



## PRE-INSPECTION CHECKLIST

### Commercial Occupancies

Y = Meets Requirements; N= Does Not Meet Requirements

Y N

#### EXTERIOR:

- Fire Lanes marked/unobstructed (MSFC 503.3, 503.4)
- Address visible (MSFC 505.1)
- Combustible accumulations/storage acceptable (MSFC 304.2, MSFC 315.4)
- F.D. key box present/maintained (MSFC 506)
- F.D. connections visible/maintained (MSFC 912)

#### EXIT FEATURES/MEANS OF EGRESS:

- Adequate number of exits (MSFC 1004.1.1, 1015, 1021, 1104.24)
- Exits, aisles, & corridors free of obstructions (MSFC 1030.3)
- Exit doors open from inside (MSFC 1008.1.9)
- Exit signs present (MSFC 1011, 1104.3)
- Emergency lighting present & operational (MSFC 1006, 1104.5)

#### STORAGE:

- Storage neat and orderly (MSFC 315.3)
- Combustible storage prohibited in electrical/equipment rooms, restrictions apply in boiler/mechanical rooms (MSFC 315.3.3)
- Storage maintained [2' below ceiling un-sprinklered, 18" sprinklered] (MSFC 315.3.1)

#### FLAMMABLE/COMBUSTIBLE LIQUIDS:

- Safety containers if used (MSFC 5705.2.4)
- Not stored/kept near exits (MSFC 5704.3.3.3)
- Quantities >10 gals in cabinet (MSFC 5704.3.4.4)
- No basement storage unless sprinklered (MSFC 5704.3.5.1)

#### FIRE EXTINGUISHERS:

- Readily accessible (MSFC 906.5)
- Travel distance not exceeded (MSFC 906.1, 906.3)
- Tested/inspected at least annually (MSFC 901.6.1)

#### SPRINKLER SYSTEM:

- Coverage is adequate (MSFC 903.3.1)
- Controls are readily accessible (MSFC 509.2)
- Valves locked open (MSFC 903.4.4)
- System and valves supervised [>20 sprinklers new, ≥ 100 in existing] (MSFC 903.4)
- Heads in good condition (MSFC 903.3.1)
- Wrench/spare sprinklers present (MSFC 903.3.1)
- Tested/inspected at least annually (MSFC 901.6.1)

Y N

#### FIRE ALARM & DETECTION SYSTEMS:

- Control panel/annunciator panel in normal condition [no trouble or alarm conditions] (MSFC 901.6, 901.7)
- Detectors properly installed (MSFC 907) New only
- Tested/inspected at least annually (MSFC 907.8)
- Fire alarm system installed where required (MSFC 907.2.2)

#### OTHER FIRE PROTECTION SYSTEMS:

- Adequate coverage (MSFC 905.2)
- Hood system fuel shutoff present (MSFC 904.11.2)
- Hood system properly maintained/serviced (MSFC 609.3 & 904.11.6)

#### ELECTRICAL:

- Appliances/fixtures in good condition (MSFC 605.7)
- Overcurrent protection present (MSFC 605.1)
- Multi-plug adapters per NFPA 70 (MSFC 605.4)
- Extension cords not substituted for fixed wiring (MSFC 605.5)
- Power strips properly used (MSFC 605.4.1)
- Access/clearance to electrical panels (MSFC 605.3)
- Electrical Rooms labeled (MSFC 605.3.1)

#### HAZARDOUS MATERIALS:

- Compressed gas cylinders secured (MSFC 5303.5)
- Rooms/areas properly labeled (MSFC 5003.5)
- Acceptable quantities (MSFC 5003.1.1)
- Separation of incompatible materials (MSFC 5003.9.8)

**FFD's Mission: To preserve and improve the quality of life in Farmington by protecting and promoting public health and safety for all.**

**This is a list of the most commonly found deficiencies. It does not include every item a fire safety inspector examines**

**Note: Not all of these sections may apply to your building. For instance, if you do not have a fire sprinkler system, you will not need that part of the checklist.**

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This checklist is intended as a guide to assist property owners in identifying general fire and life safety hazards, other possible code requirements may apply.

MSFC = Minnesota State Fire Code