



HOW TO PREPARE FOR AN ANNUAL FIRE SAFETY INSPECTION

1. All fire extinguishers must be serviced annually or after every use.
2. Provide minimum 2A: 10BC extinguisher within every 75 feet of travel.
3. Provide minimum 2A: 10BC extinguisher attached to all portable welding carts.
4. Provide minimum 40BC extinguisher within 40 feet of travel for all spray booths.
5. Provide minimum 40BC extinguisher within 30 feet of travel for hood and duct systems.
6. Spray booths and an automatic fire extinguishing systems shall protect spray rooms.
7. Extension cords and multi-plug adapters without circuit breakers are prohibited.
8. Provide cover plates for all electrical panels and outlets.
9. Sprinkler/standpipe systems shall be serviced at least every 5 years and have a State Fire Marshal tag attached to riser.
 - A. All hood and duct suppression systems shall be serviced every six months.
10. Exits and pathways must be clear and unobstructed.
 - A. All exit identifications shall meet with specific occupancy requirements.
 - B. Occupant load shall be posted in all assembly areas.
11. All compressed cylinders must be secured with a noncombustible strap, a third of the way down from the top and a third of the way from bottom.
12. Provide a compatible secondary containment for all regulated hazardous materials and hazardous waste, including used batteries. **Secondary containment shall be kept clean and dry.**
13. All regulated hazardous materials storage must be labeled.
Examples: Waste oil Waste antifreeze Solvents
14. Provide minimum 40BC extinguisher within 30 feet of travel for all liquid propane tanks.
15. All oily rags shall be securely stored in metal or metal lined receptacles equipped with a tight fitting lid.
16. Storage of more than 10 gallons of flammable/combustible material shall be stored in an approved liquid storage cabinet.
17. Storage is prohibited under exit stairways.
18. All storage must be 2 feet from the ceiling in a non-sprinklerd building, 18 inches from sprinkler heads.
19. Building address must be visible, fronting the street or road way and in contrast of its background.
20. Maintain a 3-foot clearance in front of electrical panel.
21. Mechanical or electrical rooms shall be kept clean and clear of all combustible storage.
22. All facilities that store hazardous material and hazardous waste must have a **current Hazardous Materials Business Plan** on file at the job site.
23. Hazardous Material Business Plan shall be located and ready for review by the Inspector.
24. Provide permits on request for all tenant improvements made on occupancy.

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