



# BUSINESS INSPECTION CHECKLIST

*For Customer Use Only*

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<b>EXITING</b>
Remove obstructions at exits, doors, aisles, corridors, stairways, etc.
Exit door to open without a key or any special knowledge/effort.
Provide sign over main exit door - "This door to remain unlocked during business hours".
Repair non-operable exit door hardware.
Remove obstructions from door required to be closed.
Remove locks/latches from doors with panic hardware.
Remove storage from unprotected stairway.
Provide/maintain exit sign/emergency lighting.
<b>FIRE EXTINGUISHERS</b>
Have fire extinguisher(s) serviced and tagged. (Annually) (2A, 10, B-C)
Mount so the bottom is no less than 4 inches off the ground and the top not more the 5 feet off the ground. Attach purchase receipt to extinguisher until serviced by Company. Portable extinguishers shall be securely mounted on brackets or placed in fire cabinets.
Fire extinguishers shall not be obstructed or obscured from view. Located in conspicuous locations where they are readily accessible and immediately available for use. Travel distance shall not exceed 75 feet.
Post a sign indicating fire extinguisher location.
<b>FIRE PROTECTION EQUIPMENT</b>
Maintain 3 ft. minimum clearance for access/use of fire appliances/equipment.
Hood and duct extinguishing system to be serviced and tagged. (6 Months)
Remove grease from hood, duct, and filters. (KEEP CLEAN)
<b>FIRE SEPARATIONS</b>
Repair holes in required fire resistive construction.
Keep attic access and scuttle openings closed.
<b>ELECTRICAL</b>
Discontinue use of extension cords.
Install permanent wiring for fixed and stationary appliances.
Provide cover plates for all junction boxes. Provide spacers for electrical panel.
Remove exposed wiring or protect in approved conduit.
Provide a 30 inch clear space to and in front of electrical panel.
Maintain wiring in good condition and protect from damage.
<b>FLAMMABLE LIQUIDS &amp; COMPRESSED GASES</b>
Provide a flammable liquid storage cabinet or reduce storage to 10 gallons or less.
Remove all flammable liquids not used for maintenance purposes.
Store liquids away from exits, stairs, or corridors.
Clean up spilled flammable liquid.
Replace lids on all storage not in immediate use.
Secure compressed gas cylinders. Identify product name.
<b>STORAGE &amp; HOUSEKEEPING</b>
Arrange storage in an orderly manner to provide access/egress.
Remove combustible storage from boiler, mechanical, and electrical room.
Reduce storage to 24 inches below ceiling or 18 inches below sprinkler heads.
Provide metal or approved non-combustible trash container with lid.
Remove waste/rubbish materials from the premises.

