



## Fire Department

Dear Building Owner,

A general fire inspection has been scheduled at your facility. Our main focus when performing these inspections is life safety. The goal of the inspection is to have safe businesses and to provide risk reduction to building owners, employees, customers, tenants, visitors and firefighters in the case of a fire or emergency in the building. The following is a list of the most common violations found during our inspections. If you have questions the fire department phone number is 651-388-7141.

### **EXTERIOR**

- Fire lanes well marked, clear of obstructions (where required)
- Address plainly visible from the street
- Fire hydrants not blocked by vehicles, shrubs, fencing, etc.
- Outside storage away from building openings, neat and orderly
- F.D. lockbox has up to date keys and information

### **MEANS OF EGRESS**

- Exits, aisles, and corridors free of obstructions and tripping hazards
- All doors openable from the inside without a key or special knowledge
- All doors openable from the inside with one motion (door handle only, not multiple locks or security bars)
- Exit signs visible, bulbs all work (where present)
- Exit signs present for all areas that serve 100 or more people
- Exit illumination adequate at all times the building is occupied
- Emergency lighting present and operational where required
- Occupant load sign posted and maintained in assembly rooms of 50 or more people

### **CONSTRUCTION FEATURES**

- Fire separations maintained (no holes in walls and ceilings)
- Openings in fire walls sealed with rated doors or dampers
- Rated fire doors close and latch automatically (open and let it close by itself, then check for proper latching)
- Fire doors not blocked open
- Fire rated furnace room provided where necessary (over 400,000 BTU'S)

### **STORAGE/HOUSEKEEPING**

- Storage neat and orderly
- No storage near heat producing items like water heaters, space heaters, etc.
- No combustible storage in boiler or mechanical rooms
- No combustible storage in attics or bar joists areas where wood is exposed (unprotected)
- No combustible storage under unprotected stairways or in stairwells
- Storage maintained 24" below ceilings
- Storage maintained 18" below sprinkler heads
- No storage in aisles
- Combustible rubbish removed not less than once each day
- Oily rags and waste stored in metal self-closing containers

**ELECTRICAL**

- Appliances, fixtures and cords in good condition
- Extension cords not used in place of fixed wiring
- Proper use of wiring and equipment (no splices or makeshift electrical work)
- 30" clear access in front of electrical panels provided
- Boxes, outlets, switches, fixtures and other equipment properly enclosed (all covers in place)

**UTILITY, MECHANICAL, HVAC**

- Shut off and relief valves accessible on gas appliances
- Venting present and in good condition, not near combustibles
- Adequate clearances between combustibles and appliances

**FIRE EXTINGUISHERS**

- At least one 3A40BC or larger extinguisher for each 3,000 sq. feet of space, available within 75' of anywhere in the building (Commercial kitchens need a special K extinguisher)
- Readily accessible, mounted not more than 5' from the floor
- Suitable location (near exits)
- Checked monthly by you (accessible, gauge, hose, etc.)
- Serviced annually by a qualified technician

**FIRE ALARMS**

- Smoke detectors in all exit areas
- Pull stations installed near exits
- Heat detectors in all hazardous areas
- Clear access to alarm panel equipment
- Serviced annually by a qualified technician

**SPRINKLER SYSTEMS**

- F.D. Connections visible from the street, covers on and in good condition, well marked
- Sprinkler heads everywhere including offices, closets and coolers
- Sprinkler heads not obstructed by walls, ducts, overhead doors, ceilings, appliances etc.
- Valves and controls readily accessible
- Valves locked open or electronically supervised in the open position
- Heads in good condition, not corroded or painted
- Wrench and spare heads available
- Serviced annually by a qualified technician

**OTHER FIRE PROTECTION EQUIPMENT**

- Standpipe and hoses in good condition and accessible
- Kitchen hood system maintained grease free, fuel shutoff present
- Hood extinguishing systems serviced semi-annually by a qualified technician

**HAZARDOUS MATERIALS**

- Proper quantities, 10 gal. max except industrial buildings
- 60 gal. max or must be in approved cabinets, or a specially designed storage room
- Not stored near exits
- Not stored in basements
- Adequate ventilation where used
- Proper warning labels/signs
- Compressed gas cylinders secured from falling

This list is provided for your convenience. The requirements are MINIMAL and NOT to be considered as comprehensive. Additional items may need to be addressed at the time of inspection. Please contact the Fire Marshal at (651) 385-3694 if you have any questions.

## Contact Information

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Date:

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

### **PRIMARY CONTACT**

Contact Name: \_\_\_\_\_

Contact Type: ☐ Owner   ☐ Manager   ☐ Employee   ☐ Building Maintenance  
☐ Tenant

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **SECONDARY CONTACT**

Contact Name: \_\_\_\_\_

Contact Type: ☐ Owner   ☐ Manager   ☐ Employee   ☐ Building Maintenance  
☐ Tenant

Contact Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_