

West Brookfield Fire Department

Office: (508) 867-1408 (non-emergency) Fax

Number: (508) 867-1423

3 Cottage Street, West Brookfield, MA 01585

www.wbrookfield.com/fire



PRE-INSPECTION CHECKLIST

The following information is designed to help you identify potential fire code violations. These sections represent the areas where most problems are found. If you complete this checklist prior to Fire Department Personnel inspecting your building, you will greatly reduce your chances of having any violations.

	Yes	No	N/A
Access & Premises			
Are address numbers for the building of a contrasting color and clearly visible from the street?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Gas Meter and piping protected from vehicle impact?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a minimum of 3' clearance around fire hydrants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Egress (Exiting)			
Are the exit ways and doors easily recognizable, unobstructed, and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the main exit door is provided with key-locking hardware as allowed by Code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are all exit doors operable from the inside w/o the use of keys or any special knowledge or effort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the exits and exit enclosures free from the storage of combustibile materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire doors with self-closing hinges maintained in the closed position (Not blocked open)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Lighting/Egress Illumination/Exit Signs			
If emergency lighting is required by code, is it maintained in operable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the means of egress illuminated when the building or structure is occupied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If exit signs are required, are they maintained and illuminated or self-luminous?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the backup-battery work? (Push the test button; the exit sign should illuminate under battery power.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical			
Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are circuit breakers/fuses labeled so as to identify the area protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area clear at least 36" in front of electrical panel(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords used only for temporary use? (Maximum 90 day usage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary power to service a <u>single</u> small portable appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the extension cord(s) grounding prong intact and present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If seasonal decorative lighting is used, is it removed after 90 maximum days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers			
Is there access to fire extinguisher(s) rated at a minimum 2A-10BC?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the travel distance from all portions of the building less than 75' to a fire extinguisher?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers visible and accessible (not blocked)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the fire extinguisher(s) been serviced/tagged by a fire extinguisher company within the last 12 months? (Proof of purchase taped to extinguisher is acceptable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire extinguisher(s) properly mounted? (Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if > 40 lbs., maximum 3 1/2' high if < 40 lbs. In all cases, minimum 4" above the ground).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<i>Heat Producing Appliances</i>	Yes	No	N/A
If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept a minimum of 36" away from combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the clearance between heat sources such as light fixtures, heaters, and flame producing devices, and combustible storage maintained at 36" clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Housekeeping & Decorations</i>			
Is combustible rubbish that is stored in containers outside of common areas removed from the building a of once a day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are oily rags or similar material stored in metal, metal lined, or other approved containers that are equipped with tight-fitting covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are seasonal decorations treated with flame retardant or certified fire resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Storage of Combustibles</i>			
Is the area beneath the stairwells and in common storage areas free of excessive combustibles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the boiler rooms, mechanical rooms, and electrical panel rooms well maintained and free of all combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rubbish containers over 5-1/3 cubic feet (40 gallons) provided with lids and made of non-combustible construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings, or combustible roof eave lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Storage of Compressed Gas Cylinder</i>			
If you have compressed gas containers (such as co2, helium, etc.), are they chained to prevent from falling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Storage of Combustible and Flammable Liquids</i>			
Are quantities in excess of 10 gallons of flammable and combustible liquids used for cleaning purposes and the operation of equipment stored in liquid storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Suppression System</i>			
Is your fire sprinkler system serviced annually and is it tagged to indicate it is in working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Multi-Family Buildings</i>			
Do buildings 3 or more stories OR with 16 OR more units have a fire alarm system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do un-sprinklered buildings WITH a fire alarm have pull stations at each exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there heat detectors in the laundry room for buildings with a fire alarm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is fire sprinkler system monitoring provided for systems with more than 100 heads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do buildings 4 or more stories have a standpipe?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do apartment buildings having 5 or more units have hardwired detectors with battery backup?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>