



# **FIRE INSPECTION CHECKLIST**



## **ARE YOU READY?**

This is a guideline to help prevent common violations only. Other violations may exist and may be noted during the fire inspection. If you **do not** have a device listed below, please skip over and use only the checkboxes that apply. The Pinellas Park Fire Department thanks you for your assistance in being fire safe.

### **Street Address:**

- Street address numbers must be attached to the building, clearly visible from the street, and marked in a contrasting color. Current Florida Fire Prevention Code requires numbers to be 6-inches in size.

### **Electrical:**

- Electrical outlets and junction boxes must be covered with cover plates.
- Electric panel boxes must remain closed and have no empty slots. If slots are empty, please fill with panel blanks that can be purchased at the local hardware/home repair store.
- Extension cords are for temporary power only (operating a vacuum cleaner, powering a tool for a repair, etc.). Multi-outlet power strip with built in circuit breakers may be used as long as it is plugged directly into an outlet. Always use devices according to manufacture instructions.

### **Exit and Emergency Lighting:**

- All exit and emergency lighting must be functional with electricity both on and off. Most devices have a test button. Press and hold the button on the device and it should light up; if not, the device is not functioning correctly and will need repair/replacement. \*Note some devices have an internal battery that might need to be changed.

### **Exit Doors:**

- Required exit doors must function properly and be clearly marked as an exit. The doors must remain unlocked during business hours and be free of chains, bars, or devices which prohibit exit from the occupancy.

### **Exit Paths:**

- All pathways leading to a required exit must be clear of obstructions (storage, furniture, etc.).

### **Fire Extinguishers:**

- Fire extinguishers must be visible, readily accessible, mounted, and serviced annually by a fire extinguisher company. The inspection tag or sticker located on the extinguisher will provide a date of last service. The extinguisher is good for one year after that date. (Ex.: Extinguisher is tagged May 2017 then the extinguisher would expire after May 31, 2018)

### **Fire Alarms & Sprinkler Systems:**

- All fire alarm and sprinkler systems are to be current with their inspection. The inspection tag or sticker located on the fire alarm panel or sprinkler riser will provide a date of last service. The fire alarm &/or sprinkler system is good for one year after that date. (Ex.: Tagged May 2017 then the device would be out-of-date after May 31, 2018).
- Annual inspection reports for fire alarms and/or sprinklers are required during the inspection. If you do not have the annual reports, please contact the company listed on the inspection tag or sticker and ask for the annual report(s) to be sent to you by email or fax. Please have the annual inspection report(s) readily available for the inspector upon inspection.

If you have questions about this form, contact us at 727-369-5803 or [fpsa@pinellas-park.com](mailto:fpsa@pinellas-park.com)