



MONTEREY COUNTY REGIONAL FIRE DISTRICT

PREVENTION DIVISION

ANNUAL BUSINESS SAFETY INSPECTION CHECKLIST

ACCESS AND PREMISES

- Building address is posted & is clearly visible from the street.
- Knox Box contains current premises keys and gate keys; Knox Box is clearly visible along fire access.

FIRE EXTINGUISHERS

- Fire extinguishers have been serviced and tagged within the last 12 months and after use.
- Fire extinguishers are installed not more than 75 feet travel distance from anywhere in the building.

FIRE PROTECTION SYSTEM

- Fire sprinkler systems have undergone required Inspection, Tests and Maintenance with no outstanding corrections.
- Fire sprinkler system 5-year inspection certification per Title 19 & NFPA 25, California Edition is complete & copy made for inspector.
- Fire department connections are visible & accessible.
- Fire hydrants are visible and accessible.
- Hood and duct system has been serviced and tagged within the last 6 months.
- Hood & duct system hoods, filters and exhaust flues have been professionally steam cleaned within the last 6 months, & copy of report made for inspector.

GENERAL HOUSEKEEPING

- Holes in ceilings and walls have been repaired. Fire resistive construction has been maintained.
- Attic access and scuttle openings are kept closed and clear of obstructions.
- Combustible material is not stored in boiler rooms, mechanical rooms and electrical rooms.
- Premises is free of accumulated trash, dry weeds and debris, discarded furniture etc. Dumpsters are kept at least 10 feet away from buildings.

- Storage clearance is maintained below ceilings a minimum of 24 inches in non-sprinklered buildings and a minimum of 18 inches in sprinklered buildings.

ELECTRICAL

- Cover plates are on all receptacles & light switches.
- All circuits on all electrical panels are labeled.
- Thirty (30) inches of clear access is maintained in front of all electrical panels, water heaters and other heat producing equipment.
- Extension cords are not used as a substitute for permanent wiring.
- Power strips are plugged directly into electrical outlets. Power strips are not linked together in series, not extended through walls or ceilings, not run under doors or floor coverings, and not affixed to structures in an unapproved manner.

FLAMMABLE/COMBUSTIBLE LIQUID STORAGE

- Flammable and combustible liquids totaling more than 10 gallons are stored in an approved flammable liquid storage cabinet.

EXITS/EGRESS

- Exit doors are visible and openable without the use of a key, or special knowledge or effort.
- Exit doors and pathways are identified with an approved exit sign that is illuminated and has a battery back-up.
- All means of egress are properly illuminated when the building is occupied.
- Exits and access to exits are maintained and clear of obstructions.
- Areas under stairways are free of any storage.
- Adequate exits are provided for the maximum occupant load.
- Maximum occupant load posted for assembly occupancies >49.