

Shawnee Township Fire Department

Pre-Fire Inspection Checklist

At Shawnee Township Fire Department, our goal is to ensure that everyone in our community practices fire safety. One of the ways we do this is by conducting periodic Fire Safety Inspections of all commercial occupancies. Many things that are considered common practice can actually be a fire hazard. Shawnee Township has adopted the 2017 Ohio Fire Code to ensure that good fire safety practices are being followed. Below are some of the common hazards that we look for:

Exits/Emergency Lighting

- Exit doors open easily, no unapproved locks or latches on exit doors
- No obstructions in exits, aisles, corridors, and stairways
- No combustible storage in exits (including stairwells)
- Unlock all exit doors during business hours
- Exits and exit doors are marked by "EXIT" signs with letters at least 6" high on contrasting background
- Lighting provided for exits, aisles, corridors, and stairways
- All exit signs and emergency lighting functional
- Occupant load is posted in areas of assembly
- Evacuation plans developed and trained on

Fire Protection Systems/Equipment

- Fire extinguishers installed as required, free of obstruction (and marked by signage if not readily visible)
- Fire extinguishers are serviced annually
- Fire alarm systems installed as required, tested annually and according to NFPA 72
- Maintain access to/operation of all fire protection equipment (standpipes, sprinklers, hydrants, etc.)
- Address numbers are visible from the street
- Maintain access to fire lanes, remove obstructions

Fire Separations

- Keep attic/scuttle covers closed, and ceiling tiles in place
- Remove obstructions from fire doors and maintain operation (do not prop open)
- Seal unapproved openings with approved material (plumbing and electrical chases)

Commercial Kitchen

- Hood system is clean and filters in place
- Cooking fire suppression system is serviced twice/year
- Class K fire extinguisher is located within 30 feet of commercial cooking appliances

Housekeeping

- Arrange storage in an orderly manner for exiting and emergency access, and clear of heat source
- Provide approved waste containers for combustible waste, eliminate large accumulations
- Oily rags should be stored in a listed, disposable container
- Combustible materials stored at least 18" below sprinkler heads, or 24" below ceiling if unsprinklered
- If applicable, compressed gas cylinders are secured in an upright position with protective caps
- Do not use boiler, mechanical, or electrical panel rooms for storage
- All appliances properly vented
- Move dumpsters at least 5' from building or overhangs
- Flammable liquids stored properly

Electrical

- No extension cords used as permanent wiring. Do not affix to structures or extend through floors/walls
- Maintain at least 36" clearance in front of electrical panel
- Each outlet box has a cover faceplate, spacers in empty switch/outlet faceplates and electrical pane gaps
- No multi-plug adapters in use other than power strips. All power strips plugged directly into outlet
- Maintain wiring in good condition, protect from damage. Open-wiring splices are prohibited
- Space heaters plugged directly into outlet, at least 3' from combustible materials, shuts off when tipped

*For any questions, or to
schedule your fire safety
inspection, contact:*

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