

It's time again for a fire inspection!

Yes, it's time again for North Collier Fire to conduct a fire and life-safety inspection of your business facility to ensure all necessary safety measures are in compliance, thus creating a safe environment.

This checklist includes common inspection items that you are required to maintain as a business owner. This checklist is a great way to ensure compliance prior to our arrival and to maintain a safe workplace throughout the year.

If you should have any questions, please contact the Fire Prevention Bureau at (239) 597-9227.

FIRE PREVENTION BUREAU

North Collier Fire Control and Rescue District
6495 Taylor Road
Naples, FL 34109
(239) 597-9227
www.northcollierfire.com

FIRE SAFETY CHECKLIST FOR BUSINESSES

*Guidelines for a Successful
Fire Inspection*



FIRE SAFETY CHECKLIST

BUILDING EXTERIOR

- ☐ Address numbers must face the street, be clearly visible and easy to read in a contrasting color to building and a minimum size of 6" x 3/4".
- ☐ All sides of building must be free of weeds, trash debris or combustible storage.
- ☐ Dumpster to be well away from combustible walls, windows and building overhangs.
- ☐ All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) must be in in good repair and functioning properly.

BUILDING INTERIOR-EXITS

*EXIT PATHS are from **any point** in the building to the public way.*

- ☐ All exit doors must open easily without special knowledge of latching devices that may interfere with someone getting out.
- ☐ Entire width and height of all exit paths are to be free from obstructions.
- ☐ Lighted exit signs must have all bulbs and batteries in working condition.
- ☐ Proper NFPA 704 placard to be visible to recognize the highest hazard chemical onsite.



CORRIDORS

- ☐ No obstructions to corridor's full width and height (storage or office machines, etc.).
- ☐ Self-closing doors that open into corridors are to be fire doors. All fire doors to be kept in closed position and free from obstructions that would block them open. NO DOOR WEDGES.
- ☐ All stairs to be clear of obstructions and stairwells to contain NO storage.

ROOMS, SPACES & WALLS

- ☐ All breaches, missing ceiling tile and holes in the walls or ceilings that could allow fire or smoke into hidden spaces to be fire-stopped, repaired or replaced.
- ☐ No new walls to have been added, without necessary permits, which would interfere with exiting, fire alarms or sprinkler coverage.
- ☐ 36" clear area all around electrical panel(s) for easy access. Panel door to be kept closed.
- ☐ All circuit breakers are labeled in English to designate what they control.
- ☐ All electrical outlets, switches and junction boxes have cover plates.
- ☐ Extension cords to be for temporary use only (used for short periods and removed).
- ☐ No multiple plug adapters shall be in use.
- ☐ Extension cords are to be replaced with power strips that do not pass under rugs, through walls or across traffic paths. All parts of any cord are to be visible so that wear or bad spots can be noticed.
- ☐ All circuit breakers are free of tape or any other obstructions that may prevent them from functioning properly.

STORAGE/HOUSEKEEPING

- ☐ All storage and housekeeping is neat and orderly.
- ☐ No storage in equipment rooms, mechanical rooms and electrical rooms or under open stairways.
- ☐ Storage is piled no higher than 18" below ceiling.
- ☐ No flammable liquids shall be stored, except in approved cabinets.
- ☐ No more than 10 gallons of flammable liquid stored in approved safety cans.

FIRE EXTINGUISHERS

- ☐ Proper fire extinguishers, designated for particular use, provided within 75' of all areas.
- ☐ Fire extinguishers serviced and tagged in prior 12 months by licensed fire extinguisher service company with gauges registering in the green.
- ☐ Fire extinguishers inspected monthly by staff.
- ☐ Correct numbers of fire extinguishers present.
- ☐ Fire extinguishers to be wall-mounted in plain sight; no higher than 5 feet to top of extinguisher.

GAS

- ☐ All water heaters have a pressure-relief valve.
- ☐ All natural gas appliances have individual gas shut-off valves.
- ☐ All combustibles are stored at least 3' from gas appliances (water heater, furnace, etc.).

FIRE ALARM/DETECTION SYSTEMS

Recommended in all businesses.

- ☐ Panel tagged with current annual inspection.
- ☐ System power light is illuminated.
- ☐ No alarm or system trouble lights are lit.
- ☐ Verify with alarm company that remote reporting function (dialer) is working. DO NOT ACTIVATE SYSTEM TO FIND OUT.
- ☐ All smoke detector batteries have been checked and/or replaced within prior 6 months.

FIRE SPRINKLER SYSTEMS

- ☐ Tested and serviced by licensed contractor for its quarterly or annual fire inspection.
- ☐ Fire sprinkler heads are free of paint, corrosion, obstructions and have no storage within 18" below.
- ☐ Fire hydrants and FDC (Fire Dept. Connection) to have no vegetation within 3' from sides and back and clear in front and to the street.