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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 (CSFPC), and various National Fire Protection Association codes (NFPA 10, 13, 25, 30, 54, 70 and 72).

GENERAL REQUIREMENTS

- If you are classified as an assembly, do you have your Occupant Load capacity posted in public view
- Is there a fire department Knox Box? (If applicable)
- If so, does it have the correct keys?
- Is your street address number plainly visible from the street? Street numbers should be a minimum of 3 inches in height

MEANS OF EGRESS

- Exits are continuously maintained free of all obstructions (including snow and ice).
- No storage in exit access corridors or exit enclosures.
- Exits are continuously illuminated.
- Doors into exit access corridors / exit enclosures are self-closing & self-latching.
- Doors into exit access corridors / exit enclosures meet required fire rating.
- All bedrooms have a secondary means of escape (acceptable window/door).

ELECTRICAL

- Main electrical panel is accessible.
- Main electrical panel is properly labeled.
- No missing breakers in electrical panel.
- No storage within 30" of electrical panel.
- No exposed wires / open electrical boxes.
- No missing covers for receptacles and switches.
- No extension cords used for permanent wiring.
- No extension cords affixed to or extend through walls, ceilings, floors, or under doors or floor coverings.
- Relocatable power taps plugged directly into outlets.

LIGHTING/EMERGENCY LIGHTING / EXIT SIGNS (where required)

- All lights working properly within corridors and stairwells.
- All emergency lights working properly.
- All exit signs properly illuminated.
- Record of monthly and annual tests of emergency lights/exit signs.

FIRE ALARM SYSTEM (where required)

- System is ON.
- System is monitored (where required).
- System is tested annually.
- Copy of most recent test report.

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.
- No storage within 18" of sprinkler heads.
- No paint/grease/debris on sprinkler heads.
- Escutcheon plates are in place.
- Ceiling tiles are in place
- Fire department connection is accessible with caps in place.

FIRE SUPPRESSION HOOD SYSTEM (where required)

- Verify bi-annual inspection is completed by a licensed contractor
- Verify manual pull station is accessible
- Verify hood vent system is clean

PORTABLE FIRE EXTINGUISHERS (where required)

- Verify annual inspection is completed with tags in place
- Verify extinguishers are visible, unobstructed and properly mounted
- Verify proper type of extinguisher, some occupancies may require specific types of extinguishers

SMOKE ALARMS (where required)

- At least 1 smoke alarm on every level including the basement and outside of the bedrooms.
- Smoke alarms are less than 10 years old.
- Smoke alarms meet building code requirements for AC/DC power and interconnectivity.
- Smoke alarm in each bedroom (where required).
- Carbon monoxide alarms on each level of each unit (strongly recommended).

HAZARDOUS MATERIALS

- Verify pressurized cylinders or tanks are secured
- No propane cylinders stored indoors.
- Flammable liquids stored properly.
- No storage 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.
- No hibachi, grill, or other similar devices used for cooking, heating, or any other purpose are being used or kindled on any balcony, under any overhanging portion, or within 10 ft. of any structure.