

Wallingford Fire Department

Office of the Fire Marshal

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Business Fire Safety Pre-Inspection Checklist

The following checklist is designed to serve as a guide for property owners, property managers, and renters/tenants responsible for preparing for an inspection and ensuring code compliance in accordance with the Connecticut General Statutes (CGS) Chapter 541. This is only a guide and some requirements apply only to specific occupancy types.

There are also additional requirements beyond the scope of this guide including: the Connecticut State Fire Safety Code (CSFSC), the Connecticut State Fire Prevention Code (CSFSC), and various National Fire Protection Association codes (NFPA 10, 13, 25, 30, 54, 70 and 72).

MEANS OF EGRESS

- ☐ Exit doors are unlocked
- ☐ Exit doors are work properly
- ☐ Exits are not obstructed
- ☐ Proper aisle widths are maintained

EMERGENCY LIGHTING / EXIT SIGNS

- ☐ All emergency lights work properly.
- ☐ All exit signs properly illuminated.
- ☐ Record of monthly and annual tests of emergency lights and exit signs.

FIRE ALARM SYSTEM (where required)

- ☐ System is ON with no trouble or alarms indicated.
- ☐ System is monitored (where required).
- ☐ System is tested annually.
- ☐ Copy of most recent test report.
- ☐ Ceiling tiles are in place.

FIRE SPRINKLER SYSTEM (where required)

- ☐ Sprinkler room/riser is accessible.
- ☐ System is operational.
- ☐ System is inspected quarterly.
- ☐ System is tested annually.
- ☐ Copy of most recent test report.
- ☐ Storage not within 18" of sprinkler heads.
- ☐ Paint/grease/debris not on sprinkler heads.
- ☐ Escutcheon plates are in place.
- ☐ Ceiling tiles are in place.
- ☐ Fire department connection is accessible with caps in place.

PORTABLE FIRE EXTINGUISHERS

- ☐ Serviced annually with inspection tags in place.
- ☐ Monthly visible check with no obstructions and properly mounted as noted on back of inspection tag.

COMMERCIAL KITCHEN HOODS AND FIRE SUPPRESSION SYSTEMS

- ☐ Class “K” fire extinguisher present
- ☐ No excessive buildup of grease in hood(s) and exhaust duct(s)
- ☐ Hood(s) and exhaust duct(s) are regularly cleaned to bare metal (frequency determined by amount grease laden vapors)
- ☐ Copy of most recent cleaning report
- ☐ No damaged grease filters
- ☐ No gaps between grease filters
- ☐ Fire suppression nozzle caps in place
- ☐ Fire suppression pull station accessible
- ☐ Fire suppression system is tested annually
- ☐ Copy of most recent test report

ELECTRICAL

- ☐ Main electrical panel is accessible.
- ☐ Main electrical panel is properly labeled.
- ☐ Circuit breakers not missing in electrical panel.
- ☐ Storage not within 30” of electrical panel.
- ☐ Electrical boxes, receptacles, and switches properly covered.
- ☐ Multi-plug adapters shall not be used as a substitute for permanent wiring or receptacles.
- ☐ Extension cords are being used on portable appliances to the nearest receptacle.
- ☐ Electrical cords are not affixed to or extend through walls, ceilings, floors, or under doors, or floor coverings.
- ☐ Relocatable power taps plugged directly into receptacles.

HAZARDOUS MATERIALS

- ☐ Pressurized cylinders or tanks are secured.
- ☐ Propane cylinders not stored indoors.
- ☐ Flammable liquids stored properly.
- ☐ Storage not within 36” of oil and gas-fired heating units.

MISCELLANEOUS

- ☐ Clothes dryers are vented to the outside.
- ☐ Clothes dryer exhaust ducts are rigid/flex metal and non-combustible (no plastic ducts).
- ☐ Clothes dryer exhaust ducts are cleaned regularly.
- ☐ Acceptable, fire rated wall and ceiling coverings.
- ☐ Escape plans posted where required.
- ☐ Occupant load posted (all assembly occupancies).