

**BRECKSVILLE FIRE DEPARTMENT**

**FIRE PREVENTION**

**CHECKLIST**

**NEW CONSTRUCTION / RENOVATION CHECKLIST:**

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**INSPECTION DATE:** \_\_\_\_\_

**Inspector initial each line item they perform or witnessed.**

\_\_\_\_\_ Received plans including underground water / fire alarm / sprinkler  
Date received \_\_\_\_\_

\_\_\_\_\_ Business name and address entered into Fire House (occupancy) with all pertinent information including date plans received, contact information of contractor, building / property owner, business owner and any additional emergency contact information.

\_\_\_\_\_ Establish file jacket with business name and address.

**UNDERGROUND WATER SUPPLY SYSTEM**

\_\_\_\_\_ Thrust blocks made from poured concrete.

\_\_\_\_\_ All connections in place according to plans. Viewed by inspector before back filled. Photo taken and attached to file.

\_\_\_\_\_ Hydrants: Cleveland standard threads. Tested by inspector with Fire Department fittings.

\_\_\_\_\_ Two hour hydrant test by state certified company witnessed by Fire Department inspector. All new hydrants opened and flowed until clear water is visible.

\_\_\_\_\_ Flushing test per NFPA 24 standards.

## SPRINKLER SYSTEM

- \_\_\_\_\_ System installed to plan by certified installer and inspector by Fire Department and Building Department prior to install of ceiling tiles.
- \_\_\_\_\_ Fire Department connection in place on building 18" - 42" above ground with hydrant no greater than 100 feet from connection.
- \_\_\_\_\_ Fire Department Connections checked for Cleveland Standard Threads.
- \_\_\_\_\_ Sprinkler Cabinet with spare sprinkler's and wrench.  
Main drain inspector test signage.

## PARKING LOT and DRIVEWAY ACCESS

- \_\_\_\_\_ Adequate access for fire apparatus.
- \_\_\_\_\_ Fire Lane established to code and clearly marked as such. Signs posted?
- \_\_\_\_\_ Fire hydrants and Fire Department connections marked to prevent parking in front of and other obstructions.
- \_\_\_\_\_ Fire Department connection shut off in locked room properly labeled on door.
- \_\_\_\_\_ Proper protection barriers around gas meters and valves and any other utilities including parking lot hydrants.
- \_\_\_\_\_ Business name and address numbers in place to code and clearly visible from roadway.
- \_\_\_\_\_ Properly tagged fire extinguishers (5lb ABC) mounted to code in plain view with a travel distance no greater than 50 feet in un-sprinkled building and 75 feet in sprinkled building.
- \_\_\_\_\_ All exit signs and emergency lights in place according to plan and tested by shutting down power to devices.
- \_\_\_\_\_ All egress areas clear.
- \_\_\_\_\_ Places of assembly rooms have occupancy load sign displayed.

## **FIRE ALARM SYSTEM**

- \_\_\_\_\_ System plan on site. Devices installed to code by certified company and tested by certified technicians.
- \_\_\_\_\_ Test systems first without notifying alarm company and document time of notification to dispatch.
- \_\_\_\_\_ Check all audile and strobe lights.
- \_\_\_\_\_ Strobe lights synchronized.
- \_\_\_\_\_ HVAC detectors tested.
- \_\_\_\_\_ Pull Stations.
- \_\_\_\_\_ Smoke and heat and rate of rise.
- \_\_\_\_\_ Fire doors close / drop upon alarm activation
- \_\_\_\_\_ Emergency generator on site?
- \_\_\_\_\_ Carpet, drapery and furnishings flame resistant materials.

## **ELEVATORS**

- \_\_\_\_\_ Fire extinguisher in the elevator room.
- \_\_\_\_\_ Phone connection to operator.

## **UTILITIES ROOM and SHUT OFF'S**

- \_\_\_\_\_ Properly labeled.
- \_\_\_\_\_ 36" clearance around electrical panels and sub panels.
- \_\_\_\_\_ Panel boxes and breakers properly labeled.

## KITCHEN

\_\_\_\_\_ Hood system according to plan.

\_\_\_\_\_ Hood extinguisher system to plan.

\_\_\_\_\_ Hood extinguisher system tested and properly tagged.

\_\_\_\_\_ "K" extinguisher mounted in plain view.

All documents signed by Fire Department personnel must be placed in fire jacket and all inspections, tests and contact information must be entered into fire house the day the tests and inspections are completed with the name of the inspector that completed inspections and tests.