



Self-Inspection Checklist

Directions:

1. Review inspection form before beginning inspection. Please fill in all requested information.
2. Walk through your business inspecting all applicable items on the inspection checklist within 14 days of receiving this form. If an item does not apply, please check N/A.

Please check the following should your business request additional information:

More information on the Knox Box Rapid Entry System. (www.knoxbox.com)

Request a follow-up call from the Inspection Division.

This form should be completed by the owner/representative.

STREET NUMBER:	STREET NAME:	SUITE NUMBER:
BUSINESS NAME:		
BUSINESS PHONE:	BUSINESS FAX:	BUSINESS EMAIL:
INSURANCE NAME/CONTACT PERSON:		PHONE NUMBER
BUILDING OWNER NAME (IF DIFFERENT THAN BUSINESS OWNER):		
PHONE #:	MOBILE #:	EMAIL:
BUSINESS OWNER:		
PHONE #:	MOBILE #:	EMAIL:
EMERGENCY CONTACT:		TITLE:
PHONE #:	MOBILE #:	EMAIL:
EMERGENCY CONTACT:		TITLE:
PHONE #:	MOBILE #:	EMAIL:

LIFE SAFETY

YES NO NA

1.	Are Exit Lights illuminated at all times? <i>(Please press Test Button)</i>			
2.	Do Exits all have clear access?			
3.	Are Emergency lighting units working? <i>(Please press Test Button)</i>			
4.	Is panic hardware operational?			
5.	Are exits unlocked or unbarred when occupied?			
6.	Exit doors easily opened?			

FIRE PROTECTION SYSTEM(S)

YES NO NA

1.	Is the building equipped with a fire alarm?			
2.	Is fire alarm system inspected by a licensed fire alarm contractor? Date Tested:			
3.	Are smoke detectors operable? <i>(Please test)</i>			
4.	If required, has the fire sprinkler system been inspected? Date Tested:			
5.	If required, has the hood suppression system been inspected? Date Tested:			
6.	If required, has the hood cleaning been completed? Date cleaned:			
7.	If required, has the fire door been inspected? Date Tested:			
8.	Have the Fire Extinguisher(s) been inspected in the last year? (yearly inspection required)			
9.	Are Fire Extinguisher(s) hung on proper brackets?			

Please send copies of Fire Alarm, Sprinkler, Hood Suppression, Hood Cleaning & Fire Door inspection reports

ELECTRICAL

YES NO NA

1.	Do all Receptacle/switches have covers?			
2.	Does the Electrical panel have clear access (30"x36" Clear)			
3.	Are extension cords used for temporary or portable equipment ONLY?			
4.	All openings in the electrical panel covered?			

5.	Are all receptacles, switch or circuit breakers in working order?			
----	---	--	--	--

CONDITIONS WHICH MAY CAUSE

FIRE SPREAD

YES NO NA

1.	Are all walls, ceilings, and floors clear of any holes?			
2.	Is all storage 24" below ceiling?			
3.	Are all flammable liquids properly stored?			
4.	Are all Combustible liquids properly stored?			
5.	Are all oil Covered rags properly stored?			
6.	Are Compressed gas cylinders chained?			
7.	All combustible material away from heat sources?			
8.	All pipe chases/holes with filled with non-combustible material?			

MISCELLANEOUS

YES NO NA

1.	Are the Address & Suite numbers visible from the road? Also, on back door?			
2.	Are fire lanes unobstructed?			
3.	Is the yard around your business free of overgrowth and debris?			

FIRE SAFETY EDUCATION

YES NO NA

1.	Is a written fire evacuation plan provided?			
2.	Do employees have knowledge of:			
	a. Extinguishers type and use?			
	b. Evacuation procedures?			
	c. Hazardous materials? (MSDS, handling, storage, etc.)			

COMMENTS:

SIGNATURE:	
PRINT NAME:	DATE COMPLETED: