

Business Safety Checklist

This list is intended to function as a self-assessment tool to help businesses maintain code-compliant, safe properties and to assist in identifying potential fire hazards. This is not an exhaustive list and not all items apply to all buildings.

Property Access

- ☐ Fire lanes are clearly marked and free of obstructions
- ☐ Knox Box is present and functional, where required. Keys in Knox Box are updated and functional

Exterior - Labeling

- ☐ Street number and unit number is plainly visible and legible from street
- ☐ Any rooms containing mechanical, electrical, and fire protection equipment identified with appropriate signage

Exterior - Fire Protection Systems

- ☐ 3-foot unobstructed clear space is maintained around hydrant(s), backflow(s), and FDC(s)
- ☐ FDC(s) are clearly visible and accessible, caps are in place
- ☐ Signage present on FDC, is legible, and indicates the address and area(s) served

Exterior - Storage

- ☐ Open flame cooking devices not operated within 10 feet of combustible construction. Portable outdoor gas-fired heating appliances no less than 5 feet from building(s) or combustible material
- ☐ Storage of combustible rubbish creating a nuisance, hazard or extreme fire load has been removed

Means of Egress

- ☐ Path of egress from all portions of a building to the public way is continuous, free of obstructions or diminished width

Exit Signs & Emergency Lighting

- ☐ Exit signs are illuminated at all times and visible
- ☐ Exit signage is provided with emergency back-up power

Exit Doors

- ☐ Egress doors readily distinguishable and easily recognizable as doors and operable without a key, special knowledge or effort. Free of deadbolts or similar hardware.

Fire-Rated Doors & Fire Door Assemblies

- ☐ Fire-rated doors close from the full-open position and latch automatically
- ☐ No obstructions, including door stops, are present that prevent doors from functioning as designed

Wall Penetrations

- ☐ The fire-resistance-rated construction is free from penetrations

Fire Extinguishers

- ☐ At minimum, a 2-A:10-BC extinguisher is present with maximum travel distance to extinguisher 75-feet, mounted in a conspicuous location along norm path of travel, not obstructed or obscured from view
- ☐ Class K-rated fire extinguisher located in kitchen where cooking with vegetable or animal oils and fats
- ☐ Extinguishers have the California State Fire Marshal tag attached showing annual certification within the past year. All safety pins and tamper seals are attached

Interior Fire Protection Systems

- ☐ Fire protection systems will have clear access, legible signage, gauges functional
- ☐ 5-year certification tag affixed to sprinkler riser and is current
- ☐ Sprinkler heads are free from paint, corrosion, damage, obstruction, etc.
- ☐ Automatic fire-extinguishing systems protecting commercial cooking systems are maintained and serviced at least every 6 months. Tag is current.
- ☐ Commercial cooking hood system is cleaned regularly and free of grease build-up

Fire Alarm

- ☐ Fire detection and alarm systems are maintained and are in operable condition at all times
- ☐ Fire alarm has been serviced annually; certification sticker affixed to panel
- ☐ Manual pull stations, where present, are readily accessible and unobstructed

Electrical & Mechanical

- ☐ Storage, trash and other materials are removed so that 3-foot clearance in front of electrical equipment is provided
- ☐ Relocatable power taps are directly connected to a permanently installed receptacle, free of damage
- ☐ Extension cords are not permanent wiring, not extended through walls, ceilings, floors, etc., are in good condition without splices or damage

Storage & General Hazard

- ☐ Combustible storage not stored in boiler rooms, mechanical rooms, electrical equipment rooms, under-floor, under stairwell, or other concealed space
- ☐ Flammable liquids (i.e. gasoline) stored in listed/approved safety can
- ☐ Propane not stored indoors. Outdoor storage is minimum of 5 feet from exit door and exit path
- ☐ Compressed gas cylinders are secured to prevent them from falling or being knocked over
- ☐ Proper ventilation is provided for clothes dryers and absence of excessive lint

Elevators

- ☐ Has required signage directing to stairways and not to use elevator in fire emergency