



Annual Life Safety Inspections Quick Tips

1. Fire Extinguishers

- Extinguishers are required based on the type of hazard at your business. For more information on selecting a fire extinguisher you can contact our Fire Prevention Bureau.
- A portable extinguisher must be available within 75 feet of travel to all portions of the building, unobstructed and clearly visible.
- The date of the last extinguisher service must be within the last 12 months. At least once a year your extinguishers must be serviced by a certified fire extinguisher company.
- If you have a qualifying cooking surface (restaurants) you must have a K Class extinguisher present in the area.

2. Exits

- The exit door(s), corridor and stair(s) must be clear and unobstructed.
- The exit door(s) open with a single motion - no locks or bolts - panic hardware can help meet this requirement.
- Exit doors may not be locked from the inside during business hours.

3. Exit & Emergency Lighting

- Exit lights must be working under battery and normal conditions. The most commonly found problem is bulbs that have burned out or battery packs that are dead. Most bulbs and batteries can be bought at local hardware or electrical supply stores.
- Checking your lights for backup power is usually done by pushing a button on the side, top, or bottom of the light. This will cut normal power and check the battery. Should the unit make a noise when you are doing this, please have the unit checked. The battery could be low or the charging circuit may be out.
- Exit lights must be visible showing the path of egress.

4. Combustible Materials

- Combustible materials must be at least 3 feet away from any heating appliance.
- Flammable liquids must be stored in approved containers, cabinets or safety cans.
- Combustible materials are not to be stored under a staircase.

5. Address Numbers

- Numbers that indicate the building address must be clearly visible from the street side of the building.
- They must be affixed to the building, be of a contrasting color and must be at least 4" in height.



6. Electrical

- Wall outlets and switches must have cover plates and shall not be overloaded.
- Cords and cables must be in good condition - no visible cracks or signs of wear.
- Extension cords shall be U.L. listed outlet bar type (surge protector style).
- All electrical panels must be closed and unobstructed for a minimum of 30 inches and must be properly labeled.

7. Fire Alarm (if applicable)

- The fire alarm system must be in working condition and tested by a state licensed technician annually.
- If you have a fire alarm system, you must have a KNOX box with current key inside the box.

8. Fire Sprinkler/Standpipe Systems

- A test of the system must be conducted by a state licensed fire suppression contractor annually.
- The sprinkler system must have a current tag showing the system was tested.
- There must be at least 18 inches clearance below all fire sprinkler heads - including in storage areas.
- The system must be maintained and in working condition.

9. Hood Systems for Kitchens

- The hood system and grease filters must be clean. Fire can occur from heavily collected grease.
- The fire protection system for the hood must be checked *EVERY SIX MONTHS*, this inspection must be conducted by a state licensed fire suppression contractor. The contractor must properly tag the system. All systems shall be a "Wet System" no system should be tagged as compliant if you have the old dry chemical agent.
- All cooking surfaces must be under the hood system at all times, and you must have a fire protection head from the system over the cooking surface.