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Business Self-Inspection Guide

The following guide was created by the Oceanside Fire Department Fire Prevention Division to assist you with creating a safe business environment for your customers, employees, and business community. It is not intended to be 100% encompassing of what is required by the Fire and Building Codes. Please understand that these are only the most common items we find in need of correction throughout the business community.

Please use the following checklist as your guide when conducting a self-inspection for your business:

OUTSIDE OF FACILITY

☐ Building address is visible from the street (6" contrasting numbers for commercial & multifamily; 12" for industrial).

☐ If a dumpster is present, it is at least five feet away from combustible construction or has a sprinkler head above it.

EXITING

☐ Exit doors and aisles are unobstructed.

☐ If required, exit signs are illuminated and maintained. Rear and side exit doors usually require an illuminated exit sign.

☐ Emergency exit lighting is functional and the back-up battery is in working order (push button to test it).

☐ No extra locking devices or chains are on required exits. Exits must be able to open from the inside without a key or special knowledge.

☐ The front door or doors may have a key lock. If so, a sign stating: "This *Door To Remain Unlocked When the Building Is Occupied*" must be posted above the main entrance door or doors.

FIRE PROTECTION AND DETECTION SYSTEMS

Fire Extinguishers:

☐ A minimum of a 2A-10B:C class fire extinguisher is available. High-hazard occupancies (flammable/combustible storage) may require larger sizes.

☐ Extinguisher(s) is/are visible, accessible, and mounted with the top between 3'- 5' from floor.

☐ Extinguisher(s) is/are located on each floor and within 75' of travel distance. High-hazard occupancies may require closer distances.

☐ Extinguisher(s) has/have been serviced within the last year or have a receipt for a new purchase.

Sprinklers: ☐ No Sprinkler System

☐ Records area available showing sprinkler system maintenance for the last five years.

☐ A sprinkler system box, wrench, heads, FDC caps, and escutcheon plates are available.

☐ If applicable, the Fire Department Connection has caps on the inlets.

☐ Fire protection equipment has direct access and at least a three-foot clearance around it (vegetation, obstructions, etc.).

Fire Alarm System: ☐ No Fire Alarm System

☐ Records area available showing fire alarm system maintenance for the last five years.

Kitchen: ☐ No Kitchen

☐ A single "K" class fire extinguisher is required within 30 feet of deep-fat fryer cooking appliances.

☐ If present, hood has been serviced within last 6 months and meets new UL 300 standard (required since 2008).

☐ If a hood is present, grease has been removed from the hood's duct/plenum and filters.

ELECTRICAL

☐ Open junction boxes and open wiring splices are prohibited

☐ Extension cords/multi-plug adapters are not used in lieu of permanent wiring; they may be used only with portable appliances. Temporary electrical power and lighting installations is allowed for a period not to exceed 90 days.

☐ Electric cords do not extend through walls, floors, ceilings, or under doors.

☐ Electrical and mechanical rooms are marked with a visible and legible sign.

☐ Blanks are installed for missing circuit breakers and circuit breakers are labeled.

☐ Circuit breaker panel has access of at least 30" wide and 78" in height in front of it.

FIRE SAFETY AND HOUSEKEEPING

☐ Walls & ceilings have no holes in them; if so, they must be patched with an equivalent rated material. Ceiling panels must be replaced if required and missing.

☐ Electrical, mechanical, and boiler rooms are free of storage.

☐ Storage is in a neat and orderly manner.

☐ Storage is at least 18" below sprinkler heads, if applicable, or 24" below the ceiling, if unsprinklered.

☐ The gas meter is labeled with the corresponding unit # or address for the individual business or multi-family residence.

☐ A Key-Box is available for emergency responders to access the building after hours; for businesses with a required fire-alarm system, sprinkler system, or if required by the Fire Marshal.

GENERAL, IF APPLICABLE

☐ Multi-family Residential: Smoke alarms are required on every level, outside separate sleeping areas, and in all sleeping areas for buildings built after 1990.

☐ Multi-family Residential: Carbon Monoxide alarms are required on all levels and outside sleeping areas if fuel-fired appliances are present.

☐ Existing Multi-family: Effective 2007, an automatic or manual fire alarm system that activates the occupant notification system shall be installed in existing occupancies more than 3 stories in height or with more than 16 dwelling or sleeping units.

☐ Existing Hotels: An automatic smoke-detection system that activates the occupant notification system shall be installed in existing hotels and motels throughout all interior corridors serving sleeping rooms not equipped with an approved supervised sprinkler system.

☐ Fire lanes are maintained and painted red with approved 4" white lettering stating: NO PARKING FIRE LANE. Loading zones are not allowed in fire lanes.

☐ Required hydrants have a blue-reflective marker placed in the middle of the fire department access (street or road).

☐ Gates across fire department access roads and pedestrian gates must have a Knox electric key switch, lock, or box for Fire Department access.

☐ Oily rags are stored in a listed self-closing metal container.

☐ Storage of compressed gases are not located near exits, exit paths, and stairwells. Compressed gas cylinders must always be secured whether they are full or empty.

☐ Storage of flammable/combustible liquids are not located near exits, exit paths, and stairwells. Flammable / combustible liquids above the required limit are stored in approved cabinets. (See Fire Code 5704.3.3.3)

☐ Material Safety Data Sheets (MSDS's) are available and accessible for employees and emergency personnel to review.

EMERGENCY PREPAREDNESS (HIGHLY RECOMMENDED)

☐ A business-continuity plan has been created for the business.

☐ Computer systems are backed-up and important documents are stored in a safe deposit box.

☐ An emergency evacuation plan has been created and all employees are familiar with the meeting location.

☐ Procedures are in place to assist persons who are unable to use general means of egress without assistance.

☐ The San Diego Emergency App has been downloaded onto the business owner's and/or manager's smart phone and/or www.ReadyOceanside.Org has been visited on the web.