PRE-INSPECTION CHECKLIST FOR BUSINESS EMERGENCY PLAN FACILITIES

DATE: February 3, 2010
APPROVED BY: _____

Your business is due for a routine fire and life safety inspection. This inspection is a necessary part of Riverside Fire Department's mission to preserve and enhance the quality of life for the citizens of Riverside. A fire prevention inspector will visit your business in the next two weeks to conduct the inspection. To help facilitate the inspection, please attend to the following items as applicable.

- ☐ Ensure all portable fire extinguishers have been serviced by a licensed technician within the last year.
- ☐ Maintain a copy of the latest annual fire alarm testing and maintenance report on site.
- ☐ Maintain a copy of the latest fire sprinkler five year certification on site.
- ☐ Ensure all fixed fire extinguishing systems, such as kitchen hood and duct fire suppression systems, have been serviced by a licensed technician within the last six months.
- ☐ Ensure that the kitchen suppression system is UL300 compliant. Note: If your system was manufactured and installed after 1994, it is compliant.
- ☐ Ensure all exit signs and emergency lights are functioning and have been properly maintained and the records are kept on site.
- ☐ Ensure all required exits are unobstructed and are equipped with proper hardware.
- ☐ Maintain a copy of the latest annual private fire hydrant testing and maintenance report on site.
- ☐ Ensure address and suite numbers are clearly visible from the Fire Department approach.
- ☐ Maintain a minimum of thirty (30) inches of access width in front of electrical control panels.
- ☐ All sides of the building are free from weeds, trash, debris, or combustible storage.
- ☐ Compressed gas cylinders are properly secured to prevent cylinders from falling (i.e. chained or placed in approved stand)
- ☐ Provide two 24-hour emergency contact names and telephone numbers.

Name _____ Telephone # _____

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Fire Prevention
3900 Main Street 3rd Floor * Riverside, California 92522 * (951) 826-5737
Fax: (951) 826-2539 * www.RiversideCa.gov/fire

This list is provided for your convenience. The requirements are MINIMAL and NOT to be considered as comprehensive. Additional items may need to be addressed at the time of inspection. Please contact the Fire Prevention Bureau at (951) 826-5737 if you have any questions.

During the inspection, the inspector will also verify the following requirements as part of your Business Emergency Plan inspection.

- ☐ Current Department of Environmental Health Business Emergency Plan Permit
- ☐ Submitted plan and available on site for review
- ☐ Complete update within past three years
- ☐ Chemical inventory complete
- ☐ Documented employee training
- ☐ Evacuation plans with routes
- ☐ MSDS available
- ☐ NFPA 704 Sign(s) posted
- ☐ Emergency phone numbers posted
- ☐ Hazardous materials storage area posted
- ☐ Emergency equipment posted
- ☐ Pesticide storage area posted
- ☐ Storage maintained to minimize the possibility of release
- ☐ Storage handling areas secure
- ☐ Incompatibles stored separately
- ☐ Containers properly labeled
- ☐ Compressed gas cylinders are properly secured to prevent cylinders from falling (i.e. chained or placed in approved stand)

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