



Fire & Life Safety Self-Inspection Form Business Type: _____

Business Name:	Business Phone #:
Business Address:	Business E-mail:
Property Owner Name:	Property Owner E-mail:

A "No" response to any of these questions indicates the presence of a fire code violation. All hazards identified as having a "No" response shall be corrected. Check "Yes" when no hazard exists or a found violation has been corrected. Be advised that checking "N/A" means the item is not applicable to your property.

Access & Premises	Yes	No	N/A
Are the address numbers for the building clearly visible from the street and contrasting in color?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the individual room or unit numbers clearly visible and contrasting in color?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exterior fire department access points unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has all combustible vegetation been removed or trimmed as to not create a fire hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a minimum 3' clearance maintained around fire hydrants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an approved Knox box located on the property? Does it contain all required access keys for emergency personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Egress (Exiting)	Yes	No	N/A
Are all exit ways and doors easily recognizable, unobstructed, and maintained functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all handrails and stairs maintained in a safe condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any special knowledge or effort?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all exits and exit enclosures free from the storage of combustible materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are doors with self-closing hinges maintained in the closed position (not blocked open)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	Yes	No	N/A
Are all electrical devices such as motors, breaker panels, outlets, etc., maintained clean and free from the excessive accumulation of all oil, dirt, dust, waste and debris?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are circuit breakers/fuses labeled to identify the area protected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all wiring maintained in good condition and protected from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the area in front of all electrical panel(s) maintained clear at least (30) inches?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords used only for temporary use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cord(s) of heavy-duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cord(s) grounded when serving grounded appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter (except for approved multi-plug extension cords) and serving only (1) portable appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ampacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the building is equipped with a generator, is it being maintained at the required intervals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<u>Emergency Lighting/Egress Illumination</u>	Yes	No	N/A
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress illuminated when the building or structure is occupied?			
<u>Signage</u>	Yes	No	N/A
If exit signs are required, are they maintained, unobstructed and easily viewable?			
If exit signs are illuminated or self-luminous, does the backup-battery work? (push the test button, the exit sign should illuminate under battery power)			
If maximum occupancy signs are required, are they posted in conspicuous locations, maintained and easily viewable?			
<u>Fire Alarm Systems</u>	Yes	No	N/A
If the building is equipped with a fire alarm system, has the required annual service been performed by a qualified fire alarm company with a passing result?			
<u>Smoke & Gas Detection</u>	Yes	No	N/A
If smoke and carbon monoxide detection is required, have all devices been tested by a qualified individual?			
If CO2 detection is required, have all devices been tested by a qualified individual?			
<u>Fire Safety & Evacuation Plans</u>	Yes	No	N/A
Are emergency drills conducted successfully at varying times and under varying conditions and are records maintained on the premises?			
Are employees trained to assist in the proper evacuation under emergency conditions?			
Are all employees instructed as to their duties in case of fire or other emergency?			
Has the facility held a practice drill quarterly on each shift?			
Are Evacuation Plans posted?			
Do you have Fire Safety Plans?			
<u>Fire Extinguishers</u>	Yes	No	N/A
Are all fire extinguishers rated at a minimum 2A-10BC? 2A-20BC for Motor Fuel Dispensing sites?			
Is the travel distance from all portions of the building less than (75) feet to a fire extinguisher?			
Are all fire extinguishers visible and accessible (not blocked)?			
Have the fire extinguisher(s) been serviced/tagged by a fire extinguishing company within the last (12) months?			
Are the fire extinguisher(s) properly mounted? (Maximum (5) feet high if <40 lbs., maximum (3.5) feet high if >40 lbs.).			
Are all electric forklift battery charging areas provided with at least (1) approved minimum rated 4A-20BC fire extinguisher within (20) feet?			
<u>Fire Suppression Systems</u>	Yes	No	N/A
If the building is equipped with a fire sprinkler system, has the required annual service been performed by a qualified sprinkler company with a passing result?			
If the building is equipped with a fire sprinkler system, has the required 5-year service been performed by a qualified sprinkler company with a passing result?			
If the building contains a commercial hood fire suppression system, has the required semi-annual service been performed by a qualified hood system company with a passing result?			
If the building contains a hood system of any kind, has the hood system been cleaned and stickered at the required intervals to prevent the accumulation of grease?			
If the property is equipped with a private fire hydrant system, has the required annual service been performed by a qualified company with a passing result?			
If the property is equipped with a private fire hydrant system, has the required 5-year service been performed by a qualified company with a passing result?			
If the building is equipped with a fire pump system, has the required annual service been performed by a qualified company with a passing result?			

<u>Fire Doors/Smoke Separations</u>	Yes	No	N/A
Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?			
Are all attic access/scuttle openings closed?			
Have all holes in required fire-resistant construction been repaired?			
Have all missing ceiling tiles been replaced?			
<u>Ignition Sources</u>	Yes	No	N/A
If portable electric heaters are used, are they plugged directly into wall outlets and kept a minimum of (3) feet away from combustibles?			
If the property contains deep fat fryers, are they separated from all open flames by at least (36) inches or a metal or glass baffle at least (18) inches high?			
Are open flames and spark-producing devices prohibited in all hazardous areas and locations by the approved distances in accordance with current codes and regulations?			
<u>Housekeeping & Decorations</u>	Yes	No	N/A
Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?			
Are all combustible decorations and artificial vegetation flame retardant?			
<u>Mechanical Hazards</u>	Yes	No	N/A
Is the venting for exhausted products of combustion intact for gas appliances (such as water heaters, furnaces, etc.)?			
Are safe clearances maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials?			
Is vacuum ventilation installed on the property to limit the accumulation of combustible dust? Is it kept in an operational condition and maintained in accordance with all codes and regulations?			
<u>Storage of Combustibles</u>	Yes	No	N/A
Is the storage of combustible materials orderly?			
Is the top of storage maintained at a minimum (18) inches below head deflectors in fire sprinklered areas?			
Are combustible materials not stored beneath unprotected stairwells, building or structure?			
Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?			
Are waste and linen containers over (5.3) cubic feet (40 gallons) provided with lids and made of noncombustible materials?			
Are dumpsters that are (1.5) cubic yards or more not stored inside the building and placed more than (5) feet from combustible walls, openings or combustible roof eave lines?			
Are quantities in excess of (10) gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?			
Is the storage of combustible materials or commodities that exceed (12) feet, (6) feet for high hazard, approved and maintained in accordance with current codes and regulations?			
<u>Storage of Compressed Gas</u>	Yes	No	N/A
Are all compressed gas containers (such as CO2, helium, etc.), secured properly to prevent falling?			
Are all compressed gas containers labeled for the type of gas within?			
Are all covers and guards installed and maintained to prevent accidental damage to compressed container valves?			
<u>Spraying, Dipping and Powder Coating (Complete Only If Applicable)</u>	Yes	No	N/A
Are all spraying and finishing operations conducted only in approved rooms, booths or limited areas approved for such use?			
Are all ventilation systems for approved areas maintained and operational according to all current codes and regulations?			
Is the storage and handling of all chemicals used in spraying, dipping and powder coating operations being conducted in the approved manner?			
Are all dipping tanks maintained in the approved manner and are all operational procedures being conducted properly?			

Motor Fuel Dispensing (Complete Only If Applicable)	Yes	No	N/A
Are all fuel dispensing, point of sale devices and above-ground tanks adequately protected from physical damage in an approved manner?			
Is the approved emergency shut off switch clearly identified, readily accessible and within (100) feet but not less than (20) feet from fuel dispensers?			
Have all emergency shut off valves and leak detection devices been tested annually by a qualified individual?			
Is the dispensing of motor fuel conducted or supervised by at least (1) qualified attendant? If not, do the unattended dispensers comply with all current codes and regulations?			
Do all fuel dispensing devices have all required operating instructions and warning signs conspicuously posted in approved locations?			
Do all fuel dispensing devices have an approved method of communication with the attendant?			
Are all fuel dispensing devices unobstructed and in clear view of the attendant?			
Is an approved spill kit readily accessible on the property?			
Are all above-ground tanks secured from public access or unauthorized entry in an approved manner?			
If secondary containment is required, is it being provided and maintained according to all codes and regulations?			
Is the business license and CUPA ID for the property maintained and up to date?			
Document Submittal - Must be Passing Reports	Yes	No	N/A
Is a current passing fire sprinkler annual report included in the online submittal packet?			
Is a current passing fire sprinkler 5-year report included in the online submittal packet?			
Is a current passing fire alarm annual report included in the online submittal packet?			
Is a current passing hood fire suppression semi-annual annual report included in the online submittal packet?			
Is a current passing hood system steam cleaning invoice included in the online submittal packet?			
Is a current passing fire hydrant annual report included in the online submittal packet?			
Is a current passing fire hydrant 5-year report included in the online submittal packet?			
Is a current passing fire pump annual report included in the online submittal packet?			
Is a current passing Emergency Responder Radio Coverage (ERRC) annual report included in the online submittal packet?			
Is a copy of all provided reports being maintained on the premises for future verification?			
Have all required reports been attached in the online submittal packet?			

Please sign, date, and attach this form into the Online Self-Inspection Packet along with all additional required fire system service reports. If you have any questions, please contact the Napa Fire Prevention Division at firepreventiondivision@cityofnapa.org.

Thank you for your cooperation and commitment to Fire, Life and Health Safety.

Printed Name of Responsible Person

Signature of Responsible Person

Title/Position of Responsible Person

Date