



# Sanford Fire Department

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## Office of Fire Prevention Fire Safety Inspection Form

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The following is a list of general items to be checked to assure that your building is in compliance with building and fire codes. Although it does not include every regulation nor does it necessarily apply to your building, these are the most common problems and therefore need to be checked on a regular basis. If you have any questions about these or any regulations, you can contact the **City of Sanford Office of Fire Prevention at 775-8316** during weekdays.

### Fire Exits

- All required exit doors kept unlocked while building is occupied.
- No storage or trash blocking aisle to exits or exit doors.
- Exit doors open easily.
- Exit lights operating properly.
- Battery in exit lights operating. Test by pushing test button on light or by turning off circuit breaker number\_\_\_ on electrical panel\_\_\_. Check Monthly.
- Exit signs not blocked from view by stock or other signs.
- Have you conducted a fire drill?
- Emergency lights function properly. Check the same way as exit lights.

### Fire Extinguishers

- Fire Extinguisher(s) serviced within the past year. (Must have tag on bottle from service company)
- Safety pin in handle.
- No damage evident to bottle.
- Needle on pressure guage in "good" or "ok" range or pointing straight up.
- Fire extinguisher(s) mounted on wall or shelf and no higher than 5 feet, and no lower than 1foot from floor.
- Fire extinguishers shall be a minimum of 5lbs.
- Fire extinguisher(s) located in the correct location?
- Fire extinguisher(s) is visible and accessible to anyone unfamiliar with the building.

### Electrical Safety

- \_\_\_ Extension cords not allowed for permanent use. Use permanent outlets or surge protectors. (Multi-tap plugs or brown or white zip cords are not permitted)
- \_\_\_ Covers on all electrical junction boxes and outlets.
- \_\_\_ 3' clearance in front of and 30" to one side on all electrical panels.
- \_\_\_ Any electrical work must be done by a licensed electrician.
- \_\_\_ Emergency lighting units operating. Check monthly by pushing test button or turning off circuit breaker number \_\_\_ on electrical panel \_\_\_.

### Housekeeping

- \_\_\_ Address numbers a minimum of 4 inches high, contrasting to bldg color?
- \_\_\_ **Commercial Buildings** address numbers a minimum of 6 inches in height.
- \_\_\_ All trash and combustible material at least 18" from heating appliances such as furnaces and space heaters.
- \_\_\_ Un-vented kerosene heaters are not permitted inside commercial buildings.
- \_\_\_ All compressed gas cylinders secured to wall with chain or rope unless in use.
- \_\_\_ All flammable or combustible liquids must be stored in U. L. approved safety cans.
- \_\_\_ All oily rags must be stored in U. L. approved cans. Are they stored outside after close of business hours?
- \_\_\_ All outside trash must be in closed metal containers at least 20' from building.
- \_\_\_ No smoking signs installed where required.
- \_\_\_ No storage in or under stairwells.

### Buildings Equipped with Automatic Fire Sprinkler Systems

- \_\_\_ System must be tested each year by a sprinkler company.
- \_\_\_ Are the risers and valves labeled.
- \_\_\_ Do not touch any valves unless you are trained to do so.
- \_\_\_ Keep a clearance of at least 18" between all sprinkler heads and the stock level in your store or warehouse.
- \_\_\_ If you make alterations or additions to your store such as ceilings, walls or shelving, contact the Office of Fire Prevention to be certain that it will not interfere with the sprinkler system.
- \_\_\_ Keep at least 3' clearance of all storage from around sprinkler control valves.
- \_\_\_ Be very cautious when operating a fork lift or moving stock in the vicinity of sprinkler heads so as not to damage them.
- \_\_\_ Do not store anything in front of outside sprinkler connection.
- \_\_\_ Be sure protective covers are on outside fire department sprinkler connection.
- \_\_\_ Are the fire department connections identified properly?
- \_\_\_ Be sure fire hydrants are not blocked.

## Building Equipped with Automatic Fire Alarms

- \_\_\_ Has the fire alarm been tested within the last year?
- \_\_\_ Are records of this test kept on premises for review?
- \_\_\_ Are the employees familiar with the functions of the alarm panel?
- \_\_\_ Fire panels should not be re-set until the fire department has determined a cause.
- \_\_\_ Is there a Zone Map for the devices used in the system?
- \_\_\_ Any alterations or additions to the system been approved by the fire department?
- \_\_\_ No storage within 3 ft of fire alarm panel.
- \_\_\_ Is the system being monitored 24/7? (Required)

If your building is equipped with fire protection whether it is by sprinkler, fire alarm or combination of the two, we ask that if you do not already have a Knox Box on the premises to purchase one for it. This box is designed to securely hold any necessary keys, cards, etc. to gain entry. We also store contact information in case of activation of the fire protection system. For more information on the Knox Box system please call the number above.

By using this form as a check sheet, the items that are found can be corrected before your next fire inspection. For more information on the North Carolina State Fire Code or City Ordinances, visit the following web-sites:

[www.ncdoi.gov](http://www.ncdoi.gov)  
[www.sanfordnc.net](http://www.sanfordnc.net)

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