

Palm Bay Fire and Life Safety Self-Inspection Checklist

FIRE EXTINGUISHERS

- Is there a portable fire extinguisher in your business?**
Fire extinguishers are required to be mounted in a visible and readily accessible location. Extinguishers are required to be inspected annually by a licensed fire extinguisher service company and hold a current service tag. **Contact your local fire extinguish service company for service.**

EXTERIOR

- Are address numbers for the building or your business space clearly visible from the street or driveway?** All emergency vehicles (fire, police or ambulance) must be able to find your business. Numbers should be at least six inches high and contrast with their background. Larger numbers may be required.
- Is the area around your building free of trash or combustible debris?** If a fire occurs outside the building, combustible material will just add fuel to the fire allowing it to spread to the building.
- Is the trash dumpster for your business more than five feet from the building's exterior wall, roof overhang or any opening like a door or window?** If the dumpster is too close and were to catch on fire, it would likely spread to the building.

ELECTRICAL

- Are the electrical appliances and the cords supplying power to them in good working condition?** Frayed power cords and worn or poorly maintained electrical equipment will start a fire.
- Do all your electrical extension cords have a circuit breaker? Extension cords are only permitted for temporary use of portable equipment in a commercial building.**
Lightweight electrical extension cords are not allowed for use in commercial business. If you need an extension cord, use the type equipped with an internal circuit breaker (commonly referred to as a UL Listed "power strip"). Do not use these extension cords or "power strips" for supplying power to large appliances such as refrigerators, copy machines, or microwave ovens.
- Is there a clear area in front of all electrical panels?** A clear path 30" wide is required for access to the panel. There must be 36" of clearance in front of the panel, to a height of 78".
- Is there a cover on all electrical switches, outlets and junction boxes?** Missing covers are a common safety hazard and very inexpensive to correct.
- Are all circuit breakers within the panel identified?** If you need to turn the power off to a certain part of your business or piece of equipment, it is necessary to have the circuit breaker identified.

MISCELLANEOUS

- Is storage orderly and at least eighteen inches below the ceiling in your storage area?** While it is sometimes difficult, storage in the storeroom should be kept away from light fixtures, air supply, exhaust fans, and sprinkler heads.
- If you have a compressed gas cylinder within your business, is it secured so it can not fall or be knocked over?** Many businesses have compressed gas tanks that will sail away like a rocket if they tip over and the control valve breaks off.
- Are there any holes or openings in your walls or ceiling?** Sheet rock on walls and ceilings create a fire barrier. These must remain intact or repaired to be effective.
- Does your business have a Knox Box (a key security box)?** Are the keys current?

Emergency Contact

- Do you have a current list of emergency contact personnel?** Provide a copy to Palm Bay Fire Prevention.

Private Fire Hydrant

- Do you have private fire hydrants?** It is your responsibility to have them inspected and maintained annually by a licensed utility contractor. Provide copies of test and inspection reports to Palm Bay Fire Prevention.

EXITING

- If the power goes out, can you, your employees and customers see well enough to get out of the building safely?** It may be necessary to install emergency illumination that will work automatically when the power goes out. You should have a working flashlight handy.
- Is there a clear aisle or passageway to all exit doors?** Building occupants must be able to get to the exit doors without having to go around displays that are in the way. These areas must be free from obstructions to allow their use.
- Can you see these exit doors or signs indicating their location from everywhere within your occupancy?** If it looks like an exit door, it must act like one. Identify the exit doors with signs having letters six inches high.
- Are the lighted exit signs in your business working? Does the emergency battery backup lighting work?** If you have lighted signs in your business, the light bulbs must be replaced whenever they burn out.

ALARM/SUPPRESSION SYSTEMS

- Does your business have an alarm, sprinkler, and/or hood and duct system?** These systems must be maintained and tested at least annually by licensed technicians. All testing results are required to be forwarded to the Palm Bay Fire Prevention Division (5240 Babcock St. NE Suite 300 attention: Mike Couture, Fire Marshal).

If you have any questions related to any items on this Self-Inspection Checklist, please contact our office (321-953-8929) for assistance.

Sincerely,

Mike Couture

Mike Couture, Fire Marshal, Palm Bay Fire Department