



Brooklyn Park Fire Department General Fire Safety Self-Inspection Checklist

The following is a brief summary of the most common fire code violations found during an inspection. It can assist you with identifying and correcting any issues you may find on your own:

EXTERIOR

- Address numbers are plainly visible from the street or road
- Fire lanes are clear of obstructions and clearly signed
- Fire hydrants are maintained, clearly visible, and not blocked
- Outside fire sprinkler connections are clearly visible, not blocked, and have protective caps
- Key box is in an approved and accessible location. Key box shall be of an approved type and contain keys to gain access as required by the code official.

GENERAL

- Trash and other rubbish is disposed of properly and not excessive
- Combustible storage is neat and orderly and at least 36 inches from ignition sources
- Storage in unsprinkled buildings is maintained 24 inches below the ceiling
- Storage in sprinkled buildings is maintained 18 inches below the ceiling
- Ceiling tiles are in place in sprinkled buildings or buildings with smoke detectors

ELECTRICAL

- Electrical panels are accessible and no storage 36 inches in front of panel(s)
- Multi-plug devices have over-current protection and are UL 1363 listed
- Extension cords are used only temporarily and only on portable appliances
- Electrical outlets, switches, and junctions are properly capped

EXITS

- Exit signs are in proper working order and lit at all times
- Emergency lights are in proper working order
- Exit doors are unobstructed and open easily with minimal force
- Exit access ways and hallways are free of storage and other obstructions

UTILITY/MECHANICAL/HVAC

- Combustible materials are kept a minimum of 36 inches from furnaces and boilers
- No storage in electrical distribution rooms
- No storage in elevator equipment rooms
- Mechanical appliances are properly installed and vented

FIRE EXTINGUISHERS

- Fire extinguishers are tested and tagged annually by a qualified company
- Fire extinguishers are properly sized (minimum 4A-60BC) and distributed throughout the premise
- Fire extinguishers are unblocked, visible, and easily accessible
- Fire extinguishers are hung properly or are kept in fire extinguisher cabinets

FIRE SPRINKLERS

- Fire sprinkler systems are tested annually by a licensed company
- Fire sprinkler coverage appears correct and unobstructed
- Valves, riser, and controls are unblocked and accessible
- Sprinkler heads are not painted or damaged in any other way

FIRE ALARM SYSTEMS

- Fire alarm systems are tested annually by a licensed company
- Alarm system is in normal condition with no active alarms showing
- Alarm devices like smoke detector, hand-pulls, etc. are in good operational condition

COMMERCIAL KITCHENS

- K-Class fire extinguisher mounted within 30 feet of cooking operations
- Cooking appliances, hoods, etc. are free of excessive grease buildup
- Commercial cooking hoods have been professionally cleaned by an approved hood cleaning contractor at least once in the past year
- Kitchen fire suppression systems are tested regularly by a certified company