

BUREAU OF FIRE PREVENTION FIRE DEPARTMENT

CITY OF VENTNOR
DEPARTMENT OF PUBLIC SAFETY

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FIRE SAFETY CHECKLIST FOR NEW AND EXISTING BUSINESSES

If you are opening a new business:

- Has your proposed business use been approved by the Zoning Official?
- Have you applied for permits from the Office of Building Code Enforcement, if necessary? Have final approvals been received?
- If your business is an assembly (multi-use room, restaurant, or entertainment venue) has a maximum occupancy load been determined by the office of building code enforcement and is it conspicuously posted near main point of egress?
- Have you applied for a mercantile license from the office of City Clerk?

Below are some of the common safety issues that need compliance before inspection of new or existing business:

- Are fire extinguishers up to date? (should be tested and tagged with date less than a year old)
- Are fire extinguishers mounted properly and free of obstructions? (between 4 and 60 inches from the floor)
- Do you have proper number of extinguishers? (Distance should not exceed 75 feet and located where significant hazard exists)
- Is the fire alarm detection system tested and working properly? Report should be on premises.
- Is the commercial kitchen hood system inspected and up to date? (required to be inspected 2 times a year, tag less than 6 months)
- Is the fire suppression system maintained and tested? Report should be on premises.
- Are sprinkler heads free from obstructions? Storage should not be within 18 inches.
- Are fire doors tested and working properly?
- Are exit doors clearly marked, illuminate, and clear of obstructions?
- Are all exit doors unlocked?

STOP FIRES-SAVE LIVES

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- Are all exits well lit? Interior and exterior.
- Are all electrical plates and outlets from exposed wiring? No open junction boxes permitted. Cover plates required.
- Permanent extension cords are not allowed.
- Are electrical panels kept clear and at least 36 inches from storage?
- Are all combustible materials removed from boiler room / heater room?
- Are gas cylinders secured to prevent tipping?
- Are hallways, stairwells, and storage spaces free of accumulated rubbish/storage?
- Is storage kept 24 inches away from non-sprinkler ceilings? 18 inches (sprinkler)
- Is your address properly posted? Minimum 4 inch lettering
- Are fire lanes clearly posted and marked? Will not apply to all businesses.
- Are combustibles kept a safe distance from eat sources? (minimum of 36 inches)
- Are flammable liquids properly used and stored? Must be stored in approved cabinet.
- Do you have a fire safety plan?
- Do employees understand the fire safety plan, location of extinguishers, and exit doors?
- Are hazardous materials properly labeled, stored, and disposed of?
- Do you have a current Material safety Data Sheet (MSDS) for on-site hazardous materials?

This checklist is meant to be a guide only. Additional code violations may be found upon inspection and require abatement.

STOP FIRES-SAVE LIVES