

Village of Brockport

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FIRE MARSHAL'S OFFICE FIRE SAFETY CHECKLIST



Listed below are some of the more common fire or life safety hazards found by the Fire Marshal's Office in the course of routine fire inspections. It is hoped this information will be useful in establishing procedures to regularly self-inspect your business. By periodically doing so, you will make it a safer place for your staff and customers. In addition, it will lessen your chances of experiencing a fire or other emergency.

LIFE SAFETY:

- All exit doors open fully without the need for or use of keys, tools, special knowledge or effort.
- All exit doors unlocked while business is occupied (even if only by staff)
- Aisles leading to exit doors not obstructed
- All exit doors shall remain free of any and all obstructions, both inside and outside including snow and/or ice
- EXIT signs and EMERGENCY lighting in proper operating condition and not obstructed by decorative materials or displays
- EXIT signs and EMERGENCY lighting devices are properly identified in the electric panel; circuit breakers are noted for testing purposes

CROWD MANAGEMENT:

- During peak occupancy, number of persons inside the building is limited to the **Occupancy Posting**, if provided, or to a safe and manageable number
- Occupancy posting signage (if required) is displayed in a prominent location at all times in the vicinity of the main entrance
- Staff and attendants are periodically trained and drilled in the duties to be performed in case of a fire, panic or other emergency
- Staff has/uses procedures to accurately inform first responders of the number of other staff members and patrons evacuated from the premises

FIRE PROTECTION EQUIPMENT:

- Fire extinguishers are in proper operating condition, are easily accessible, and have yearly maintenance inspections from a fire safety company with monthly staff checks noted
- Fire alarm, fire/smoke detection systems (if any) are in proper operating condition with a yearly maintenance inspection completed by alarm company. Certification / documentation of annual testing / maintenance records shall be on file and available for review.
- Fire sprinkler heads (if any) not obstructed or dirty and maintain an 18" (inch) clearance between sprinkler heads and any storage items or fixtures below heads
- Fire sprinkler systems inspected and maintained as required by a certified contractor. Automatic fire suppression systems (if any) in proper working condition and inspected and maintained by a fire safety company. Certification / documentation of annual testing / maintenance records shall be on file and available for review.
- Staff trained in the proper use of fire extinguishment equipment and procedures of fire prevention and fire/emergency notification

HEATING:

- Permanently installed fuel-fired heating appliances such as furnaces, boilers or water heaters and their vent systems are properly maintained and correctly vent to the outside
- Mechanical and ventilating equipment is free of dust and waste material
- All gas appliances have individual gas shutoff valves
- Make up air openings or exhaust/intakes for fuel-fired heating appliances are free of any obstructions or impairments
- Combustible materials are not stored or placed in close proximity to fuel-fired heating appliances

- Draft hood funnels are properly seated, vent pipes secured by approved mechanical fasteners, openings around chimney thimbles adequately sealed to the vent piping
- Exterior chimneys or vents are in good condition with no sign of deterioration

ELECTRICAL:

- All electrical panels, junction boxes, outlets and switches protected with approved cover plates, and panel box circuit breaker shall have all openings sealed with breaker blanks or approved coverings.
- Areas around electrical service equipment such as breaker panels, motors, etc., have adequate clearance
- Extension cords and multi-outlet power strips are not used as a substitute for hard-wired electrical outlets
- Power cords shall not run under floor mats, carpeting or through doorway openings or walls
- Electrical breakers or fuse boxes labeled to show what circuit affects what electrical devices.
- All electrical breakers are free to operate (not taped open or bracketed)
- Electrical motors free of accumulation of dust, oil, waste and/or debris

HOUSEKEEPING:

- Cooking operations that produce heat, steam, smoke, or grease-laden vapor require the ventilating duct system be cleaned on intervals consistent for the amount of residue produced. Certification / documentation of annual cleaning / maintenance records shall be on file and available for review.
- Refuse stored in appropriate locations and not allowed to accumulate in large quantities
- Storage of any flammable materials kept at least 36" away from heat producing equipment
- Flammable liquids, aerosol containers, etc. kept in metal or UL listed cabinets
- Compressed gas cylinders (helium, carbon dioxide, etc.) secured to a fixed object to prevent tipping over
- Suitable noncombustible ash trays or receptacles available in designated smoking areas
- No holes or unsealed penetrations in fire rated walls, floors or ceilings
- Fire doors kept closed at all times (no wedges, tie opens, etc.)

EXTERIOR:

- Fire lane "No Parking" signs in place and enforced, if provided or required
- Building or premises address numbers are a minimum of 5" high, are clearly visible from the street or public way, and are of a contrasting color to the structure background.
- If provided, does the Fire Department rapid entry "Knox Box" contain the correct keys and current personal contact information sheets
- Fire Department connections, e.g. fire standpipes, locations are readily accessible and cleared of snow, weeds or impairments at all times
- Fire hydrants are readily accessible and cleared of snow, weeds or impairments at all times
- Privately owned and operated fire hydrants are tested and maintained yearly

FIRE INSPECTION:

- When required, a commercial occupancy, place of public assembly, industrial, etc., operational permit is current and valid
- Material Safety Data Sheets (MSDS) for quantities of hazardous materials on the premises are on file as required

Questions concerning this information sheet or any other fire safety related matters should be directed to the Fire Marshal's office (contact information on the front of this sheet.)

REMEMBER – FIRE SAFETY IS GOOD BUSINESS

