Return Date: _____

For Office Use Only

FILE: _____

DATE: _____

CITY OF SAN DIEGO
FIRE DEPARTMENT

Fire & Hazard Prevention Services Self-Inspection Checklist

Business Name: _____ Phone: _____

Address: _____ Bldg/Suite #: _____

Instructions: This checklist is to be completed by the business owner or representative; return the white and yellow copies to the Fire Department by return date above. Place your initials in the blank line next to each item as compliance is verified. If an item is not applicable to your business, place N/A in the blank. Please press hard, you are making three copies. If you have any questions regarding the completion of this form, please call Fire and Hazard Prevention Services at (619) 533-4400.

Mail completed form to: San Diego Fire Department, Fire and Hazard Prevention Services
1010 Second Avenue, Suite 300, San Diego, CA 92101

1. ACCESS

_____ a. **building address** - must be plainly visible from the street
_____ b. **restore fire lane markings** - maintain existing red curbs; white lettering on top of curb "NO PARKING FIRE LANE"
_____ c. **fire lanes** - no parking or obstructions

2. EXITS

_____ a. **blocked exitways** - exits, aisles, corridors and stairways are unobstructed
_____ b. **doors** - must be openable from inside by a single unlocking/unlatching action
_____ c. **exit sign illumination** - maintain illuminated exit signs in working order

3. ELECTRICAL

_____ a. **extension cords** - not to be used as a substitute for permanent wiring
_____ b. **cords subject to damage** - flexible cords shall not pass through doors, walls, ceilings, floors or under floor coverings
_____ c. **wiring** - maintain wiring in good condition; replace damaged wiring and coverplates
_____ d. **circuit panel clearance** - maintain access and 30-inch minimum clearance in front of electrical panels

4. FIRE PROTECTION SYSTEMS

_____ a. **sprinkler heads** - replace damaged, corroded or painted sprinkler heads
_____ b. **spare sprinkler heads** - provide spare sprinkler heads (6 minimum) and sprinkler wrench
_____ c. **storage below sprinklers** - maintain 18-inch minimum clearance (horizontal plane) below sprinkler deflectors
_____ d. **sprinkler control valves** - identify valves, secure in open position; maintain access to and operation of control valves
_____ e. **clearance around riser** - maintain 3-foot minimum clearance around all fire protection equipment
_____ f. **automatic fire alarm system** - service and maintain in proper working order at all times

5. FIRE EXTINGUISHERS

_____ a. **mount extinguishers** - mount extinguishers with top of extinguisher between 3 and 5 feet above floor
_____ b. **posting of signs** - post signs indentifying locations where extinguishers are not readily visible
_____ c. **service/maintenance** - servicing by a licensed technician is required annually and after each use

6. GENERAL FIRE SAFETY

_____ a. **storage below ceiling** - storage must be at least 24 inches below ceiling
_____ b. **combustible storage** - no combustible storage in furnace or electrical rooms or below stairs
_____ c. **housekeeping** - maintain storage in neat and orderly manner
_____ d. **dumpsters** - must be a minimum of 5 feet from combustible structure and building openings

7. FIRE-RESISTIVE CONSTRUCTION

_____ a. **self-closing doors** - not to be held open by any type of door stop
_____ b. **walls and ceilings** - repair holes in walls and ceilings and replace missing ceiling tiles

8. COMPRESSED GASES AND WELDING

_____ a. **extinguishers** - provide fire extinguisher on welding cart or within 30 feet of welding location
_____ b. **cylinder storage** - secure compressed gas cylinders and clearly label contents
_____ c. **storage** - separate flammable from non-flammable gases
_____ d. **combustibles** - keep outdoor areas around cylinders and tanks clear of combustible material and vegetation

9. FLAMMABLE & COMBUSTIBLE LIQUIDS AND HAZARDOUS MATERIALS

_____ a. **no smoking signs** - post "NO SMOKING" signs where flammable and hazardous materials are stored or used
_____ b. **containers** - flammable liquids must be stored in original containers or approved safety cans; label contents
_____ c. **dispensing** - no gravity dispensing of Class IA flammable liquids from tanks or containers
_____ d. **grounding** - provide grounding and bonding while dispensing flammable or combustible liquids
_____ e. **incompatible materials** - separate incompatible hazardous materials in storage
_____ f. **exterior storage** - keep areas surrounding exterior storage clear of combustible material and vegetation

10. SPRAY BOOTHS

_____ a. **no smoking signs** - post "NO SMOKING" signs around spray booths
_____ b. **extinguishers** - provide fire extinguisher within 30 feet of spray booth
_____ c. **filters** - clean or replace filters as needed
_____ d. **interlocks** - test and maintain spray booth interlock for proper operation
_____ e. **sprinkler heads** - protect sprinkler heads from paint overspray
_____ f. **booth maintenance** - keep booth walls and floors clean of overspray buildup
_____ g. **storage** - no combustible storage permitted in spray booth or within 3 feet of spray booth

_____ *OTHER*: _____

I certify that this checklist has been completed accurately and all non-complying items corrected.

Signature: _____ Print Name: _____

Title: _____ Date: _____

FD-2224 (11/96) **White Copy** - Fire Dept (FHPS) **Yellow Copy** - Fire Dept (File) **Pink Copy** - Business (File)

This information is available in alternative formats upon request.

Clear Entire Form