



BUSINESS SAFETY CHECKLIST

Exterior Premises

- Address must be identifiable.
- Access must be maintained.
- Hydrants. Maintain 3' clearance around hydrants.
- Housekeeping. Clear away materials that might provide an arsonist with a target.

Egress

- Recognizable exit signs must be maintained.
- Unobstructed. Clear everything from exits and exit pathways that obstruct the required exit width.
- Unlocked. All exit doors shall be unlocked during business hours.
- Illuminated. Means of egress must be illuminated when building is occupied.
- Combustible storage is prohibited near exits, exit enclosures, or under stairways.

Electrical

- Circuit breaker panel boxes. Label all breakers. Maintain proper access in front of box (30" x 78").
- Electrical/mechanical room housekeeping. No combustible storage allowed,
- Overloaded circuits. If circuits are overloaded, install extra circuits or use power taps.
- Extension cords must be plugged into outlet or power tap directly, not piggybacked. Cords must be the proper size and must not be used as substitute for permanent wiring. Cords must serve only one portable appliance that is grounded and UL listed for intended use.
- Power taps (power strips) shall be UL listed and plugged directly into a wall receptacle, not piggybacked.
- Electric motors must be maintained and kept clean.

Fire Extinguisher

- Training. Think "PASS" (Pull pin, Aim nozzle, Squeeze trigger, Sweep towards base of fire).
- Proper extinguishers
 - Low hazard occupancy: Extinguisher must be a minimum 2A10BC with a maximum 75' travel distance to extinguisher.
 - Ordinary hazard occupancy: Minimum 2A10BC (30' travel distance), 2A20BC (50' travel distance.)
 - High hazard occupancy: Minimum 4A40BC (30' travel distance), 4A80BC (50' travel distance.)
 - Type K in commercial kitchens: Extinguishers must be placed within 30' of heat producing equipment
- Proper locations. Place extinguishers near exit doors where possible, not exceeding maximum travel distance noted above. Extinguishers should be properly mounted (maximum 5' high if <40 lbs., maximum 3 ½' high if >40 lbs. In all cases, minimum 4" above ground)
- Proper maintenance. Annual service by a qualified technician is required. Six-year service collar on extinguishers requiring a 12-year hydrostatic test.

Fire/smoke separations

- Proper maintenance. Self closing doors must not be propped open. Smoke and fire doors must be able to fully close upon activation.

Flammable storage

- Liquid storage indoors. Less than 10 gallons must be stored in liquid storage cabinet(s).
- Retail Class 1 liquids. Maximum total = 30 gallons in an unsprinklered building, 60 gallons in a sprinklered building. Maximum height = 6' on metal shelves or 4' 6" on pallets, piles or racks. Maximum metal container size = 5 gallons. No combustibles stored above.

Heat sources

- Ignition sources are prohibited near fumes. Clearance to combustibles to be maintained
- Portable heaters are required to have tip over prevention and high temperature limiting features. 3' clearance from combustibles must be maintained. Portable heaters shall not be used with electrical extension cords.

Combustible materials/storage

- Combustible indoor storage is to be orderly, it must be kept a minimum of 2' below the ceiling (unsprinklered) or a minimum of 18" below sprinkler heads.
- Combustible outdoor storage. Dumpsters must be a minimum of 5' from buildings, 10' from property lines.
- Decorations must be non-flammable or treated flame resistant.

Fire protection/detection maintenance

- Sprinkler systems must be inspected, tested and maintained annually.
- Alarm systems must be inspected, tested and maintained annually.
- Kitchen hood suppression systems must be inspected, tested and maintained every 6 months.
- Standpipe systems must be inspected, tested and maintained every 5 years.

Special occupancy requirements

- Consult Fire Department.