprinkler System

- ☐ Annual Sprinkler maintenance performed and documentation posted
- ☐ Sprinkler Room door labeled
- ☐ Shut-off valve locked open or supervised

Hood System

- ☐ Fire hood system serviced and tagged
- ☐ Nozzle covers present
- ☐ Manual pull accessible
- ☐ Clean and maintained

Compressed Gas

- ☐ Compressed gas cylinders secured
- ☐ Carbon dioxide (CO_2) detection / alarm

Flammable and Combustible Liquids

- ☐ Flammable and combustible liquids greater than 25 gallons used for maintenance purposes and the operation
- ☐ Proper labeling and signage used