

## **Business Safety Self-Checklist**

### ***Exterior Premises***

- Address-identifiable
- Access-maintained
- Hydrants-3' clearance around
- Housekeeping-not an arsonist target

### ***Egress***

- Recognizable-exit signs
- Unobstructed-nothing in exit pathways obstructing required exit width
- Unlocked-all exit doors shall be unlocked during business hours, always providing ways to get out
- Illuminated-means of egress must be illuminated when building is occupied
- Combustible storage-prohibited near exits, exit enclosures, or under stairways

### ***Electrical***

- Circuit Breaker Panel Boxes-labeled breakers, proper access in front of (30" x 78")
- Electrical/Mechanical Room Housekeeping-no combustibile storage allowed
- Overloaded circuits? Recommend extra circuit or use power taps
- Extension cords-plugged into outlet or power tap directly, not piggybacked, proper size, not used as substitute for permanent wiring, serves only one portable appliance, listed for intended use
- Power Taps (Power Strips)-shall be listed, directly plugged into permanently installed receptacle, not piggybacked
- Electric Motors-maintained & clean

### ***Fire Extinguisher***

- Training-"PASS"
- Proper extinguishers
  - Low hazard-min. 2A10BC, 75' travel dist.
  - Ordinary hazard-min. 2A10BC (30'), 2A20BC (50')
  - Extra hazard-min. 4A40BC (30'), 4A80BC (50')
  - Type K in commercial kitchens-within 30' of heat producing equipment
- Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (max. 5' high if <40 lbs., max 3 ½' if >40 lbs. In all cases, min. 4" above ground)
- Proper maintenance-annual service required, six year service collar on extinguishers requiring a 12 year hydrostatic test

### ***Fire/Smoke Separations***

- Properly maintained-self closing doors not propped open, smoke and fire doors able to fully close upon activation

### ***Flammable Storage***

- Liquid storage indoors- > 10 gallons must be stored in liquid storage cabinet(s)
- Retail Class 1 liquids-max. total 30 gal. unsprinklered building, 60 gal. sprinklered building; max. height 6' on metal shelves or 4' 6" on pallets, piles or racks; max. metal container size=5 gal.; no combustibles stored above.

### ***Heat Sources***

- Ignition sources-prohibited near fumes, clearance to combustibles to be maintained
- Portable Heaters-tip over and high temperature limiting features required and 3' clearance to combustibles

### ***Combustible Materials/Storage***

- Combustible indoor storage-to be orderly, 2' from ceiling (unsprinklered), 18" or more below sprinkler heads
- Combustible outdoor storage- dumpsters min. 5' from buildings, 10' from property lines
- Decorations-to be non-flammable or treated flame resistant

### ***Fire Protection/Detection Maintenance***

- Sprinkler system-annual service
- Alarm system-annual service
- Kitchen hood suppression system-6 mos. Service
- Standpipe systems-every 5 years

### ***Special Occupancy Requirements***

- Consult Fire Department