



MEDFORD FIRE

Emergency Contact Information and Business Use Checklist

For use with Building Permit Applications and Business License Applications

Application Number: _____

Applicant/Agent Name _____

Phone _____ E-mail _____

Applicant/Agent Signature _____ Date _____

CONFIDENTIAL: 24-Hour Emergency Contact Information For 911 Dispatch Center

Business Name _____

Business Street Address _____

Business Phone _____ Cell Phone _____

Is the Applicant/Agent listed above a 24-hour emergency contact for this location?

Yes No

List name(s) and phone number(s) of additional 24-hour Emergency Contact(s).

1. _____

2. _____

3. _____

Describe the intended activity or use of this business location.

Checklist (See reverse side)



Check all of the conditions that apply to your business and/or the specific room, suite, floor, or building your business occupies. If none apply, or if you don't know, leave blank.

Does the space your business occupies have a fire protection system?

- Automatic Sprinkler System
- Fire Alarm System
- Emergency Alarm System
- Other (Alternative Extinguishing, Kitchen Hood Suppression, Standpipe, Smoke Control, etc.) Type: _____

Are there hazardous materials present (105.6.20)?

- Compressed Gases: oxygen, nitrogen, butane, propane, etc.
- Explosives
- Flammable and Combustible Liquids: gasoline, alcohol, etc.
- Highly Toxic Materials
- Oxidizing Materials
- Organic Peroxides
- Pyrophoric Materials
- Toxic Materials
- Unstable (Reactive) Materials

Is there High-Piled Combustible Storage (105.6.22)?

- Greater than 500 square feet of storage that is ALSO:
 - o High Hazard over 6 ft – Tires, pallets, Group A Plastics (Styrofoam, etc.), flamm. liquids, etc.; **OR**
 - o Combustible Materials over 12 ft – materials that are fuel for a fire such as wood, paper, etc.)

Other Operations and Materials?

- Combustible Dust (105.6.6): Grain elevator; feed mill; pulverizing of aluminum, cocoa, magnesium, spices, sugar, etc.
- Combustible Fibers (105.6.7): readily ignitable and free-burning material in a fibrous or shredded form such as cloth, hay, hemp, rags, straw, wastepaper, etc.
- Cryogenic Fluids (105.6.10)
- Cutting and Welding (105.6.1)
- Dry Cleaning (105.6.12)
- Fruit and Crop Ripening or fruit-ripening process using ethylene gas (105.6.18)
- Fumigation and Insecticidal Fogging (105.6.19)
- (HPM) Semiconductor Manufacturing (105.6.21)
- Hot Work (105.6.23): Welding, etc.
- Industrial Ovens (105.6.24)
- Lumber Yards and Woodworking Plants (105.6.25)
- LP-Gas (105.6.27)
- Magnesium (105.6.28)
- Open Flames and Torches (105.6.31)
- Open Flames and Candles (105.6.32): open flames and candles in dining areas, bars, etc.
- Plant Extraction or Processing (105.6.38)
- Repair Garages and Motor Fuel-Dispensing (105.6.39)
- Spraying or Dipping (105.6.41)
- Storage of Scrap Tires (105.6.42)



Business Fire Inspection Tips: Common Items To Look For

A Quick Guide For Business Fire Safety

Building Exterior

- Does your building have address numbers? Does your unit have ID numbers? Is your address easily visible from the street?
- Are trash dumpsters at least 5 feet away from buildings?

Building Interior

- Are exits clear from obstructions and storage?
- Do exit doors open easily with no extra or unapproved locks, latches, bolts, surface/flush bolts or chains?
- If there is a lock on the main exit, do you have approved signage indicating: "**THIS DOOR TO REMAIN UNLOCKED WHILE BUILDING IS OCCUPIED?**"
- Do lighted exit signs and emergency lights work?
 - Do they illuminate and continue to operate when the test button is pressed?
- Are floors, walls, and ceilings free from holes or open penetrations?
- Are compressed gas cylinders secured/chained to prevent tipping?
- Are self-closing fire doors maintained and working properly?

Electrical

- Are extension cords only for temporary use? (less than 90 days)
- Are extension cords of adequate capacity for the item being powered and never plugged into another extension cord or "*daisy chained*."
- Are extension cords not placed under rugs, floor coverings or through walls?
- Do all electrical switch, outlet, and junction boxes have covers or wall plates?
- Are power taps, power strips, and space heaters only plugged into permanent outlets?
- Are electrical panels/spaces visible, accessible, and clear of storage?
- Are all circuit breakers, electrical panels, and electrical room doors labeled?

Fire Extinguishers

- Do you have a fire extinguisher? (**All businesses are required to have at least one**)
- Are fire extinguishers mounted, conspicuously visible, and unobstructed?
- Are fire extinguishers sized correctly? (Minimum approved size is **2A:10B:C**)
- Have fire extinguishers been serviced and tagged within the last 12 months?
- Are fire extinguishers on each floor, within 75 feet from all portions of the building?

Fire Suppression and Alarm Systems (when present)

- In commercial kitchens, has hood suppression system been serviced in the last 6 months? Is the hood and ducting being professionally cleaned and relabeled every 3 to 6 months to prevent grease accumulation?
- Have fire sprinklers and fire alarm systems been serviced in the last year?
 - Were deficiencies were found? (**If yes, they must be corrected**)
 - Have you arranged additional service to have all deficiencies corrected?
 - Are sprinkler Fire Department Connection (FDC) connection caps intact?