

FORT DODGE FIRE DEPARTMENT

1515 Central Ave.

Main Fire Station 515-576-1031

819 1st Ave South

Fire Marshal Office 515-573-2871

Fort Dodge Ia.50501

Fax 515-955-2396



Self-Fire Inspection form.

INSTRUCTIONS: Fill in all the information on the form. Walk through your occupancy to ensure the safety requirements on the checklist are fulfilled. If an item is in compliance, check the "Yes" box. If an item is non-compliant, either remedy the problem before submitting this form or check the "No" box and we will follow up in ensuring the hazard is corrected. If an item does not apply, check the "N/A" box. Any hazard not addressed in the Self-Fire Inspection Form may be entered under "**Additional Comments**".

All businesses are encouraged to fill out and submit this inspection form.

Businesses requiring licensed inspections will be visited by the fire department. Included in these are liquor license, day cares, residential care facilities, large assemblies, manufacturing, churches, and schools.

When completed, click on the "Submit" button to automatically E-Mail your form to the Fort Dodge Fire Marshal, firemarshal@fortdodgeiowa.org Thank you for participating!

Occupancy Name _____ (Please print)

Street Number _____

Street Name _____

Apt./Room/Suite _____

Business Phone Number: _____

E-Mail Address _____

Emergency Contact Names & Phone Numbers

(After-hours Responsible Parties to be contacted by Dispatch if Necessary)

Emergency Contact #1 Name: _____ (Please print)

Emergency Contact #1 Phone # _____

Emergency Contact #2 Name: _____ (Please print)

Access & Premises

Is the exterior fire department access road unobstructed? Yes ___ No ___

Are address numbers for the building clearly visible from the street? Yes ___ No ___

Is combustible vegetation removed so as to not create a fire hazard? Yes ___ No ___

Is there maintained a minimum 3' clearance around fire hydrants? Yes ___ No ___

Egress Requirements

- ❖ Are the exit ways and doors easily recognizable, unobstructed, and maintained functional? Yes ___ No ___
- ❖ If the main exit door is provided with key-locking hardware as allowed by code, is there a sign on the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED" and are the other exit doors operable from the inside without the use of a key or any special knowledge or effort? Yes ___ No ___
- ❖ Are the other required exit doors readily operable from the inside without the use of a key or special knowledge or effort? Yes ___ No ___

- ❖ Are the exits and exit enclosures free from the storage of combustible materials? Yes ___ No ___
- ❖ Are the doors with self-closing hinges maintained in the closed position (not blocked open)? Yes ___ No ___ N/A ___
- ❖ In residential occupancies, is emergency escape or rescue windows, doors or window wells required by the Building Code for sleeping rooms maintained operable and free from any obstruction that would inhibit the occupant from escaping? Yes ___ No ___ N/A ___

Electrical

- ❖ Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards? Yes___ No___
- ❖ Are circuit breakers/fuses labeled so as to identify the area protected? Yes___ No___ N/A___
- ❖ Is the area maintained clear at least 30" in front of electrical panel(s)? Yes___ No___ N/A___
- ❖ Are extension cords used only for temporary use? Yes___ No___ N/A___
- ❖ Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances? Yes___ No___ N/A___
- ❖ Are extension cord(s) grounded when serving grounded appliances? Yes___ No___ N/A___
- ❖ Are extension cord(s) plugged directly into an approved outlet, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only 1 portable appliance? Yes___ No___ N/A___
- ❖ Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)? Yes___ No___ N/A___
- ❖ If multiple items need to be plugged in, is a power tap utilized with a build-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle? Yes___ No___ N/A___

Emergency lighting/Egress Illumination

- ❖ If emergency lighting is provided, is it maintained in operable condition? Yes___ No___ N/A___
- ❖ Is the means of egress illuminated when the building or structure is occupied? Yes___ No___ N/A___

Exit Signs

- ❖ If exit signs are required, are they maintained illuminated or self-luminous? Yes___ No___ N/A___
- ❖ Does the backup battery work (push the test button and the exit sign should illuminate under battery power)? Yes___ No___ N/A___

Fire Alarm System

- ❖ If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company? Yes___ No___ N/A___
- ❖ Name of company servicing alarm. _____ Date of service _____.
- ❖ Alarm Company after hours emergency call back number include area code _____.

Fire Safety & Evacuation Plans

- ❖ If fire drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises? Yes___ No___ N/A___
- ❖ If required, are Evacuation Plans posted? Yes___ No___ N/A___
- ❖ If required, do you have Fire Safety Plans? Yes___ No___ N/A___

Fire Extinguishers

- ❖ Is there access to fire extinguisher(s) rated at a minimum 2A-10BC? Yes___ No___
- ❖ Is the travel distance from all portions of the building less than 75 ft to a fire extinguisher? Yes___ No___
- Are all fire extinguishers visible and accessible (not blocked)? Yes___ No___
- Have the fire extinguisher(s) been serviced and tagged within the last 12 months? Yes___ No___
- Fire Extinguisher Companies Name? _____
- Month punched on tag. _____. Year punched on tag. _____.

Are the fire extinguisher(s) properly mounted?

Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted; (Maximum 5' high if 40 lbs., maximum 3 ½' high if >40 lbs; in all cases, minimum 4" above the ground).

Yes___ No___

Fire/Smoke Separations

- ❖ Are the fire/smoke separations (automatic smoke doors, fire doors, etc.) maintained and in working condition? Yes___ No___ N/A___

Fire Suppression Systems

- ❖ Is the top of storage maintained a minimum 18" below head deflectors in the fire sprinkler areas? Yes___ No___ N/A___
- ❖ If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company? Yes___ No___ N/A___
- ❖ In commercial cooking applications, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease? Yes___ No___ N/A___
- ❖ Name of company performing inspection? _____.

Heat Producing Appliances

- ❖ If portable electric heaters are used, are they used safely? Also, are they plugged directly into wall outlets and kept a minimum of 3ft. away from combustibles? (Open flame, unvented heaters are prohibited for use in a commercial occupancy). Yes___ No___ N/A___
- ❖ Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner? Yes___ No___ N/A___

Housekeeping & Decorations

- ❖ Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each working day? Yes___ No___ N/A___
- ❖ Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers? Yes___ No___ N/A___
- ❖ Are combustible decorations flame retardant? Yes___ No___ N/A___

Mechanical Hazards

- ❖ Is the venting for exhaust products of combustion intact for gas appliances (like water heaters, furnaces, etc.)? Yes___ No___ N/A___
- ❖ Are safe clearances maintained between gas fired appliances (such as water heaters, furnaces, etc.) and combustible materials? Yes___ No___ N/A___

Smoke Detection

- ❖ In rental houses, apartments, lodging houses and hotels, are smoke detector(s) installed. Yes___ No___ N/A___
- ❖ If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company? Yes___ No___ N/A___

Storage of Combustibles

- ❖ Is the storage of combustible materials orderly? Yes___ No___ N/A___
- ❖ Are combustible materials not stored beneath the building or structure? Yes___ No___ N/A___
- ❖ Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within? Yes___ No___ N/A___
- ❖ Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible construction? Yes___ No___ N/A___
- ❖ Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines? Yes___ No___ N/A___

Storage, Compressed Gas Cylinders

❖ If you have compressed gas containers (such as CO-2, helium, welding gases, etc.), are they chained to prevent falling?
Yes___ No___ N/A___

Storage of Flammable and Combustible Liquids

❖ Are the quantities in excess of 10 gallons of flammable and combustible liquid used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?
Yes___ No___ N/A___

Name of Person Responsible for this Report _____ (Please print)

Title of Person Preparing this Report _____ (Please print)

Date of Self-Inspection _____

Signature: _____

ADDITIONAL COMMENTS:

The list of items on the Self-Fire Inspection Form is intended to cover the most common items/hazards we encounter while performing fire inspections in low hazard occupancies. It is not intended to be all comprehensive or replace specific code requirements not addressed on the form.

If you have a specific code related question not addressed on this form, please call the Fort Dodge Fire Department.

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