



*OCONEE COUNTY FIRE RESCUE*

*FIRE INSPECTION*



**SELF-INSPECTION CHECKLIST**

Business Name \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Business Phone \_\_\_\_\_

This checklist is intended for informational purposes only to assist a business owner/manager of a business. The checklist contains basic life safety items examined for a typical business inspection. The list is not exhaustive and Oconee County Fire Rescue reserves the right to inspect for compliance with any applicable codes adopted by Oconee County, Ga.

**Exits/Mean of Egress**

- |       |       |   |
|-------|-------|---|
| Yes   | N/A   |   |
| _____ | _____ | Exit doors unlocked/unblocked.                          |
| _____ | _____ | Enclosed exit stairways clear and free of storage.      |
| _____ | _____ | Exit sign(s) is (are) illuminated and working properly. |
| _____ | _____ | Emergency lights are working properly.                  |

**Fire Protection Systems**

- |       |       |   |
|-------|-------|---|
| Yes   | N/A   |   |
| _____ | _____ | Fire alarm, fire sprinkler and suppression systems are inspected and tested annually. |
| _____ | _____ | Sprinkler connection (FDC) is unobstructed and accessible.                            |
| _____ | _____ | FDC caps in place and FDC couplings freely spin.                                      |
| _____ | _____ | Sprinkler heads are unobstructed with no storage within 24 inches of ceiling.         |
| _____ | _____ | Sprinkler heads are free of paint, corrosion, or other debris.                        |
| _____ | _____ | Fire alarm devices (pull stations, control panels, etc.) are accessible.              |
| _____ | _____ | Kitchen hood suppression system inspected at 6 month intervals.                       |
| _____ | _____ | Kitchen hood vent system inspected and cleaned at required intervals.                 |
| _____ | _____ | Kitchen hood suppression system remote pull is accessible.                            |
| _____ | _____ | Fire extinguishers current and inspected annually.                                    |
| _____ | _____ | Fire extinguishers are accessible and mounted.  |

**Hazardous Materials**

- |       |       |   |
|-------|-------|---|
| Yes   | N/A   |   |
| _____ | _____ | No open containers of flammable or combustible liquids. |
| _____ | _____ | Material Safety Data Sheets (MSDS) are on site.         |
| _____ | _____ | Location of MSDS: _____                                 |
| _____ | _____ | Compressed gas cylinders secured upright.               |

**Electrical**

- |       |       |  |
|-------|-------|--|
| Yes   | N/A   |  |
| _____ | _____ | Multi-plug adapters mounted off the floor.             |
| _____ | _____ | Extension cords shall not be used as permanent wiring. |
| _____ | _____ | Outlet/switch/electrical covers in place.              |
| _____ | _____ | Covers for junction boxes, panels, etc. are in place.  |
| _____ | _____ | Proper clearance for electrical equipment.             |

**Housekeeping**

- |       |       |   |
|-------|-------|---|
| Yes   | N/A   |   |
| _____ | _____ | No accumulation of combustible waste.                                       |
| _____ | _____ | Electrical, mechanical and boiler rooms are accessible and free of storage. |
| _____ | _____ | 36 inch clearance maintained around electrical panels.                      |
| _____ | _____ | Ceiling tiles are in place.   |

**Miscellaneous**

- |       |       |  |
|-------|-------|--|
| Yes   | N/A   |  |
| _____ | _____ | Street address numbers posted and clearly visible.     |
| _____ | _____ | If required, KNOX Key Box installed, and keys updated. |

Person completing inspection \_\_\_\_\_ Print Name \_\_\_\_\_

