

COMMERCIAL PROPERTY/FIRE SAFETY INSPECTION Pre-Inspection Checklist

Your Municipality has adopted an Ordinance requiring that all Commercial, Retail and Industrial structures obtain and maintain a Fire Safety Permit. This Permit is issued by the Code officer after they have conducted an inspection of your premises and determined that is substantially in compliance with the CKCOG Property, Fire Safety, and Building Maintenance Code. This report reflects violations of this code observed at the time of the inspection. Violations of other codes may exist that were not observed at the time of the inspection.

If conditions are found that violate this Fire Code, could contribute to or cause a fire, or endanger life or property, the inspector will notify the owner or person-in-charge immediately. If any of the conditions are not immediately correctable, a written report stating the time limit to correct the conditions will be sent to the owner or person-in charge within 10 days. This report reflects violations of this code observed at the time of the inspection. Violations of other codes may exist that were not observed at the time of the inspection.

This list shows commonly found violations. It is NOT intended to be a comprehensive list of all Fire Safety violations that could be found. If you have questions about a specific situation, please call the Central Keystone COG at 1-877-457-9401 or 570-522-1326.

NOTE: The number shown in parentheses () is the referenced code section of the 2021 CKCOG Property, Fire Safety and Existing Building Maintenance Code unless otherwise noted. IFC = 2021 International Fire Code, IRC = 2015 International Residential Code, IBC = 2015 International Building Code.

Administration –

- Is Emergency Contact information clearly posted? (708.10)
- Is the Building Fire Safety Plan readily available? (IFC 404.1)
- Are Evacuation and Egress routes displayed in all required locations and up to date? (IFC 404)
- Is the Occupancy Load for each structure clearly posted? (713.2)
- Are the maintenance records and testing results for all fire protection system inspections up to date and available for review? (704.1, IFC 901.6)
- Is your Hazardous Materials Inventory Statement and Hazardous Materials Management Plan (when required) and available and up-to-date? (IFC 407.5)
- Are Safety Data Sheets for all hazardous materials readily available in either paper or electronic format? (IFC 407.1)

Exterior -

- Is the building clearly addressed with the correct 911 address? Are secondary structures or offices also clearly identified? (304.3, 304.3.1)
- Is the Fire Department Connection (FDC) clearly visible? If not visible, has the required signage been installed? (704.5)
- Is the access to the FDC clear of obstructions? This includes fences, bushes, trees, dumpsters or any other movable or non-movable object. (704.5.1)

- Is a clear space of not less than 36 inches in width, 36 inches in depth, and 78 inches in height maintained around FDC's? (705.5.2)
- Are required fire apparatus lanes and roadways clearly marked and free of obstructions? (503.1, 503.2)
- Are all exterior doors, discharge areas and areas of refuge clear of obstructions or other hazards? (702.1)

Exits and Egress –

- Is a safe, continuous, unobstructed and accessible egress route provided to the exterior? (702.1)
- Are all means of egress doors and openings readily openable from the inside? Does all egress door hardware conform to that permitted by the International Building Code? (702.3)
- Are doors required for fire blocking or smoke barrier clearly marked with the appropriate signage? (703.4.1)
- Is all required EXIT signage illuminated? Is all required emergency lighting in operation? (702.1.1)
- Are all stairways clearly identified with floor identifications and exit discharge level? (IFC 1009.9)

Fire Protection Systems -

- Are portable Fire Extinguishers provided where required? Are they the correct type for use and location? Have they been tested and maintained by a certified technician? (704.8, 704.8.1, 710)
- Have all fire protections systems; automatic fire alarms, manual fire alarms, sprinkler systems, fire extinguishers and automatic fire extinguishing systems been tested in accordance with NFPA standards? (704.2.3)
- Are all pull-stations, horns, strobes, smoke/carbon monoxide detectors and sprinkler heads free of debris, operable and unobstructed? (IFC 901)

Fire Prevention –

- Are all storage clearances maintained? 36" minimum is required around all fuel burning appliances and heat sources. (603.3)
- Are all doors into all rooms that contain building utilities identified with a plainly visible and legible sign? (707.1)
- Are rooms containing utilities free of combustible materials? (IFC 315.3.3)
- Are all refuse holding containers (dumpsters) with a capacity of more than 1.5 cubic yards placed more than 5 feet from any structure not protected by a sprinkler system? (IFC 304.3.3)
- Are "No Smoking" signs placed in areas where flammable or combustible materials are stored? (IFC 310.3)

Electrical -

- Is all wiring permanent, free of hazards, and in good condition? (IFC 604.3, 604.5)
- Are all working clearances around service panels, fuse boxes, and electrical equipment maintained free of obstruction and other materials? (IFC305.1, IFC 604.3)
- Are all panelboards and breakers clearly labeled? (605.1)

Other -

- Is the kitchen hood (ANSUL) system up to date on inspections, cleaned and operable? Are these records readily available? (IFC607.3)