



Richmond Hill Fire Department Self Inspection Checklist

The purpose of this form is to aid the business owner/operator in a self-evaluation of commercial property. A representative of the Richmond Hill Fire Marshal's Office (FMO) will conduct periodic inspections based largely on the criteria listed below.

Exits/Means of Egress

- Exit doors unlocked & unblocked.
- Exit access unobstructed.
- Exterior of exit doors clear of obstructions.
- Exit doors & hardware fully functional.
- Exit stairways unobstructed & free of storage.
- Exit Lights fully operable.
- Exit doors easily identifiable.
- Emergency lighting fully operable.

Fire Protection Systems

- Fire alarm, sprinkler, and suppression systems inspected/tested annually (with documentation).
- Sprinkler fire pump tested annually.
- Wet standpipe system flow tested annually.
- Dry standpipe system hydro-tested every 5 years.
- FDC unobstructed and accessible.
- FDC caps in place, couplings spin freely.
- Sprinkler heads unobstructed, no storage within 18 inches.
- Sprinkler heads free of paint, corrosion, debris.
- Sprinkler valve room accessible, free of storage.
- Fire alarm devices (pull stations, control panels, etc.) easily accessible.
- Fire alarm horns/strobes operational and unobstructed.
- Kitchen hood system inspected and tagged as required.
- Kitchen hood remote pull station accessible and fully operable.
- Class K fire extinguisher located within 30 feet of kitchen frying equipment.
- Fire extinguishers inspected and tagged as required.
- Fire extinguishers accessible and properly mounted.

Fire Doors/Protection Assemblies

- Fire doors operable, self-closing, and latching.
- Fire doors not wedged or propped open.
- Fire rated walls, floors, or ceilings not breached, or openings are filled with fire rated caulk.
- No obstructions interfering with operation of fire doors.

Hazardous Materials

- No open containers of flammable/combustible liquids.
- Flammable/combustible liquids stored in approved cabinets.
- Compressed gas cylinders secured upright.
- Fuel dispensing hoses not worn or cracked.
- Cleaning supplies/chemicals stored in approved & labeled containers.

Electrical

- Outlets, switches, junction boxes have cover plates installed.
- Circuit breakers/fuses labeled properly.
- Openings in circuit breakers protected with fill plates installed.
- Electric panel/breaker box accessible.

Housekeeping

- No accumulation of combustible waste.
- Electrical, mechanical, boiler rooms accessible and free of all storage.
- Electrical equipment and motors free of debris and build-up (dust, lint, etc.).
- HVAC air filters clean and replaced regularly.

Miscellaneous

- Street address posted and visible from roadway.
- Fire hydrants on property unobstructed within 3 feet.
- Fire lane clearly marked and unobstructed.
- Fire department access road unobstructed as required.