



Office of County Fire Marshal

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Pre-Fire Inspection Checklist

Fire Inspectors look at many items in your business. As a public service, Person County Fire Marshal's Office is providing you a self-checklist to assist you and your business in making an assessment of your surroundings before and after the official inspection.

The checklist will give you a better understanding of what Inspectors look for and will assist you in obtaining a complete/passing inspection during the first visit. *The checklist is NOT all inclusive as some businesses will require other items above and beyond what is on the list.* Your inspector looks forward to discussing these additional items during the visit if requested.



“Everything Is Better In Person”

***Person County Fire Marshals' Office
PRE-FIRE INSPECTION CHECKLIST***

Combustible and Flammable Material Storage

- Combustible materials (cardboard, paper, plastics, paint, etc.) shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.
- Combustible materials shall not be stored in exits or exit enclosures.
- Outside dumpster shall be kept at least 5 feet away from combustible walls, window, doors, overhangs and lid shall be closed.
- Combustible storage shall be at least 2 feet below the ceiling and 18 inches below sprinkler heads. This includes storage rooms.
- Compressed gas containers, cylinders and tanks shall be secured to prevent falling.
- Flammable materials (gasoline, kerosene, propane, alcohol, etc.) shall not be stored indoors. This includes fuel tanks of motorcycles, lawn-care equipment or cooking equipment, etc.

Exits & Emergency Lighting

- Exit ways and doors shall not be visually or physically obstructed.
- Exit ways and doors shall be unlocked when building is occupied.
- Proper exit signs in place.
- Illuminated exit signs shall be illuminated at all times the building is occupied including during power failures.
- Exit ways shall be illuminated at all times the building is occupied including during power failures (Emergency Lighting).
- Proper lock/hardware on exit door (no flush bolts, hasps, etc.).
- Fire doors, smoke dampers and other fire resistance barriers and assemblies shall not be modified or otherwise impaired from the proper operation at any time.

Fire Protection Systems Inspection, Testing and Maintenance

- Records of all fire protection system inspections, tests and maintenance shall be kept on the premises.
- Sprinkler and fire alarm system shall be serviced annually.

- Fire protection systems shall be maintained in an operative condition at all times and repaired where defective.
- Commercial cooking fire protection systems shall be serviced semi-annually.
- Hoods, grease removal devices, fans, ducts and other appurtenances shall be cleaned to bare metal. Cleaning shall be recorded, and records shall state the extent, time and date of cleaning.
- Emergency lighting shall be tested every six months.
- Standpipe shall be tested every 5 years and flows taken every 3 years.

Building Maintenance

- All private hydrants, fire lanes, fire department connections (FDC) and control valves shall be clear, visible and unobstructed, including sand removal.
- The building address shall be clearly visible from the street, minimum 4 inches in height with a contrasting background.
- Fire-resistance-rated construction shall be maintained. No holes in walls, ceilings, and floors.
- Occupant load signs must be legible, permanent, and posted in conspicuous location near the main entrance for assembly occupancies. This includes restaurants and bars.
- Door Labels are required for rooms containing Electrical, Furnace, Sprinkler, Mechanical and/or Generator equipment.
- Charcoal grills, propane grill and heaters or other open-flame cooking devices shall not be located inside a structure, on combustible balconies or within 10 feet of combustible construction. EXCEPTIONS: 1) One and two family dwellings, and 2) Where balconies/decks are protected by an automatic sprinkler system.
- Area around building free of combustible material (weeds, trash, boxes, etc.).

Electrical

- A working space of not less than 30 inches wide (or width of equipment), 36 inches deep (in front of) and 78 inches high shall be provided in front of electrical service equipment. No storage within this designated workspace.
- "Power strips" (relocatable power taps) shall be UL listed, polarized, grounded and equipped with over current protection.
- "Power strips" shall be directly connected to a permanently installed receptacle. No "daisy chaining".

- "Power strips" cords shall not extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental or physical damage.
- Extension cords, Multi-plug adapters and flexible cords shall not be a substitute for permanent wiring.
- All Electrical Boxes shall be properly covered and no exposed opening.
- No exposed electrical wires. All electrical wiring terminations have to be in a junction box.
- All Electrical outlets have proper cover in place and not damaged.

Portable Fire Extinguishers

- A minimum of one 2A,10: B, C portable fire extinguisher shall be provided within 75 feet of travel distance from anywhere in the business on each floor.
- A Class K fire extinguisher shall be mounted within 30 feet but no closer than 10 feet of commercial food equipment using vegetable or animal oils.
- Fire extinguishers shall not be obstructed and shall be in a conspicuous location and easily accessible to all occupants.
- When visually obstructed, an approved means shall be provided to indicate location.
- Fire extinguisher shall be mounted on wall with manufacture's hanger at least 4" above the floor and no more than 42" above the floor (measured from the top of the extinguisher).
- Fire extinguishers have evidence of proper annual and monthly inspections.

Key Security Box

- Knox Box entry system mounted in an accessible place for OIFR use.
- Knox Box has all applicable and current keys to access the building.

NOTE: This list is a general guideline only for common violations that can be readily determined and corrected by the occupant.