



PIONEER FIRE PROTECTION DISTRICT
FIRE • RESCUE • EMS

P.O. Box 128
7061 Mt. Aukum Road
Somerset, California 95684
Phone (530) 620-4444 • Fax (530) 620-4317
www.pioneerfire.org

Engine Company Fire Safety Inspection Form

The following is a list of general items to be checked to assure that your building is in compliance with building and fire codes. Although it does not include every regulation nor does it necessarily apply to your building, these are the most common problems and therefore need to be checked on a regular basis. If you have any questions about these or any regulations, you can contact the Pioneer Fire Protection District at the listed above telephone numbers during weekdays.

Inspection Date: _____ Facility's Physical Address: _____

Facility's Primary Contact: _____ Alternate Contact: _____

Telephone #: _____ Telephone #: _____

Fire Exits:

- _____ All required exit doors kept unlocked while building occupied.
- _____ No storage or trash blocking aisle to exits or exit doors.
- _____ Exit doors open easily.
- _____ Battery in exit lights operating. Test by pushing test button on light or by turning off circuit breaker number ___ on electrical panel _____. Check Monthly.
- _____ Exit signs not blocked from view by stock or other signs.
- _____ Emergency lights function properly. Check the same way as exit lights.

Fire Extinguishers:

- _____ Fire Extinguisher(s) serviced within the past year. (*Must have tag on bottle from service company).
- _____ Safety pin in handle.
- _____ No damage evident to bottle.
- _____ Needle on pressure gauge in "good" or "ok" range or pointing straight up.
- _____ Fire extinguisher(s) mounted on wall or shelf and no higher than 5 feet, and no lower than 1 foot from floor.
- _____ Fire extinguisher(s) shall be a minimum of 5 lbs.
- _____ Fire extinguishers(s) located in the correct location?
- _____ Fire extinguisher(s) is visible and accessible to anyone unfamiliar with the building.

Electrical Safety:

- _____ Extension cords not allowed for permanent use. Use permanent outlets or surge protectors. (*Multi-tap plugs or brown or white zip cords are not permitted).
- _____ Covers on all electrical junction boxes and outlets.
- _____ 3 feet clearance in front of and 30 inch to one side on all electrical panels.
- _____ Any electrical work shall be done by a licensed electrician.

_____ Emergency lighting units operating. Check monthly by pushing test button or turning off circuit breaker number ____ on electrical panel ____.

Housekeeping:

- _____ Address numbers a minimum of 4 inches, contrasting to bldg color?
- _____ **Commercial Buildings** address numbers a minimum of 6 inches in height.
- _____ All trash and combustible material at least 18 inches from heating appliances such as furnaces and space heaters.
- _____ Unvented kerosene heaters are **not** permitted inside commercial buildings.
- _____ All compressed gas cylinders secured to wall with chain or rope unless in use.
- _____ All flammable or combustible liquids shall be stored in U.L. approved safety cans.
- _____ All oily rags shall be stored in U.L. approved cans. Are they stored outside after close of business hours?
- _____ All outside trash shall be in closed metal containers at least 20 feet from building.
- _____ No smoking signs installed where required.
- _____ No storage in or under stairwells.

Buildings Equipped with Automatic Fire Alarms:

- _____ Has the fire alarm been tested within the last year?
- _____ Are records of this test kept on premises for review?
- _____ Are the employees familiar with the functions of the alarm panel?
- _____ Fire panels should not be reset until the fire department has determined a cause.
- _____ Is there a Zone Map for the devices used in the system?
- _____ Any alterations or additions to the system been approved by the fire department?
- _____ No storage within 3 feet of fire alarm panel.
- _____ Is the system being monitored 24/7? (*Required).

Buildings Equipped with Automatic Fire Sprinkler Systems:

- _____ Systems shall be tested each year by a sprinkler company.
- _____ Are the risers and valves labeled?
- _____ Do not touch any valves unless you are trained to do so.
- _____ Keep clearance of at least 18 inches between all sprinkler heads and the stock level in your store or warehouse.
- _____ If you make alterations or additions to your store such as ceilings, walls or shelving, contact PIO Fire to be certain that it shall not interfere with the sprinkler system.
- _____ Keep at least 3 feet clearance of all storage from around sprinkler control valves.
- _____ Be very cautious when operating a fork lift or moving stock in the vicinity of sprinkler heads so as not to damage them.
- _____ Do not store anything in front of outside sprinkler connection.
- _____ Be sure protective covers are on outside sprinkler connection.
- _____ Are the fire department connections identified properly?
- _____ Be sure fire hydrants are not blocked.

If your building is equipped with fire protection whether it is by sprinkler, fire alarm or combination of the two, we ask that if you do not already have a **Knox Box** on the premises to purchase one for it. This box is designed to securely hold any necessary keys, cards, etc. to gain entry. We also store contact information in case of activation of the fire protection system. For more information on the Knox Box system please call the number above or visit their website @ www.knoxbox.com The name Knox Box is a registered trademark of Knox Box Co. and is only used as information purposes only.

Note: By using this form as a check sheet, the items that are found can be corrected before your next fire inspection.

Inspection Completed by (*Company Officer's Signature): _____

Date Inspection Formed Filed: _____