



CITY OF WICKLIFFE FIRE DEPARTMENT
FIRE PREVENTION BUREAU

29885 Euclid Avenue ~ Wickliffe ~ Ohio ~ 44092 ~ (440) 944-7141



(COMMERCIAL) SELF-FIRE INSPECTION CHECKLIST

Property Address: \_\_\_\_\_

Exits/Mean of Egress

Pass Fail

- Exit doors unlocked/unblocked.
Exit access is unobstructed.
Exterior of exit doors are clear.
Exit doors are operable.
Enclosed exit stairways clear and free of storage.
Exit lights are operable.
No added surface bolts/latches/locks on exit doors.
Exit doors readily distinguishable as such, with no mirrors or other coverings over doors.

Fire Protection Systems

- Fire alarm, fire sprinkler and suppression systems are inspected and tested annually.
Sprinkler connection (FDC) is unobstructed and accessible.
FDC caps in place and FDC couplings freely spin.
Sprinkler heads are unobstructed with no storage within 18 inches (36 inches for ESFR and Large Drop fire sprinklers).
Sprinkler heads are free of paint, corrosion, or other debris.
Sprinkler valve rooms are accessible and free of storage, and their location identified.
Fire alarm devices (pull stations, control panels, etc.) are accessible.
Fire alarm monitored by UL central station if required.
Fire Alarm Control Panel (FACP) accessible and location identified.
Fire alarm system horns and strobes are not obstructed.
Kitchen hood suppression system inspected at 6 month intervals.
Kitchen hood vent system inspected and cleaned at required intervals.
Kitchen hood suppression system remote pull is accessible.
Fire extinguishers inspected annually.
Fire extinguishers are accessible and mounted.
Travel distance from all portions of the building less than 75' to a fire extinguisher

Fire Protection Assemblies

Pass Fail

- Fire doors are operable by self-closing and latching.
Fire doors are not wedged or propped open.
Roll down fire doors drop tested by outside testing agency each year.
Fire rated walls, floor, and ceiling construction not Breached.

Hazardous Materials

- No open containers of flammable or combustible liquids.
Material Safety Data Sheets (MSDS) are on site (hard copy or electronic version must be available).
Compressed gas cylinders secured upright.

Electrical

- Emergency lights tested each year.
Emergency generator is fully tested annually.
Extension cords not used in place of permanent wiring.
Outlet/switch/electrical covers in place.
Covers for junction boxes, panels, etc. are in place.
Electrical rooms are identified as such.

Housekeeping

- No accumulation of combustible waste.
Electrical, mechanical, boiler rooms are accessible and free of storage.
3-foot clearance maintained around electrical panels.
Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).

Miscellaneous

- Street address numbers posted and clearly visible.
No combustible decorative material in exit corridors or assembly occupancies.
Privately-owned fire hydrants accessible.
Privately-owned fire hydrants painted per BCFD regulations.
LPG gas tanks subjected to vehicle traffic protected from damage.
Access road unobstructed.
If required, CFD KNOX Key Box installed, and keys updated.

This list is meant to provide property owners the opportunity to pre-inspect his or her property prior to City Inspectors conducting an onsite visit. This list is not all-inclusive to what inspectors will be checking.