



FIRE SAFETY INSPECTION GENERAL CHECKLIST

The Middletown Township Department of Public Safety Fire Safety Inspection program works with properties and businesses through inspections, enforcement, and fire prevention education to reduce the risk of fire related incidents. The Township has adopted the 2018 International Fire Code (IFC) as its Fire Code and utilizes this Code in all fire safety inspections. The following inspection checklist is a general guideline we use during inspections. Please keep in mind this checklist may not address every situation or violation that could arise.

For reference, the location of these general code requirements have been included for each item in the checklist. Codes can be found online at the following locations:

- 2018 International Fire Code: <https://codes.iccsafe.org/content/IFC2018P6>
- Middletown Township Code: <https://ecode360.com/MI1283/home>
- NFPA Codes: <https://www.nfpa.org/for-professionals/codes-and-standards/list-of-codes-and-standards>

Note: All NFPA codes can be viewed online once you have created a free NFPA profile.

Access and Premises

- Address numbers are posted and visible from the street (*IFC Section 505*).
- Fire lanes and access roads are maintained clear to provide fire department vehicle access (*IFC Section 503*).
- Premises is clear of combustible materials and vegetation that could create a fire hazard (*IFC Section 304*).
- Fire Department Connections and Fire Hydrants are clear from obstructions, visible, and easily accessible (*IFC Sections 507 and 912*).
- Fire hydrants are serviced and maintained in operable condition (*IFC Section 507*).
- KnoxBox is in an approved location, and correct keys/access cards and information are located within. (*IFC Section 506*).

Means of Egress (Exiting)

- Means of egress (walkways, hallways, corridors, stairwells, etc.) are free from obstructions that would prevent its use, including the accumulation of snow and ice (*IFC Section 1031*).
- Exit doors open easily from the inside (*IFC Section 1010.1.9*).
- Exit hardware is in operable condition (*IFC Section 1010.1.9*).
- Doors with self-closing hinges are not "propped" and are maintained in the closed position (*IFC Section 705*).
- Exit ways and doors are easily recognized and distinguishable from adjacent construction and finishes (*IFC Section 1031*).
- Minimum clear width of aisles is maintained (*IFC Section 1018 and 1104.23*).

Emergency Lighting/Egress Illumination

- If emergency lighting is provided, is it maintained in operable condition (*IFC Sections 1008 and 1104.5*).
- Means of egress is illuminated when the building is occupied (*IFC Section 1008*).
- Emergency and standby power systems (*i.e.* generators) are tested and maintained in accordance with NFPA 110 and NFPA 111 (*IFC Section 1203*).

Exit Signs

- Exit signs are internally or externally illuminated (*IFC Section 1013*).
- Exit sign battery-backup power must work properly (*IFC Section 1013*).
- Exit signs are readily visible from any direction of egress travel (*IFC Section 1013*).

Electrical Hazards

- Electrical outlets, switches, and junction boxes are properly covered with cover plates (*IFC Section 604*).
- Working space of 30 inches in width, 36 inches in depth, and 78 inches in height is provided in front of electrical service equipment (*IFC Section 604*).
- Electrical rooms are labeled (*IFC Section 604*).
- Multiplug adapters and unfused plug strips comply with NFPA 70 (*IFC Section 604*).
- Power Strips have over current protection and are listed in accordance with UL 1363. Power strips are plugged directly into an outlet and are not connected in series (*IFC Section 604*).

- ❑ Extension Cords are not a substitute for permanent wiring. Extension cords are plugged directly into an outlet and are maintained in good condition (*IFC Section 604*).
- ❑ Portable space heaters are listed and labeled, plugged directly into an outlet, not used with an extension cord, and not operated within 3 feet of combustible materials (*IFC Section 604*).

Fire Extinguishers

- ❑ Fire extinguishers are undamaged, easily accessible, unobstructed from view, and located not further than 75 feet in travel distance (*IFC Section 906*).
- ❑ Fire extinguishers are securely mounted on a bracket with the top of the extinguisher not more than 5 feet above the floor (*IFC Section 906*).
- ❑ Fire extinguishers are serviced on a yearly basis by a licensed Fire Extinguisher Servicing Company and have a current inspection tag (*IFC Section 906, NFPA 10*).
- ❑ Fire extinguishers are visually inspected monthly (*IFC Section 906, NFPA 10*).
- ❑ Class K extinguisher provided for the protection of cooking equipment fires (*IFC Section 906*).

Fire Sprinkler Systems

- ❑ Maintained in an operative condition at all times and shall be repaired or replaced where defective (*IFC Section 901*).
- ❑ If equipped with a fire sprinkler system, the required annual service has been performed in the last year by a qualified individual (*IFC Section 901*).
- ❑ Storage is maintained a minimum of 18" below sprinkler head deflectors in fire sprinkled areas (*IFC Section 315*).
- ❑ Rooms containing fire sprinkler equipment are properly labeled (*IFC Sections 509 and 901*).
- ❑ Access to fire equipment is unimpeded and available at all times (*IFC Sections 509 and 901*).

Fire Alarm Systems

- ❑ Maintained in an operative condition at all times and shall be repaired or replaced where defective (*IFC Section 901*).
- ❑ Fire alarm system is inspected, tested, and maintained on yearly basis and records of this are kept (*IFC Sections 901.6 and 907.8*).
- ❑ Required Fire Alarm system is monitored by an approved supervising station in accordance with NFPA 72 (*IFC Section 907.6*).
- ❑ Rooms containing fire alarm control panels are properly labeled (*IFC Section 509*).

Commercial Kitchen Hood Systems and Extinguishing Systems

- ❑ Hood Suppression System is serviced every six months by a licensed Fire Extinguishment Servicing Company (*IFC Sections 607 and 904.12*).
- ❑ Hoods, grease removal devices, fans, ducts, and other appurtenances are cleaned and inspected at required intervals by a qualified individual (*IFC Section 607*).

Storage

- ❑ Boiler, Electrical, and Mechanical rooms are free from storage (*IFC Section 315*).
- ❑ Storage is not placed within 24" of the ceiling (*IFC Section 315*).
- ❑ Storage of combustible materials is separated from heaters or heating devices (*IFC Section 315*).
- ❑ Storage of materials in buildings is orderly and stacks are stable (*IFC Section 315*).
- ❑ Combustible materials are not stored in exits or enclosures for stairways and ramps (*IFC Section 315*).

Hazardous Materials

- ❑ Hazardous materials are properly documented, stored, and protected (*IFC Chapter 50 and Section 407*).
- ❑ Incompatible materials are kept separate (*IFC Section 5003.9.8*).
- ❑ Compressed gas cylinders are properly secured (*IFC Section 5303.5*).
- ❑ Compressed gas cylinders have caps on when not in use (*IFC Section 5303.6*).

Emergency Preparedness

- ❑ Where required, fire safety and evacuation plans are maintained (*IFC Sections 403 and 404*).
- ❑ Where required, emergency evacuation drills are conducted and documented (*IFC Sections 403, 404, and 405*).