



# Garrett Fire Department

260-357-6670 Phone / 200 N. Cowen St. Garrett, IN 46738 / fire@garrettindiana.us

*The Garrett Fire Department conducts fire inspections of multifamily residential occupancies and commercial businesses. The goal of these inspections is to decrease the number and the severity of fires along with increasing fire safety awareness.*

*Below is a list of some of the fire code safety violations the Fire Department looks for during a fire safety inspection. You can use this list as a guide to assist you in identifying and correcting potential fire and life safety hazards in your building.*

*For more information about fire safety inspections or general information, call the Garrett Fire Department at (260) 357-6670.*

## Fire Inspection Checklist

Business Name:	Date:
Street Address:	
Owner/Operator Contact:	Phone:

<b>Building Exterior</b>	Yes	No	N/A
Are address numbers clearly visible from the street for emergency response?			
Are all sides of the building free from weeds, trash debris, or combustibile storage?			
Are all dumpsters and containers stored at least five (5) feet away from combustibile walls, openings, and roof eaves?			
Are all vents of heat-producing appliances (heaters, clothes dryers, etc.) in good repair and function properly?			
Is there a minimum three (3) feet clearance around fire hydrants?			
If your business has a Knox key box, are the keys up to date?			
Is the sprinkler connection (FDC) unobstructed and accessible?			

<b>Building Interior</b>	Yes	No	N/A
Have breaches, missing ceiling tiles, holes in the walls or ceiling that could allow fire into the hidden spaces been repaired or replaced?			
Have no new walls been added that would interfere with existing fire alarms or sprinkler coverage?			
Do all natural-gas appliances have individual gas shut-off valves?			

<b><i>Egress/exiting</i></b>	Yes	No	N/A
Are exit doors free of locking bolts and capable of operation from the inside without use of a key or special knowledge that may interfere with someone getting out?			
Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?			
Do all exit door self-closure devices operate and do the doors latch completely when closed?			
Are all exit paths clear of obstructions, displays, and combustibile materials? (Note: Exit paths from any point in the structure to the public way.)			

<b><i>Emergency Lighting/Egress Illumination</i></b>	Yes	No	N/A
If emergency lighting is provided, is it maintained in operable condition?			
Are all the egress paths always illuminated when the building is occupied?			
If exit signs are present, are they always illuminated?			
Does the exit sign battery backup work? (Push the test button, exit sign should light.)			

<b><i>Electrical Systems</i></b>	Yes	No	N/A
Do all electrical outlets, switches, and junction boxes have cover plates?			
Is there a minimum of 36 inches of clear space in front of electrical panels so that they are easily accessible?			
Are all the circuit breakers labeled to show what they control, and the panel door closed?			
Are rooms that contain electrical control equipment and/or panel permanently marked with a sign stating, “ <b>Electrical Room.</b> ”			
Are extension cords used only for temporary use (less than 30 days) and only with portable appliances?			
Are extension cords replaced with UL listed power strips and do not pass under rugs, through walls, or across traffic paths? All parts of any cord must be visible so that wear or bad spots can be noticed?			

<b><i>Fire Alarm Systems</i></b>	Yes	No	N/A
If the building is equipped with a fire alarm system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?			
Have the batteries in all smoke alarms been checked in the last six (6) months?			
Are sprinkler heads free of paint, corrosion, or other debris?			
Is Fire Alarm Control Panel (FACP) accessible and location identified?			
Are fire alarm devices (pull stations, control panels, etc.) accessible?			



# Garrett Fire Department

260-357-6670 Phone / 200 N. Cowen St. Garrett, IN 46738 / fire@garrettindiana.us

<b>Fire Extinguishers</b>	Yes	No	N/A
Is the travel distance to any fire extinguisher less than 75 feet?			
Have all the fire extinguishers been serviced and tagged by a licensed fire extinguisher service company within the last twelve (12) months?			
Are all the fire extinguishers visible, accessible, and mounted, no higher than sixty (60) inches from the floor to the top of the extinguisher?			
Are fire extinguishers at least rated as an 2A-10ABC minimum size/type?			
Do kitchen areas have a Class K fire extinguisher present?			

<b>Fire Suppression Systems</b>	Yes	No	N/A
If the building is equipped with a fire suppression (sprinkler) system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?			
Is there a minimum 18 inch clearance below sprinkler deflectors and the top of storage?			
For commercial cooking, has the hood suppression system been serviced within the last six (6) months?			
Is kitchen hood suppression system remote pull accessible?			

<b>Housekeeping and Storage</b>	Yes	No	N/A
Is the storage of combustible materials neat, orderly, and piled no higher than two (2) feet below the ceiling?			
Are oily rags or similar materials stored in metal, metal-lined, or other approved containers fitted with tight-fitting covers?			
Are equipment rooms, mechanical rooms, electrical rooms, and areas under open stairs maintained clear of combustible material storage?			
Are flammable liquids stored in approved safety cans?			
Are quantities of flammable or combustible liquids more than ten (10) gallons stored in an approved storage cabinet?			
Are compressed gas containers (CO <sub>2</sub> , helium, etc.) secured to prevent falling?			
Are portable electric heaters an approved type, plugged directly into a wall outlet and kept a minimum of three (3) feet away from combustibles?			
Are all combustible storage as least three (3) feet away from gas fired appliances (water heaters, furnaces, etc.)?			

***This checklist is meant to provide property owners with the opportunity to pre-inspect the property prior to Fire Department Inspectors conducting an onsite visit. This checklist is not all-inclusive to what inspectors will be checking during the fire safety inspection.***



# Garrett Fire Department

260-357-6670 Phone / 200 N. Cowen St. Garrett, IN 46738 / fire@garrettindiana.us