

## **A. EXITS**

- 1. Unlock all public exit doors during business hours.
- 2. Remove difficult-to-use locks or latches on non-public doors that affect ease of egress during an emergency.
- 3. Remove obstructions, combustible materials and/or flammable liquids from exits, exit enclosures, and from beneath non-enclosed exterior stairways.
- 4. Repair or maintain exit doors and hardware to operate properly.
- 5. Remove combustible materials from beneath unprotected interior stairways.
- 6. Provide exit signs with letters at least 6" high on a contrasting background.

## **B. EXIT LIGHTING**

- 7. Repair lighted exit signs or emergency lighting.
- 8. Provide lighting for exits, aisles, corridors and stairways.

## **C. FIRE EXTINGUISHERS**

- 9. Provide \_\_\_\_ extinguisher(s) size and type ( ) 2A10BC ( ) suitable for the hazard.
- 10. Mount extinguishers at proper height (<40# - 60"; >40# - 42" to top).
- 11. Post signs indicating location where extinguishers are not readily visible.
- 12. Portable fire extinguishers are due for annual maintenance.

## **D. FIRE PROTECTION ACCESS AND EQUIPMENT**

- 13. Provide 4" high (minimum) address numbers of contrasting color to their background and visible from the street.
- 14. Remove obstructions and/or provide access in fire lanes.
- 15. Maintain access to and operation of standpipes, sprinkler valves, fire hydrants, and other fire protection equipment.
- 16. Provide and maintain smoke detectors in proper operating condition.
- 17. Provide and install protective covers on fire department hose connections.

## **E. FIRE SEPARATIONS**

- 18. Remove obstructions from fire doors and maintain to operate properly.
- 19. Seal unapproved opening in fire-resistance-rated construction.

## **F. HOUSEKEEPING**

- 20. Material susceptible to spontaneous ignition, such as oily rags, shall be stored in a listed disposal container.
- 21. Clean grease from filters and hood/duct system.

- 22. Storage of combustible waste is to be orderly and/or in approved containers and away from heat sources.
- 23. Remove storage to at least 18" below level of sprinkler head detectors.
- 24. Maintain storage of combustibles 2 feet or more below the ceiling.
- 25. Remove combustible materials from boiler, mechanical and electrical equipment rooms.
- 26. Dumpsters (larger than 1.5 cu. yards) shall not be placed within 5 feet of combustible walls, openings or roof eave lines.
- 27. Post and enforce "No Smoking" signs in hazard areas.
- 28. Secure all compressed gas cylinders in an upright position against a support or in a cart. When not in use provide protective caps.

## **G. FLAMMABLE/COMBUSTIBLE LIQUIDS**

- 29. Storage in excess of 10 gallons shall be in approved liquid storage cabinets.
- 30. Storage of less than 10 gallons shall be in approved containers.
- 31. Discontinue using flammable liquids for cleaning.
- 32. No indoor storage/use of propane in cylinders >2.5 lbs WC (1 lb propane).

## **H. ELECTRICAL**

- 33. Extension cords shall not be a substitute for permanent wiring, nor shall they be exposed to physical or environmental damage. Extension cords shall plug directly into an approved receptacle.
- 34. Approved covers shall be provided for all electrical boxes. Open wiring splices shall be prohibited.
- 35. Maintain at least 30"W x 36"D clearance in front of electrical service equipment.
- 36. Electrical wiring that is modified or damaged shall be corrected.
- 37. Discontinue use of non-approved multi-plug adapters.

**Lock Box:** ■ YES ■ NO

If yes, required keys are available and functional ■ YES ■ NO