

Appendix F

Self-Inspection Guidelines



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SELF INSPECTION PROGRAM GUIDELINES

FIRE EXTINGUISHERS & FIRE PROTECTION SYSTEMS

- A. A minimum of one (1) 2A10BC fire extinguisher is required to be installed in every business. One fire extinguisher may serve a maximum of 6,000 square feet and be spaced not more than 75 feet from any location within the business.
- B. Extinguishers must be serviced and tagged annually, after each use, and when the gauge indicates recharge, by a licensed contractor. In addition, fire sprinkler systems are required to be inspected annually, and serviced, tested and tagged every six years.
- C. Fire extinguishers should be easily accessible, and mounted on a wall between 3-5 feet from the floor.
- D. No obstructions, including storage are allowed around standpipes, fire hose cabinets, sprinkler valves and hydrants. Keep designated fire lanes around your business clear at all times.
- E. If you are required to have a fire alarm system, have it tested and maintained annually.

GENERAL REQUIREMENTS & HOUSEKEEPING

- A. Make sure address numbers and letters are clearly visible from the street. Add a contrasting background to the address where there is limited street lighting.
- B. Remove combustibles, trash and other debris from around the building's exterior.
- C. Do not store ANY materials in mechanical equipment rooms including mops, brooms, boxes and any other combustible or flammable material.
- D. Keep storage, furnishings, and merchandise three feet (3') away from heat producing equipment to minimize fire risk.
- E. Portable kerosene and propane heaters are not permitted to be used in ANY business occupancy.
- F. Maintain two feet (2') of clearance between the highest level of stored materials and the ceiling and eighteen inches (18") below sprinkler heads. Keep storage orderly, secure and located so exits from the building will not be blocked.
- G. Repair holes in walls; replace ceiling panels and other breaches where portions of walls or ceilings have been damaged. This maintains the fire resistive integrity of your building's original construction.

EXITING

- A. Three feet (3') of clear space is required in front of every exit door. You may not obstruct the exit with storage, trash, shelves, cabinets or equipment.
- B. Exit doors may not be equipped with any kind of deadbolt or latch that requires the use of a key or any special knowledge or effort to open the door.

FLAMMABLE LIQUIDS & HAZARDOUS MATERIALS

- A. ALL excessive storage of flammable or combustible liquids must be removed from your business. You are only allowed to keep up to ten gallons (10 gal) for maintenance, operations, demonstration, etc. Note that any empty containers count against the 10-gallon limit. If your business requires more storage contact the Fire District for flammable liquid storage cabinet requirements.
- B. Flammable and combustible liquids may only be stored in their original approved containers.
- C. Compressed gas cylinders must be adequately secured to prevent them from falling or being knocked over. Each cylinder must be labeled with its contents.

ELECTRICAL REQUIREMENTS

- A. Extension cords cannot be used permanently in any business. Only UL or FM listed fused or circuit breaker equipped surge suppressers may be used for non-permanent appliances like calculators, desk lamps, typewriters and computers. Large fixed appliances like refrigerators, table saws and other large equipment cannot be used with extension cords.
- B. Extension cords and fused electrical cords cannot be permanently attached to walls, floor or ceilings. No temporary wiring or extension cords may extend through the walls, ceilings, and floors or under doors.
- C. Replace worn or frayed wires to minimize fire hazards.
- D. All electrical receptacles must have cover plates.
- E. Thirty inches (30") of unobstructed clearance is required in front of electrical panels, as well as heat producing appliances such as water heaters and furnaces