



---

## Granville Township Fire Department Annual Fire Pre-Inspection Checklist

Below are listed the basic items looked at during an annual fire inspection. This is a “general” list so building and business owners have an idea of what our inspectors are looking at during an annual fire inspection. Depending on the use and hazard classification of the building/business, different codes may apply to different buildings and businesses.

### General:

- Address is clearly marked.
- Annual Boiler inspection certificate.
- Annual elevator inspection certificate.
  - Elevator keys located in elevator control room.
- Fire lanes and building access are maintained.
- Mechanical, Sprinkler, Elevator and Electrical rooms are labeled.
- Walls, ceilings, and floors are free of holes and other unprotected penetrations.
- No unapproved space heater use.
- Exit signs are in good working order and battery backup operates.
- Exit lighting working properly.

### Housekeeping:

- General cleanup/trash: building and area around are clean and do not have trash and other debris piled up creating a hazard.
- Ceiling tiles are in place.
- Exits, aisles, stairwells and means of egress are not blocked or restricted.
- Exit and fire doors are in working order and all required hardware is installed.
- Interior fire doors are not being held open without automatic door release.
- Storage:
  - Storage on shelves and piled storage is at least 18 inches from bottom of sprinkler head in sprinkled structures and at least 24 inches from ceiling in non-sprinkled structures.
  - 30 inch clearance is maintained around electrical panels, sprinkler control systems and other mechanical devices (water heaters, boilers, ETC).

### Electrical:

- Electrical panels are labeled.
- Electrical panels and boxes are not open exposing wiring.
- Extension cords are not being used as permanent wiring. Power strips are permitted as long as they are equipped with a breaker and plug directly into an outlet. Power strips cannot be plugged into another power strip or an extension cord.

**Flammable/Hazardous storage:**

- Room labeled.
- MSDS sheets available.
- “No Smoking” signs posted.
- All flammables and combustibles are stored in an approved cabinet.
- Grounding in place.

**Fire Equipment:**

- Fire extinguishers;
  - Serviced and tagged annually.
  - Are mounted, accessible and labeled as required.
- Fire Alarm system;
  - Serviced and tagged annually.
  - Alarm silence and reset instructions located on or near panel.
  - Panels are accessible.
- Sprinkler, stand-pipe and fire pumps;
  - Serviced and tagged annually.
  - Valves, connections, and system is properly labeled.
  - Equipment is accessible.
  - Sprinkler heads have not been painted or covered.
  - All fire department connections have caps in place and are labeled.
- Hood systems;
  - Serviced and tagged annually
  - Cleaned and tagged as required.
  - In working order and all required hardware in place.