

BUILDING EXTERIOR

- Are address numbers for your building clearly visible from the street?**
Police, fire and ambulance crews must be able to find your business. Numbers should be at least four inches high.
- Can emergency vehicles gain access to your business without being obstructed by parked vehicles?**
Remember, fire department vehicles are large and difficult to maneuver in tight places.
- Is the area around your building free of trash or combustible debris?**
If a fire occurs outside your building, combustible material is likely to cause the fire to spread to your building.
- Is your trash dumpster located outside, and at least five feet from the building wall, the roof overhang and door or window openings?**
A fire in a dumpster too close to the building can easily spread to the interior. Most dumpster fires occur at night, when no one may notice the fire for a considerable time.

EXITING

- Is your main entrance door always unlocked when the building is occupied?**
If the main entrance to your business has a lock, it must also have a sign over the door saying: "This door to remain unlocked during business hours." The lock must be a key-only deadbolt. No thumb lever deadbolts or other locks are allowed.
- Can all other exit doors be opened from the inside at all times by a single unlocking or unlatching motion?**

- Do all electrical switches, receptacles and junction boxes have cover plates? Are all exposed wires properly covered?**
Missing cover plates are a common safety hazard, and very inexpensive to correct.

HEATING

- Is the area around your furnace and water heater clear of combustible materials?**
Furnace or utility rooms are not intended as storage areas. In the event of a malfunction in the appliance, stored combustibles could start a fire.
- If you use a portable heater, does it automatically shut off if tipped over?**
Kerosene or propane heaters are not allowed within commercial occupancies. If you use a portable heater, it must be electric, and it must have a "tip-over" switch. If yours doesn't, replace it with one that does.
- When in use, do you keep your heater away from combustible materials?**
Electric heaters will ignite combustibles in a very short period of time, often when no one is in the room.
- Is your portable heater plugged directly into a wall outlet?**
Do not use any kind of extension cord or power strip (even one with a circuit breaker) for a portable electric heater. Electric heaters consume a large amount of electricity and will melt an ordinary extension cord.

MISCELLANEOUS

- Are all holes in sheet rock or other fire walls properly repaired?**
A sheetrocked room will contain a fire for up to an hour. However, if there are holes in floor, walls or ceiling, a fire can quickly spread throughout the building.

Except for the main entrance, exit doors must open from the inside 24/7 without a key or special knowledge of the locking or latching device. Deadbolts or other additional locks are not allowed.

- Are the exit signs in your business working?**
Replace burned out bulbs. Note: Inexpensive LED replacement bulbs are available that may last up to 25 years. Contact your local lighting contractor for information.
- Do your exit signs continue to work if the power is out?**
Test the battery backup for your exit signs, and repair if necessary.
- If the power goes out, can you, your employees and customers see well enough to get out of the building safely?**
Test your emergency lighting system at least annually, and repair if necessary. If you do not have emergency lighting, it may be necessary to install a system. Modern units are relatively inexpensive and easy to install. Contact La Grande Fire Department for additional information.
- Is there a clear, unobstructed aisle or passageway to all exit doors?**
Building occupants must be able to reach the exit doors without having to go around displays that are in the way, and without tripping over anything. Pay particular attention to stairs and stairway landings.
- Do all self-closing fire doors close properly? Are they kept closed?**
Self closing fire doors may not be held open by straps, door stops or other obstructions. Magnetic or mechanical releases controlled by a fire alarm system are acceptable.
- Is storage orderly and at least two feet below the ceiling in your storage area?**
It is always difficult to keep the top shelf empty, but stored items must be kept away from sprinkler heads, light fixtures, air supply vents and exhaust fans.
- Has all storage been removed from mechanical and electrical rooms and under stairways?**
- Are there fewer than ten gallons of flammable or combustible liquids stored or used within your business?**
The fewer flammable or combustible liquids you keep or use in your business, the better. If you need to have more than ten gallons on hand, please contact the Fire Department for advice on proper storage.
- Is your basement free of flammable liquids?**
Flammable liquids may not be stored in a basement in any quantity. Please remove and dispose of them properly.
- If you have compressed gas cylinders within your business, are they secured so they can't fall over?**
Compressed gas cylinders will sail away like a rocket if they tip over and the control valve breaks off. Fasten them securely in the upright position.
- If your business uses hazardous materials, is your MSDS book up to date and mounted in a readily accessible area?**

Call the La Grande Fire Department if you have questions or need assistance regarding violations you find during your inspection. Our telephone number is: 963-3123.

FIRE EXTINGUISHERS

- Is there at least one portable fire extinguisher (2A:10BC rating or better) in your business?**
You must have one 2A:10BC fire extinguisher for every 3000 square feet of floor space, and one for every floor. In addition, walking distance to an extinguisher should never exceed 75 feet.
- Are your extinguishers properly mounted, visible and easily accessible?**
Extinguishers should be wall-mounted with the top between three and five feet from the floor. They should be in plain sight of both you and your customers, and not blocked by merchandise or equipment. When possible, place extinguishers near exits.
- Do you and your employees know how to use your fire extinguishers?**
Contact La Grande Fire Department at 963-3123 to arrange a fire extinguisher training class.
- Have all extinguishers been serviced within the last six years?**
- Have all extinguishers been inspected and/or tested within the last 12 months?**

FIRE PROTECTION SYSTEMS

- Have your fire alarm and sprinkler systems been inspected, tested, and/or repaired within the last twelve months?**
- If your building has a standpipe, has it been inspected and tested within the last five years?**
Results of fire alarm, sprinkler system and standpipe testing must be forwarded to the La Grande Fire Department.

When violations have been corrected, please complete the information below and return this form to the La Grande Fire Department.

BUSINESS INFORMATION

Bus. Name: _____
Phone: _____
Street Address: _____
Mailing Address: _____
Business Owner: _____
Phone: _____
Building Owner: _____
Phone: _____

ALARM & EXTINGUISHING SYSTEMS

- Check all that apply to your business or building:
- Sprinkler system
 - Standpipe system
 - Fire Alarm System
 - Commercial Kitchen with ventilation hood and suppression system

BRIEFLY DESCRIBE YOUR BUSINESS

I attest that the information above is true and correct, and that to the best of my knowledge I have corrected all known fire codes violations, including those on this self-inspection checklist.

Signature _____
Title _____
Date _____

- Has your hood ventilation system been serviced within the last six months?**
Keep records of the servicing of your hood system on the premises and available for inspection.
- Is your hood ventilation system clean?**
Hood ventilation systems must be cleaned as needed, but at least once every six months. Keep records of the cleaning of your hood system on the premises and available for inspection.

ELECTRICAL

- Are your electrical appliances and their power cords in good working condition?**
Frayed or damaged power cords and poorly maintained electrical equipment are more likely to cause a fire.
- Do all your extension cords have a circuit breaker?**
Use of lightweight electrical extension cords is not allowed within commercial occupancies. If you need an extension cord, use the type commonly called a "power strip". It must be UL listed and equipped with a 15 amp internal circuit breaker. Do not use an extension cord or a power strip for supplying large appliances such as electric heaters, refrigerators, copy machines or microwave ovens.
- Is there a 30" clear space in front of all electrical panels?**
In an emergency, both you and the fire department may need quick access to the electrical panel.
- Are all circuit breakers free to operate?**
A taped-over circuit breaker may not be able to shut off when overloaded, and could cause a fire.
- Are all circuit breakers within the panel properly identified?**

LA GRANDE FIRE DEPARTMENT



FIRE & LIFE SAFETY SELF-INSPECTION CHECKLIST

Please use this checklist to inspect your business for fire safety. When violations have been corrected, complete the form on the last page and return it to the La Grande Fire Department.