

Fire and Life Safety Inspection Checklist

Regular inspections by the Lewisburg Fire Department are required by the Ohio State Fire Marshal. Since our visits are generally unannounced, we are providing this *“Inspection Checklist”* as a tool for our business partners to remain prepared, and to ensure that your business is in full compliance with the Ohio Fire Code at all times. This will not only help you protect your staff, property, or even your livelihood, but also, in a worst-case scenario, avoid expensive fines or having your business shut down temporarily due to code violations.

Checklist Item 1: Clear Path of Egress

The Lewisburg Fire Department will look closely at the paths of egress at your premises, and whether these are blocked or obstructed in any way. Having multiple exits in the event of a fire will increase the likelihood that everyone is able to get out safely, and is required by the fire code. Yet, if your staff or customers cannot reach these exits or open them once they do, the exits are of little value.

Our inspectors will check to see that you have:

1. A path which is at least 36 inches wide that leads to every exit door.
2. Exit doors can be opened easily and are unlocked.
3. If your business has fire doors:
 - a. Can these doors close without obstruction?
 - b. Are doors propped open with anything that could prevent them from closing?
4. Ensure that the mounting hardware on fire doors is also fire rated.

Checklist Item 2: Emergency Exit Lights

Not only are all paths of egress required to be unobstructed, they must be clearly marked as well. In the event of a fire, your building may lose power, or visibility may be severely reduced due to heavy smoke. For these reasons, all exit signs should have backup batteries, so they will still be clearly illuminated for a minimum of 90 minutes in the event of a fire or power outage. Many of these units have emergency lights on top as well, to further increase the available light and make exits even more visible. Our inspectors will test to see that all of your signs and lights are in working order, and that they have functioning batteries.

Checklist Item 3: Fire Extinguishers

Designed to give any staff at your business the means to put out a small fire on their own, fire extinguishers are integral in safety. Extinguishers may allow you to stop a small fire before it grows larger, avoiding widespread damage to your business and injuries to your staff or customers. For these reasons, our inspectors will pay special

attention to your fire extinguishers, verifying that they are in compliance. We will check to see that:

1. The minimum required numbers of extinguishers are present. For example, having a fire extinguisher within 75 feet of travel distance from any place in your facility is required in typical office settings. These requirements may change depending on the business.
2. The extinguishers are the correct type to combat the specific fire hazards present at your business.
3. The extinguishers are the required size - must be *at least* a 2A-10BC size rating.
4. Your extinguishers have been serviced within the past 12 months; all required inspections have taken place and the service tag in place and updated.
5. All extinguishers are mounted on the wall securely or in an approved cabinet, maximum height from floor level mounting is 36 inches.
6. Fire extinguishers are not obstructed in any way.
7. Restaurants or mobile food trailers must have a hood extraction/extinguishment system over the stove and deep fat fryers.

Checklist Item 4: Fire Alarm Panels

The panel is the brain of your fire protection system and is responsible for controlling the system fire alarms present at your business. Our inspectors will inspect the fire alarm panel to ensure that the annually required fire alarm maintenance and inspection by qualified personnel occurred and is documented. Be sure that your inspection tags are up to date and that your panel is in normal operating order; addressing issues immediately will prevent multiple visits from our inspectors to follow up ensuring repairs are made by qualified personnel.

Checklist Item 5: Fire Sprinklers

If your business has a fire sprinkler system in place, this will be carefully inspected by our inspectors. When preparing for an inspection, know that our inspectors will check to see if there is adequate clearance around each sprinkler deflector. This ensures that the water will be able to disperse without obstruction as required by the fire code. A common code violation is storing boxes or other items too high or having large furniture or shelving units placed in close proximity to the sprinkler head. Our inspectors will ensure that there be at least 18 inches of clearance around each sprinkler deflector to comply with the fire code. In addition, our inspectors will check that the required annual inspection of your fire sprinklers has been carried out by qualified personnel and documented.

Checklist Item 6: Fire Sprinkler System Water Supply

For your fire protection system to function properly, not only must the sprinkler deflectors have the proper clearance, the water must flow as it should when called upon to extinguish a fire. Our inspectors will examine the critical components of the sprinkler system water supply to determine that they are in good working order. These include the valves, hose connections, and fire department connections. Our inspectors will also look for signs of leakage, physical damage, corrosion or obstruction by foreign materials or paint.

Checklist Item 7: Proper Storage of Combustible Liquids

Combustible materials and liquids represent a special fire hazard and must be treated accordingly. These will provide fuel to any fire and they pose a significant risk to your business, including explosion potential, so proper measures must be taken at all times. They should be stored in a fireproof cabinet, to minimize the risk of a conflagration and the accompanying property damage or personal injury it can cause.

Checklist Item 8: Maximum Occupancy Limits

Your building has a maximum occupancy limit which has been put in place for a reason. If a fire were to occur, this is the number of people who could safely evacuate the premises in a timely fashion. Therefore, exceeding the maximum allowable occupancy poses a serious risk, and you may receive a citation if you break this threshold. Different types of structures used for different purposes (business, healthcare, assembly, education, etc.) have specific occupancy requirements which you must meet to be in compliance with the fire code.

Checklist Item 9: Overloading Electrical Sockets and Using Extension Cords Correctly

Similar to overcrowding in your business, overloading any electrical sockets is a clear fire code violation. Below are common violations our inspector's encounter:

1. Too many items plugged into a single socket – through the use of multiple power strips in the same location or improper multi-plug adapters.
2. Multiple power strips “daisy chained” together.
3. Plugging two or more extension cords together to extend the reach of the power in your facility. It is prohibited to use extension cords in lieu of permanent wiring.

It is best practice to install permanent wiring where a power source is needed.

Checklist Item 10: Electrical Panels

Since getting to the electrical panels in your business may be required for regular maintenance or any upgrades, or to run additional wiring through the building, the

panels must be unobstructed and accessible *at all times*. Also, since electrical panels have live current running through them, any potentially flammable items (like cardboard boxes stored too close to the panel) must be far enough away to avoid fire risk. Our inspectors will be looking to see that you leave 3 feet of clearance all around the panel, to provide sufficient working space and lessen fire risk, as required by the fire code.

Checklist Item 11: General Housekeeping

Ensure that your business has no accumulation of empty boxes, trash, rubbish, paper, etc., inside or outside of your building. **Absolutely** no combustible items or storage are permitted under wooden stairs.

Checklist Item 12: Smoke Alarms

Smoke alarms must be present and in proper working condition *at all times*.

For a printer-friendly version of this checklist please click on the link below:

[Division of State Fire Marshal – Business Fire Safety Checklist](#)

We are here for your assistance

The overall goal of the Lewisburg Fire Department's fire and life safety inspection program is fire prevention. That is for all businesses, operations, occupancies, and events in the Village of Lewisburg to be safe, successful, and in compliance with the Ohio Fire Code. Therefore, fire inspections play a key part in meeting this goal and in supporting our partnerships with all of the Village businesses.

The Lewisburg Fire Department views our inspection program as a partnership with our business owners. For that reason, we are available to answer any questions or address any concerns that you may have. Please feel free to stop by the fire station at 116 South Commerce Street or contact us at (937) 962-4640. Thank you for doing your part in helping us to ensure the continuing safety of your property and our community.