



ANN ARBOR FIRE DEPARTMENT

Pre-Fire Inspection Checklist



Please use this checklist to conduct your own fire inspection to prevent fires and maintain code compliance. Please email any questions to fire@a2gov.org.

Exterior

- ✓ Address visible roadway
- ✓ Fire lanes marked and unobstructed
- ✓ Fire department connection
 - In working order
 - Visible
 - Accessible with 36" clearance
 - Has caps (needs locking caps)
- ✓ Fire hydrant accessible 36" clearance
- ✓ Knox Box: accessible with key / contact information current
- ✓ Gas Meter: accessible and protected by impact protection if needed
- ✓ Exterior Doors: maintained and clear
- ✓ Exit pathway clear
- ✓ Combustible accumulation acceptable
- ✓ Dumpster >5' from building
- ✓ Outside storage height < 20'
- ✓ Outside storage: 10' from property line
- ✓ Outside propane storage location: single door 10', two doors 5' from point of entry

Egress

- ✓ Occupant load posted
- ✓ Exit signs operational
- ✓ Emergency lights operational
- ✓ Exits, aisles, corridors: free of obstruction
- ✓ Corridor width at least 36"
- ✓ Door swings properly: >50 occupants - outward
- ✓ Panic hardware operational: >50 occupants
- ✓ Proper locks / latches
- ✓ Door opening force: ≤ 15 pounds
- ✓ Proper access to a public way (outside)
- ✓ Exit corridors / stairways protected
- ✓ Fire escape stairway maintained

Fire Alarm

- ✓ Fire alarm annual test (1 year)
- ✓ Door labeled

Fire Extinguishers

- ✓ Annual service
- ✓ Properly mounted
- ✓ Accessible / unobstructed
- ✓ Proper type
- ✓ Travel distance ≤ 75'
- ✓ K-class available (Kitchen)

Storage

- ✓ 18" below ceiling for sprinkled
- ✓ 24" below ceiling for non-sprinkled
- ✓ No combustibile storage in mechanical room
- ✓ No fueled equipment stored inside
- ✓ No storage in attic or concealed space
- ✓ Oily rags, waste material properly stored

Electrical

- ✓ Door labeled "Electrical Room"
- ✓ Proper clearance / access to panels
- ✓ Cover plates
- ✓ **NO** extension cord usage
- ✓ Fused power strip (surge protector) usage
- ✓ **NO** electrical hazards present
- ✓ Emergency power (generator) load test

Fire Pump

- ✓ Fire pump annual test (1 year)
- ✓ Door labeled

Sprinkler System

- ✓ Annual maintenance (1 year)
- ✓ Shut off valve locked open or supervised
- ✓ Spare heads or wrench
- ✓ Clearance around riser
- ✓ Door labeled "Riser Room"
- ✓ Sprinkler head condition
- ✓ Sprinkler head obstruction
- ✓ No items hanging from sprinkler branch lines
- ✓ Proper coverage inside rubbish/linen chutes



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Hood System Cooking

- ✓ Hood fire system 6-month maintenance
- ✓ Nozzle covers (present)
- ✓ Appropriate coverage of cooking surface
- ✓ Manual pull accessible
- ✓ Hood cleaning: (1 to 6 months) Varies.
- ✓ Other fire suppression systems: 6 months (Halon / FM200)

General Requirements

- ✓ 36" clearance from any ignition source
- ✓ No open flame
- ✓ Decorative materials, non-compliant
- ✓ No smoking sign posted where needed such as flammable gas storage

Construction Features

- ✓ Fire resistant rating maintained
- ✓ Roof hatch accessible
- ✓ Fire doors operational
- ✓ Vertical opening (rubbish/linen) doors

Utilities

- ✓ Clearance between combustibles and appliances
- ✓ Heat shield or guard in place

Compressed Gas

- ✓ Carbon dioxide (CO₂) detection / alarm
- ✓ Compressed gas cylinders secured
- ✓ Compressed gas cylinders stored upright

Flammable and Combustible Liquids

- ✓ Flammable and combustible liquids >10 gallons used for maintenance purposes and the operation of equipment shall be stored in liquid storage cabinets.
- ✓ No flammable liquids stored in basement
- ✓ Proper labeling and signage
- ✓ No sources of ignition
- ✓ Gas containers stored inside properly
- ✓ Spill control & secondary containment

Fuel Disposal Repair Garage

- ✓ Disposal of oily rags - proper
- ✓ Proper drainage in floor (separator)
- ✓ Emergency fuel shut off present
- ✓ Operating instructions present
- ✓ Emergency procedures posted

Hazardous Materials

- ✓ Safety Data Sheet on site
- ✓ Proper marking / identification
- ✓ Proper (not excessive) quantity on site
- ✓ Proper storage / handling
- ✓ Proper separation / control area
- ✓ NFPA 704 label present
- ✓ Proper emergency evacuation in place
- ✓ Emergency evacuation drills met