



**MOST BUILDINGS ARE INSPECTED ANNUALLY ON A  
PRE-SET RECURRING SCHEDULE.**



**VARIOUS ITEMS THAT MAY BE CHECKED ON YOUR ANNUAL INSPECTION:**

**FIRE DEPARTMENT ACCESS:**

Fire lanes maintained?  
Fire hydrants accessible? (3 ft. clearance)  
Fire Department connection accessible?  
Address visible from street?

**FIRE PROTECTION SYSTEMS:**

Do fire alarm panels have power? Are they monitored?  
Are all valves open and appear in good condition on fire sprinkler system?  
Have fire alarm and sprinkler systems been inspected in the preceding 12 months showing blue tag to ensure operability of the system?  
Kitchen hoods checked, cleaned and maintained?

**MEANS OF EGRESS:**

Exits lights properly illuminated?  
All exits clear and unobstructed?  
All exit doors function properly?

**HAZARDOUS MATERIALS:**

Are all hazardous processes/hazardous storage areas properly maintained?

**COMBUSTIBLE STORAGE:**

Are all mechanical, electrical, and machine rooms accessible and maintained without combustibile storage?

**ELECTRICAL EQUIPMENT:**

3 ft. clearance maintained in front of panel boards?  
Extension cords cannot be used as permanent wiring

**FIRE EXTINGUISHERS:**

Fire extinguishers have been maintained?  
Minimum one (2A 10BC) for every 3000 sq. feet