

We care about YOU and YOUR BUSINESS!

The Oxford Fire Department values you as a member of the local business community. Fire is physically and financially devastating to businesses, and statistics show that over 40% of businesses affected by a significant fire never re-open their doors.

The goal of the fire and life safety inspection program is to assist you in making your business a safe place for your customers and employees. We also want to work with you to ensure that if a fire were to occur, damage is limited as much as possible and our firefighters can operate efficiently and safely.

Practicing fire prevention and addressing fire hazards is a great investment!

Buildings are inspected on an annual or biannual basis, depending on the type of business operating in the building as staffing allows.

An Oxford Fire Department Inspector will be stopping in to inspect your business in the near future. If you have any questions about this checklist or the inspection process, please contact us at (513) 523-6324.

OXFORD FIRE DEPARTMENT

**Proudly Serving the Citizens
of Oxford Since 1833**

How can we serve you?

- *Fire Extinguisher Training*
- *CPR and AED Training*
- *Public Education Presentations*

PREPARING FOR YOUR FIRE AND LIFE SAFETY INSPECTION



Oxford Fire Department

217 S. Elm Street
Oxford, OH 45056
Phone: (513) 523-6324
Fax: (513) 524-8249

FIRE INSPECTION CHECKLIST

We have compiled a list of the most common hazards to assist you in preparing your business for a fire and life safety inspection. Feel free to discuss any questions or concerns you may identify with your inspector.

Interior Hazards

- ___ Do you have at least a thirty-six inch wide path to all of your exit doors?
- ___ Do your exit doors open freely, with little effort, and are they unlocked?
- ___ If equipped, are all fire doors able to close freely, and free of hold open devices?
- ___ If equipped, are all exit and emergency lights operating, including backup power?
- ___ Is storage contained so that nothing capable of burning is within two feet of the ceiling?
- ___ Do you have at least thirty six inches clear space around your furnace, water heater, and other heat-producing appliances?
- ___ Do you keep the area underneath exposed interior stairwells free of storage?
- ___ Are your walls and ceiling free of holes or missing acoustical tiles?
- ___ Do you have all compressed gas cylinders secured or chained so they can't fall over?
- ___ Are flammable liquids identified and stored in their original container?
- ___ Are utility shutoffs, fire alarm panels, and sprinkler controls easily accessible to firefighters in the case of an emergency?
- ___ Are utility shutoffs, fire alarm panels, and sprinkler controls clearly labeled?
- ___ Is your maximum occupancy posted?

Electrical Hazards

- ___ Is your business free of electrical overload, extension cords, and multi-plug adapters?
- ___ Are all electric outlet and switch contacts covered with a safety plate?
- ___ Is your business free of any open electric boxes, exposed wiring, or open spaces in your fuse / breaker panel?
- ___ Do you have at least a thirty-six inch clearance around any fuse / breaker panel?
- ___ Is your fuse / breaker panel clearly labeled so power can be disconnected quickly in the event of an emergency?

Exterior Hazards

- ___ Are you storing anything that could burn close to your building or under overhangs?
- ___ If your business has a designated fire lane, are the signs and/or paint markings in good condition?
- ___ Is your address clearly visible from the street with at least four inch contrasting numbers?
- ___ Is there at least three feet of clear space around any fire hydrants on the property?
- ___ Are smoking areas clearly identified and proper cigarette receptacles provided?

Fire Extinguishers

- ___ Do you have a fire extinguisher installed so that an individual would not have to travel more than seventy-five feet to access one?
- ___ Are all fire extinguishers within clear view and easily accessible?
- ___ Have all fire extinguishers been inspected and tagged by a qualified contractor within the past year?

Fire Sprinkler Systems

Some buildings require a fire sprinkler system because of the size of the building or the type of business operation. If you have a sprinkler system installed, be sure to check the following:

- ___ Has the fire sprinkler system been inspected and tagged by a qualified contractor within the past year?
- ___ Is there at least three feet of clear space around sprinkler connections and valves?
- ___ Are spare sprinkler heads and an appropriate wrench installed in a cabinet near the sprinkler riser?
- ___ Are sprinkler control valves chained open or maintained by a fire alarm system?
- ___ Is the fire department connection on the outside of the building free of obstruction and are the caps in place?

Fire Alarm Systems

Some buildings require a fire alarm system because of the number of occupants or the type of business operation. If you have a fire alarm system installed, be sure to check the following:

- ___ Does the fire alarm system show "Trouble" or "Alarm" on the keypad or alarm panel? If so, contact a qualified alarm contractor to restore your system.

