



## ANNUAL FIRE INSPECTIONS CHECKLIST

The West Seneca Code Enforcement Office conducts annual inspections of multiple residential occupancies and commercial businesses. The goal of these inspections is to decrease the number and severity of fires and increase fire safety awareness. Cited fire violations are generally given 30 days to abate violations, however more serious life safety violations are given less time depending on the violation. Below is a list of some of the most common fire code safety violations we look for during annual inspections. You can use this list as a guide to assist you in identifying and correcting potential fire and life safety hazards in your building.

For more information on when your business is scheduled, or to schedule an annual fire inspection or to obtain general information call the West Seneca Code Enforcement Office at (716) 558-3242.

### EXIT & EGRESS DOORS

1. Three (3) feet of clear space is required in front of every exit door. Remove obstructions from exits, aisles, corridors, and fire escapes.
2. Repair and maintain interior and exterior lighting for corridors, stairways and exits doors.
3. Maintain emergency backup power for exit lighting and exit signs. Maintain two (2) bulb illumination at all times.
4. Exit doors may not be equipped with any kind of deadbolt or latch, which requires the use of a key or any special knowledge or effort to open the door from the inside.

### ELECTRICAL

1. Extension cords cannot be used permanently in any business. Only UL listed fused or circuit breaker surge suppressors may be used for non-permanent appliances like calculators, desk lamps, typewriters and computers. Surge suppressors must be plugged directly into the wall receptacle. Large fixed appliances like refrigerators, table saws and other large equipment cannot be used with extension cords or power cords.
2. No wiring or cords may extend through walls, ceilings, floors or under doors.
3. Replace worn or frayed wires to minimize fire hazard.
4. All electrical receptacles must have cover plates and exterior receptacles weatherproof covers shall be in place.

5. Repair any openings in fire resistive construction (i.e.: around conduit; holes in firewalls; ceilings and unsealed chases).
6. Minimum clearance of 36 inches in front of electrical panels.

#### **EXTINGUISHERS**

1. Fire extinguishers shall be serviced annually and if discharged. Extinguishers must have a valid service tag from a state licensed company.
2. Extinguishers shall be mounted where readily available with top being no higher than five (5) feet from finished floor.
3. If not readily visible signs shall be posted indicating location.
4. A minimum size fire extinguisher having a rating of 2A:10:BC shall be provided with travel distance not exceeding 75' or one (1) for every 3,000 square feet.
5. Kitchen hood fire suppression systems are to be serviced bi-annually (Copy of completed service report is to be forwarded to the West Seneca Code Enforcement Office).
6. Kitchen areas, cooking with grease, shall have a K class fire extinguisher.

#### **EXTERIOR**

1. Remove accumulation of rubbish, weeds, grass, vines or other vegetation.
2. Remove storage of combustible materials less than 15' from property.
3. Hydrant and fire department connection clearances are as follows: Provide 7½ feet in front of and on both sides and four (4) foot clearance to the rear to any obstructions such as posts, signs, fences, trash storage and other materials, this includes vehicle parking spaces.

#### **STORAGE**

1. Storage shall be kept two (2) feet or more below ceilings in non-sprinkled areas and 18 inches below sprinkler deflectors in sprinklered buildings.
2. Remove storage underneath exit stairs and combustibles from exits.
3. Remove combustible storage from mechanical or electrical equipment rooms or boiler rooms.
4. Remove storage of dumpsters within ten (10) feet of combustible walls, openings or roof eave lines.
5. Keep storage orderly, secure and located so exits from the building will not be obstructed.

#### **FIRE ALARM SYSTEMS**

1. Single station-battery operated smoke detectors only shall be maintained in operable condition and tested monthly. Multi-Family buildings are required to maintain a maintenance log for review by the Fire Department.

2. Have fire alarm system tested annually by a state licensed fire alarm contractor and service as needed. Any deficiencies, which may affect operation of the fire alarm, shall be reported to the West Seneca Code Enforcement Office immediately. (Contractor shall forward a copy of the certification to the Code Enforcement Office).

#### **FIRE SPRINKLERS**

1. Fire sprinkler systems shall be serviced by a state licensed sprinkler contractor annually. Any deficiencies, which may affect operation of the fire sprinkler system, shall be reported to the Code Enforcement Office immediately. (Contractor shall forward a copy of the certification to the West Seneca Code Enforcement Office).

2. Fire Department Connections (FDC) shall be properly covered with approved covers.

#### **OCCUPANT LOADS AND UNIT IDENTIFICATION**

1. Occupant load signs (if provided) shall be visibly posted near main exit.

2. Businesses shall provide 10 inch address numbers and letters (color shall be contrasting to building color). Address is to be clearly visible from the street.

3. Unit numbers/letters shall be four (4) inches and provided on front and rear doors.

#### **FLAMMABLE LIQUIDS AND HAZARDOUS MATERIALS**

1. Flammable liquids shall not be stored near exits, corridors and stairways.

2. A flammable liquids cabinet may be required for proper storage of flammable liquids.

3. A permit shall be obtained from the West Seneca Code Enforcement Office to store, handle or use flammable liquids in excess of permitted amounts. ALL excessive storage of flammable or combustible liquids must be removed from a business. Flammable and combustible liquids may only be stored in their original approved containers.

4. Compressed gas cylinders must be properly secured to prevent them from falling or being knocked over. Each cylinder must be labeled with its contents.

5. Place hazard identification signs at entrances to locations where hazardous materials are stored.

6. Conspicuously mark individual containers, cartons or packages.

7. Maintain and update regularly all MSDS sheets.

#### **GENERAL REQUIREMENTS/HOUSEKEEPING**

1. Remove combustibles, trash and other debris from around the building's exterior.

2. Do not store ANY materials in rooms where fire equipment is located, (i.e. fire sprinkler riser rooms and fire alarm control panel rooms). Some items typically found in these rooms are mops, brooms, boxes or any other combustible or flammable material.

3. Keep storage, furnishings and merchandise three (3) feet away from heat producing equipment to minimize the risk of fire.
4. Repair any holes in walls; replace ceiling panels and other breaches where portions of walls or ceilings have been damaged. This maintains the fire resistive integrity of your buildings original construction.
5. No obstructions, including storage are allowed around standpipes, fire hose cabinets, sprinkler valves and hydrants.
6. Keep designated fire lanes around your business clear at all times and replace worn fire lane signs and pavement markings.
7. Ensure your building Knox Box keys are up to date. If locks are changed or added contact our office to exchange or add any additional keys. Also, be sure to regularly update emergency contacts that are on file with the Fire Department.