



Office of Fire Prevention Fire Safety Inspection Form

The following is a list of general items to be checked to assure that your building is in compliance with building and fire codes. Although it does not include every regulation nor does it necessarily apply to your building, these are the most common problems and therefore need to be checked on a regular basis. If you have any questions about these or any regulations, you can contact the **Vance County Office of Fire Marshal at 738-2091** during weekdays.

Fire Exits

- All required exit doors kept unlocked while building is occupied.
- No storage or trash blocking aisle to exits or exit doors.
- Exit doors open easily.
- Exit lights operating properly.
- Battery in exit lights operating. Test by pushing test button on light or by turning off circuit breaker number ___ on electrical panel ___. Check Monthly.
- Exit signs not blocked from view by stock or other signs.
- Have you conducted a fire drill?
- Emergency lights function properly. Check the same way as exit lights.

Fire Extinguishers

- Fire Extinguisher(s) serviced within the past year. (Must have tag on bottle from service company)
- Safety pin in handle.
- No damage evident to bottle.
- Needle on pressure gauge in "good" or "ok" range or pointing straight up.
- Fire extinguisher(s) mounted on wall or shelf and no higher than 5 feet, and no lower than 1 foot from floor.
- Fire extinguishers shall be a minimum of 5lbs.
- Fire extinguisher(s) located in the correct location?
- Fire extinguisher(s) is visible and accessible to anyone unfamiliar with the building.

Electrical Safety

- ___ Extension cords not allowed for permanent use. Use permanent outlets or surge protectors. (Multi-tap plugs or brown or white zip cords are not permitted)
- ___ Covers on all electrical junction boxes and outlets.
- ___ 3' clearance in front of and 30" to one side on all electrical panels.
- ___ Any electrical work must be done by a licensed electrician.
- ___ Emergency lighting units operating. Check monthly by pushing test button or turning off circuit breaker number ___ on electrical panel ___.

Housekeeping

- ___ Address numbers a minimum of 4 inches high, contrasting to bldg. color?
- ___ **Commercial Buildings** address numbers a minimum of 6 inches in height.
- ___ All trash and combustible material at least 18" from heating appliances such as furnaces and space heaters.
- ___ Un-vented kerosene heaters are not permitted inside commercial buildings.
- ___ All compressed gas cylinders secured to wall with chain or rope unless in use.
- ___ All flammable or combustible liquids must be stored in U. L. approved safety cans.
- ___ All oily rags must be stored in U. L. approved cans. Are they stored outside after close of business hours?
- ___ All outside trash must be in closed metal containers at least 20' from building.
- ___ No smoking signs installed where required.
- ___ No storage in or under stairwells.

Buildings Equipped with Automatic Fire Sprinkler Systems

- ___ System must be tested each year by a sprinkler company.
- ___ Are the risers and valves labeled?
- ___ Do not touch any valves unless you are trained to do so.
- ___ Keep a clearance of at least 18" between all sprinkler heads and the stock level in your store or warehouse.
- ___ If you make alterations or additions to your store such as ceilings, walls or shelving, contact the Office of Fire Prevention to be certain that it will not interfere with the sprinkler system.
- ___ Keep at least 3' clearance of all storage from around sprinkler control valves.
- ___ Be very cautious when operating a fork lift or moving stock in the vicinity of sprinkler heads so as not to damage them.
- ___ Do not store anything in front of outside sprinkler connection.
- ___ Be sure protective covers are on outside fire department sprinkler connection.
- ___ Are the fire department connections identified properly?
- ___ Be sure fire hydrants are not blocked.

Building Equipped with Automatic Fire Alarms

- ___ Has the fire alarm been tested within the last year?
- ___ Are records of this test kept on premises for review?
- ___ Are the employees familiar with the functions of the alarm panel?
- ___ Fire panels should not be re-set until the fire department has determined a cause.
- ___ Is there a Zone Map for the devices used in the system?
- ___ Any alterations or additions to the system been approved by the fire department?
- ___ No storage within 3 ft of fire alarm panel.
- ___ Is the system being monitored 24/7? (Required)

If your building is equipped with fire protection whether it is by sprinkler, fire alarm or combination of the two, we ask that if you do not already have a Knox Box on the premises to purchase one for it. This box is designed to securely hold any necessary keys, cards, etc. to gain entry. We also store contact information in case of activation of the fire protection system. For more information on the Knox Box system please call the number above.

By using this form as a check sheet, the items that are found can be corrected before your next fire inspection. For more information on the North Carolina State Fire Code visit the following web-site.

www.ncdoi.gov

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