

**Wallingford Fire Prevention Bureau**  
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**SUBJECT: PRE-INSPECTION CHECKLIST FOR FIRE SAFETY INSPECTIONS**

**DEAR CUSTOMER:**

We have compiled a list of the most common fire safety violations to assist you in preparing for your fire safety inspection. **Be advised, this is not an all inclusive list of requirements.**

**GENERAL REQUIREMENTS:**

- If you are classified as an assembly, do you have your Occupant Load capacity posted in public view
- Is there a fire department Knox Box? (If applicable)
- If so, does it have the correct keys?
- Is your street address number plainly visible from the street? Street numbers should be a minimum of 3 inches in height

**EXITS AND LIGHTING:**

- Verify exit/exit paths are free of obstructions
- Verify doors are operable without the use of a key, special knowledge or effort
- Verify exit signs & emergency lighting are unobstructed and working
- Verify stair handrails are in place and secure

**FIRE SPRINKLER SYSTEM: (IF APPLICABLE)**

- Verify annual test and inspection is completed
- A copy of the test report by a licensed contractor should be available for the inspector
- Verify sprinkler riser is marked and accessible with a minimum of 36 inch clearance
- Verify fire department connection is marked and accessible with caps in place

**FIRE SUPPRESSION HOOD SYSTEM:**

- Verify bi-annual inspection is completed by a licensed contractor
- Verify manual pull station is accessible
- Verify hood vent system is clean

**HOUSE KEEPING:**

- Verify combustibles are not located next to any heat producing appliance, minimum 36 inch clearance
- Verify storage from ceiling is maintained, minimum 24 inches below
- Verify storage from sprinkler system heads is maintained a minimum of 18 inches below the sprinkler head

**FIRE PROTECTION CONSTRUCTION:**

- Verify fire rated walls, floors and ceilings are not breached or damaged
- Verify fire doors are operable and not blocked open
- Verify fire doors self-close and latch
- Verify ceiling tiles are in place

**ELECTRICAL:**

- Verify extension cords are not used in place of permanent wiring
- Verify electrical panel is clear and unobstructed with a minimum of 36 inch clearance
- Verify covers are on all outlets, switches, junction boxes and electrical panels

**FIRE ALARM SYSTEM: (IF APPLICABLE)**

- Verify annual test and inspection is completed
- A copy of the test report by a licensed contractor should be available for the inspector
- Verify fire alarm control panel is accessible
- Verify all fire alarm devices are unobstructed
- Verify you have keys to the control panel & pull stations

**PORTABLE FIRE EXTINGUISHERS:**

- Verify annual inspection is completed with tags in place
- Verify extinguishers are visible, unobstructed and properly mounted
- Verify proper type of extinguisher, some occupancies may require specific types of extinguishers

**MISCELLANEOUS:**

- Verify any battery and/or electric powered smoke detectors are operable
- Verify pressurized cylinders or tanks are secured

