

# West Carrollton Fire Prevention



## What the Fire Department Needs From You

Prior to inspecting your business, you can help the fire department by self-inspecting prior to our arrival. Below is a list of items we look at when we arrive at your business for final occupancy permit;

### 1. Address Numbers:

- Numbers that indicate the building address must be clearly visible from the street side of the building. An address sign should be 5-inch or higher for business and able to see from the street. If you are located in a multiple occupancy building, the address is required on the back door.
- Name of the owner/occupant of the business with emergency contacts that live close to the business.

### 2. Exit Doors & Exit Lighting:

- The exit doors, corridor and stairwells are to be clear and unobstructed.
- Exit doors may not be locked from the inside during business hours.
- Do not use door stops or remove the door closures to hold open a fire/smoke door.
- If applicable, exit lighting and emergency lightning shall be illuminated and tested monthly.

### 3. Fire Extinguishers:

- Each fire extinguisher must have a minimum rating of 2A:10BC.
- 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. Once a year your extinguishers must be serviced by a certified fire extinguisher company.
- According to NFPA 10 (which governs fire extinguishers) a 2A:20BC extinguisher must be within 75 feet of travel distance from any area (50 feet if there are flammable liquids present in the occupancy).

### 4. Electrical:

- Wall outlets and switches have cover plates in place and the outlets are not overloaded. The daisy chaining if surge protectors is not allowed.
- Cords and cables are in good condition.
- Surge protectors are U.L. listed outlet bar type (surge protector style).

### 5. Quick Access to the business during non-occupied hours (Knox Box).

- Provide a key secured box on the outside wall for quick access. These "Knox Boxes" are designed to secure a key for fire department access during non-business hours.
- The Knox Box can be ordered from the website following the on-line directions or call the West Carrollton Fire Departments Prevention office for direction.

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#### **5. Fire Alarm (if applicable):**

- The fire alarm system is in working condition; it has been serviced and tested by a state licensed fire alarm contractor within the past 12 months (keep a copy of the report on file).

#### **6. Fire Sprinkler (if applicable):**

- A test of the system has been conducted by a state licensed fire suppression contractor each year and semi-annually for a dry sprinkler system.
- Storage is to provide at least 18 inches clearance below the fire sprinkler heads.
- The system is maintained in working condition.

#### **7. Combustible Materials:**

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

The above are just a few items that we could be looking for when completing a fire inspection. If you are not sure what you have in your business or what is required at time of a final occupancy, please contact the West Carrollton Fire Prevention office at (937) 847-4647.