

## **Town of Union Code Enforcement** **Pre-Fire Inspection Checklist**



**At the time of inspection, please be sure to have the following available for review:**

- Record of annual fire alarm systems tests.
- Elevator inspection certificate(s).
- Record of 6-month inspection of kitchen hood AES systems
- Record of 6-month cleaning of kitchen hoods.
- Record of annual fire sprinkler system inspections & tests (if applicable).
- Record of annual standpipe system inspection – hose, etc. (if applicable).
- Record of annual private hydrant(s) flow test (if applicable).
- Record of testing & maintenance of emergency and standby power systems (if applicable).
- Certificates are posted that indicate that each boiler has been inspected in compliance with Section 204 of the Labor Law.
- Records of inspection, testing & maintenance of electrically operated partitions maintained on premises and available for inspection. NOTE: Inspection/testing/maintenance intervals are those recommended by the manufacturer.
- Record of testing & maintenance of emergency generator (if applicable).

**You may also want to have your staff check on the following prior to inspection:**

- Exterior fire department Siamese connections for standpipe & sprinkler systems are not obstructed, do not leak, caps are in place and fittings are not rusted and swivel freely.
- Exterior fire department connections marked with signage.
- Exit doors open easily and close and latch from any position.

- Interior fire & smoke doors are not chocked open, open easily and automatically close and latch from any position.
- Occupancy sign posted for assembly occupancies with an occupant load of 50 people or more i.e. Restaurants, churches, taverns, etc.
- Carbon dioxide alarms where systems having more than 100 lbs. are used.
- Carbon monoxide detectors provided in common areas.
- Working space of 30" wide x 36" deep and 78" high minimum in front of electrical panel and service equipment.
- Test & repair (if needed) exit signs & emergency lighting.
- No storage in any means of egress (including hallways & stairways)
- No combustible storage in mechanical, elevator control, boiler & electrical rooms.
- Fire extinguishers are present as needed in common areas (at least every 75 ft. or 3000 SF) and in labs, computer rooms, mechanical/elevator control/boiler/electrical rooms & in any kitchen area where food warming or cooking appliances are used.
- Fire extinguishers are mounted, not obstructed and their tags show current annual inspection date.
- Extension cords not in use, other than temporary use.
- Power strips have surge protection/circuit breaker, are not piggy backed into one another and are directly connected to a receptacle (not to a power strip).

**A quick survey of these issues, in addition to keeping your building safe, will simplify & speed the inspection process.**