



# FIRE INSPECTION CHECKLIST

## Used for Commercial Occupancies

Tualatin Valley Fire & Rescue has compiled a list of common safety hazards regularly found on fire inspections. Please use this checklist to keep your business safe.

### FIRE DEPARTMENT ACCESS

- Address** — Must be clearly marked and visible in a contrasting color.
- Fire Lanes** — Maintain unobstructed fire lanes.
- Signage and Curbing** — Keep signs and curbs maintained.

### FIREFIGHTING WATER SUPPLY

- Hydrants** — Must be accessible at all times, with three feet of clearance on all sides and no parking within 10 feet.
- Fire Department Connections** — Maintain and keep unobstructed, with three feet of clearance on all sides.
- Private Fire Hydrants** — Provide documentation of annual testing and maintenance.

### EXITING

- Exit Doors** — Must open easily from the inside with a single action.
- Exit Signs/Emergency Lights** — Must be operational at all times.
- Aisles/Stairways/Walkways** — Keep clear of storage and obstructions.

### FIRE PROTECTION SYSTEMS

- Fire Sprinkler Systems** — Provide documentation of annual testing and maintenance\*.
- Fire Sprinkler Heads** — Keep 18 inches of clearance around fire sprinkler heads.
- Fire Alarm Systems** — Provide documentation of annual testing and maintenance\*.
- Hood Suppression Systems** — Provide documentation of testing and maintenance every six months\*.

(\* Must be performed by a qualified fire protection contractor.)

### GENERAL FIRE CODE ITEMS

- Extinguishers** — Must be visible and accessible; also must be serviced every 12 months.
- Electrical Rooms** — Keep all electrical equipment clear and accessible.
- Electrical** — Extension cords cannot be used as a substitute for permanent wiring.
- Electrical** — Appliances must be plugged directly into an electrical outlet.
- Fire Doors** — Must be maintained to self-close and latch and have smoke seals in place.

Please contact us with any questions about your upcoming inspection.

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