



Forest Grove Fire & Rescue and the Cornelius Fire Department Business Fire Safety Checklist

Your local fire department will make every effort to visit your business for a fire safety inspection on a regular basis. Unfortunately, we can't get to each business every year; so use this checklist of general fire inspection items to help you to not only make your business safe, but also to help avoid common violations ahead of your regular fire safety inspection.

Labeling:

- ☐ Make sure fire lanes are clearly marked
- ☐ Is your address clearly visible from the street you're located on? Minimum number height is 4 inches, but larger numbers can be required depending on your specific location.
- ☐ Are fire protection equipment areas (rooms containing fire sprinkler or alarm controls, ventilation equipment, etc.) clearly marked.

Exits:

- ☐ Make sure your exit signs are illuminated and in good working order. Test the battery backup switch to make sure it functions properly.
- ☐ Do not store items in your exit pathways and make sure you have at least 44 inches of exit width, or 36 inches if your business has less than 50 occupants.
- ☐ All exit doors should open freely, and should lead to a clear space outside of the building.

Electrical:

- ☐ Do not modify your electrical equipment. If it is damaged - repair it properly.
- ☐ Maintain all emergency lighting and test the battery back up systems monthly.
- ☐ Do not use multi-plug adapters or non-fused power strips in your business.
- ☐ Extension cords are only used for temporary use of portable appliances or equipment.
- ☐ Make sure all of your electrical panels, junction boxes, and equipment are in good working order.

Storage:

- ☐ Make sure you have 18" ceiling clearance in rooms with fire sprinkler protection (measured from the bottom of the sprinkler head deflector), and 24" ceiling clearance in rooms without fire sprinkler protection.
- ☐ Do not store combustible materials in your electrical, boiler, or mechanical rooms.
- ☐ Any combustible materials stored outside the building are stored at least 10 feet away.
- ☐ Do not store materials in front of your electrical panels.
- ☐ Secure your compressed gas cylinders to prevent falling.
- ☐ Make sure your portable fire extinguishers are installed on hangers or in cabinets, and that the top is no more than 60" from the floor.

Maintenance/Housekeeping:

- ☐ Ensure that all fire protection systems are tested and maintained annually. Keep a separate file of these records so these maintenance documents are available for your fire inspector. Kitchen hood systems require maintenance and testing at 6 months.
- ☐ Clear landscaping and plants away from hydrants and fire department sprinkler connections that serve your business.
- ☐ Keep work areas clean and orderly and avoid build up of dangerous amounts of combustible materials.
- ☐ Hazardous materials are stored and used properly.