

City of Salida Fire Department  
**Pre-Inspection Checklist**

(This is a general checklist and may not include all the items that your business will be required to comply with.)

**General Requirements:**

If you are classified as an Assembly occupancy, do you have your Occupant Capacity posted in public view?

Is there a fire department Knox Box? (If applicable.)  If so, does it have the correct keys?

**Street Address:**

Is your street address number plainly visible and legible from the street? Street numbers should be a minimum of 4 inches in height and in a contrasting color with the background on the outermost surface of the building.

**Emergency Lights / Exit Signs:**

Are all emergency lights and exit lights operational and unobstructed?

Is emergency lighting provided at all exits, corridors and stairwells?

Battery or emergency backup power is required for exit and emergency lighting and you have tested this.

**Means of Egress and Fire Separations:**

Are there any holes in the walls separating you from adjacent tenants, especially above any drop ceiling?

Are fire doors operational and not blocked or secured in place?

Are stairwell handrails secure?

Is access to exits and exit doors clear of obstructions?

Are Exit doors operable without the use of a key or special knowledge or effort?

Are key locked exit doors posted to remain unlocked during business hours?

Panic hardware is required for certain businesses.

**Portable Fire Extinguishers:**

Are there portable multi-purpose dry chemical fire extinguishers (minimum rating of 2A:10B:C) available on each floor? One extinguisher is required within a 75-foot travel distance. (Restaurants and Industrial businesses may require additional specific types of fire extinguishers.)

Have the fire extinguishers been inspected within the past 12 months, and tagged?

Are fire extinguishers properly charged and mounted on the wall no more than 60 inches above the floor, and readily visible and accessible?

**Sprinkler / Fire Suppression Systems (if applicable):**

Does your building have a sprinkler system?

Has the sprinkler system been inspected and tested within the past year? A copy of the test report by a licensed contractor will be given to the inspector.

Are the sprinkler system risers accessible?

Is storage at least 18 inches below sprinkler heads?

Is the fire department connection unobstructed and caps in place?

Are on site fire hydrants unobstructed?

If you are a restaurant, have you had your cooking equipment fire suppression system serviced semi-annually? A copy of the test report by a licensed contractor will be requested by the inspector.

**Smoke Detectors:**

Check batteries on smoke detectors.

**Fire Alarm System (if applicable):**

Do you have a fire alarm system?

Who is it monitored by?

Has the fire alarm system been inspected and tested within the past year? A copy of the test report by a licensed contractor will be requested by the inspector.

Is the fire alarm panel accessible?

Are horns and strobes unobstructed?

Do you have a key to the fire alarm control panel and pull stations?

**Electrical Safety:**

- Maintain 36 inches of clear space in front of and around electric panels.
- Ensure panel box and breakers are labeled for correct use.
- Multi-tap and cube adapters are not permitted.
- Extension cords are not a substitute for permanent wiring.
- No open wiring/junction boxes.
- Maintain clearance around water heaters and other heat producing appliances, such as a furnace, etc.

**House Keeping:**

- Rubbish and trash build-up shall be maintained at a minimal level and removed at least daily.
- Storage under stairs is prohibited unless the stair is protected from the bottom by a fire rated enclosure.
- The storage of combustible or flammable materials is prohibited without written permission of the City of Salida.
- If flammable, combustible, or hazardous material is used or stored, by permission; Material Safety Data Sheets (MSDS) shall be available on site.
- Pressurized cylinders or tanks of any kind (i.e. helium, CO 2, propane, etc.) shall be properly stored and secured at all times.  If required, are alarm systems with the associated cylinders installed and working properly?
- Storage is 24" below ceiling in building without sprinkler system.