



Wilson County Fire Self Inspection Checklist

Exits/Mean of Egress

- Exit doors unlocked/unblocked
- Exit access is unobstructed
- Exterior of exit doors are cleared
- Exit doors are operable
- Enclosed exit stairways clear & free of storage
- Exit lights are operable
- No added surface bolts/latches on exit doors
- Exit doors readily distinguishable as such, with no mirrors or other coverings over doors

Fire Protection Systems

- Fire alarm, fire sprinkler, and suppression systems are inspected & tested annually
- Sprinkler fire pump is tested & tagged annually
- Wet standpipe system is flow tested every year
- Dry standpipe system is hydrotested every 5 years
- Sprinkler connection (FDC) is unobstructed & accessible
- FDC caps in place & FDC couplings freely spin
- Sprinkler heads are unobstructed with no storage within 18 inches (36 inches for ESFR & large drop fire sprinklers)
- Sprinkler heads are free of paint, corrosion, or other debris
- Sprinkler valve rooms are accessible & free of storage, & their location identified
- Fire Alarm devices (pull stations, control panels, etc.) are accessible & labeled for identification
- Fire alarm system horns & strobes are not obstructed
- Wet & dry chemical suppression system inspected every 6 months (incl. kitchen & spray booths)
- Kitchen hood suppression system remote pull station is accessible
- Fire extinguishers inspected annually
- Fire extinguishers are accessible & mounted

Electrical

- Emergency lights tested annually
- Emergency generator is fully tested annually
- Extension cords not used in place of permanent wiring
- Outlet/switch/electrical covers in place
- Covers for junction boxes, panels, etc. are in place
- Electrical rooms are identified as such

Fire Protection Assemblies

- Fire doors operable by self-closing & latching
- Fire doors are not wedged open
- Roll down fire doors drop tested by outside testing company annually
- Fire rated walls, floors, & ceiling construction are not breached
- No obstructions blocking operation of fire doors

Hazardous Materials

- Fire Dept permit conspicuously posted & updated
- Fire Dept notified of any changes in chemical storage or processes
- No open containers of flammable or combustible liquids
- Flammable or combustible liquids not dispensed by gravity means
- Material Safety Data Sheets (MSDS) are on site (hard copy or electronic version must be available)
- WFRS required hazardous material placard maintained legible
- Compressed gas cylinders secured upright
- Fuel dispensing hoses are not worn or cracked
- Spray finishing in only approved areas (booths, etc.)

Housekeeping

- No accumulation of combustible waste
- Electrical, mechanical, boiler rooms are accessible & free of storage
- 3-foot clearance maintained around electrical panels
- Electrical equipment and motors free of debris & build up, (sawdust, lint, etc.)
- 3-foot clearance maintained around spray booth (unless against 1 hr. minimum fire rated or exterior wall)
- No combustible storage in spray booth or flammable liquid storage room

Miscellaneous

- Street address numbers posted and clearly visible (6" in height, must be numerical)
- No combustible decorative material in exit corridors or assembly occupancies
- Privately owned fire hydrants accessible
- Privately owned fire hydrants painted per WFRS regulations
- COW gas meters subjected to vehicle traffic protected from damage
- Access road obstructed
- WFRS KNOX BOX installed & keys updated