



Town of Cheektowaga Self-Fire Inspection Checklist

The purpose of this document is to aid the business owner or operator in conducting a self-evaluation of their business in an effort to correct any violations that may exist or develop

Means of Egress/Exits

- Exit Doors unlocked/unblocked
- Exit access is unobstructed
- Exterior of exit doors are clear (including snow or ice accumulation)
- Exit doors are operable
- Exit lights are operable
- No added surface bolt/latches on exit doors
- No key locks on interior side of exit doors
- Exit doors are readily distinguishable (no mirrors or other coverings on door)

Fire Protection Systems

- Fire alarm and sprinkler systems have annual testing/inspection
- Sprinkler fire pump is tested annually
- FDC is unobstructed and accessible
- FDC caps are in place and couplings freely move
- Sprinkler heads are free of paint, corrosion and other debris
- Sprinkler riser rooms are accessible and free of storage
- Fire alarm devices (pull stations, control panels) are accessible
- Fire alarm notification devices (horns and strobes) are unobstructed
- Fire protection system locations identified
- Kitchen hood and vent systems are inspected and clean at required intervals (At least every 6 months)
- Hood suppression system is inspected (Every 6 months)
- Hood system manual activation device is accessible
- Canopy fire suppression system re-certified semi-annually
- Fire extinguishers are re-certified annually
- Fire extinguishers are in appropriate locations, placed in appropriate hangers/bracket/cabinets and are accessible
- Fire extinguishers are properly identified

Fire Protection Assemblies

- Fire doors are operable by self-closing and latching
- Fire doors not wedged or propped open
- Roll down fire doors drop tested by third party annually
- Fire rated walls, floors, and ceilings not breached
- No obstructions blocking operation of fire doors

Electrical

- Emergency lights are operable (tested by third party agency annually)
- Emergency lights are unobstructed
- Emergency generator is fully tested annually
- Extension cords are not used in place or permanent wiring
- Outlet/switch/electrical covers in place
- Electrical rooms are identified
- Electrical panels are accessible and free from storage (30" in width, 36" in depth and 78" in height)

Housekeeping

- No accumulation of combustible waste
- Electrical, mechanical, boiler rooms are accessible and free from storage
- Equipment and motors free of debris and build-up (sawdust, lint, etc.)
- No combustible storage in spray booths or flammable liquid storage rooms
- Combustible material clearance to ceiling is maintained (2' with no sprinklers, 18" from sprinkler heads if applicable)

Hazardous Materials

- Hazardous materials permit maintained and posted
- No open containers of flammable or combustible liquids
- Compressed gas cylinders are secured and stored upright
- Fuel dispensing hoses are not worn or cracked
- Propane tanks stored properly and protected from impact

Miscellaneous

- Street address numbers posted and clearly visible
- Private hydrants accessible
- Private hydrants have annual test and flow test every 5 years
- Fire lanes and access roads unobstructed and maintained
- If required, approved Knox Box installed and keys up to date*
- Elevators have required inspection and maintenance completed

*The installation of a Knox Box is required when the facility has a fire alarm, sprinkler system or another system that when activated will initiate fire department response. Visit www.knoxbox.com for more information.