



SELF-SAFETY INSPECTION FORM

Business Name:	Business License:		
Address:	Business Phone:		
	Yes	No	N/A
EXTERIOR			
Are all combustibles and dumpsters kept/stored at least 10' from the exterior of the building?			
Are the roads around the building clear of storage and vehicles?			
Are the address numbers on the building clearly visible from the street?			
.If you have a lock box is the key/access card up to date?			
Are exterior doors recognizable and free from obstructions?			
INTERIOR			
ELECTRICAL			
Is the area in front of the electrical panel(s) maintained and clear at least 36"?			
Are extension cords used for temporary use only?			
If multiple items need to be plugged in, is a power tap utilized with a built in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			
EMERGENCY LIGHTING			
If emergency lighting is provided, is it maintained in operable condition?			
Does the backup-battery work? (push the test button, the emergency light should illuminate under battery power)			
EXIT SIGNS			
If exit signs are required, are they maintained illuminated or self-luminous?			
Does the backup-battery work? (push the test button, the exit sign should illuminate under battery power)			
FIRE PROTECTION SYSTEMS			
If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			
If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
FIRE EXTINGUISHERS			
Is there access to fire extinguisher(s) rated at a minimum ABC?			
Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			
Are all fire extinguishers visible and accessible (not blocked)?			
Have the fire extinguisher(s) been serviced/tagged by an extinguisher company within the last 12 months?			
HOUSEKEEPING & STORAGE			
Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained/ in working condition?			
Is the storage of combustible materials orderly and clearly marked?			
Is the top storage maintained a minimum of 24" or more below the ceiling in non-sprinklered areas of buildings or a minimum of 18" below sprinkler head deflectors in fire sprinklered areas of buildings?			
If you have compressed gas containers (such as CO2, helium, etc.), are they chained to prevent falling?			
MUNICIPAL CODE			
Have you completed your annual Business License?			
Have you completed the Systems Registration Form?			
Have you completed the Hazardous Chemical Survey?			

A "No" response to any of these questions indicates the presence of a fire code violation. Once all hazards identified as having a "No" response are corrected, please sign, date and return this form with your Business License paperwork. Thank you for your cooperation.

Print Name of Responsible Person

Signature of Responsible Person

Date