



COMMERCE TOWNSHIP FIRE DEPARTMENT PRE-FIRE INSPECTION CHECKLIST FOR COMMERCIAL BUSINESSES

Inspection/Records

- Annual inspection records shall be made available for the following systems at time of inspection.
 - Portable fire extinguishers
 - Fire alarm systems
 - Fire suppression sprinkler systems
 - Commercial cooking suppression systems and exhaust hood system cleaning
- Occupancy sign shall be posted in a conspicuous location near the front door for assembly occupancies.

Entrance/Exits

- Knox Box emergency access system if building has a fire alarm or a fire suppression system and maintained by property owner.
- All exit signs must be in working order and illuminated at all times – along with back up battery power.
- All emergency lighting must be in working order and tested every six months.
- Exits and aisle ways shall be kept clear.
 - 36-inch clearance must be maintained around all sprinkler heads, electrical panels, furnaces, boilers and water heaters
 - 28-inch clearance must be maintained for all non-public aisle ways
- Combustible materials shall not be stored in exits or exit enclosures and along with boiler, mechanical, or electrical rooms.
- Exit doors shall open easily.
- Fire doors and other fire resistance barriers shall not be impaired from proper operation at any time. i.e. fire doors manually propped open.

Storage

- Storage heights in stock and store rooms including basements.
 - 18 inches from ceiling if protected by fire sprinklers
 - 24 inches from ceiling if not protected by fire sprinklers
- Compressed gas cylinders properly secured.
- Fueled equipment including, but not limited to motorcycles, mopeds, lawn-care equipment, portable generators and portable cooking equipment shall not be stored, operated or repaired within a building, unless meeting the exceptions in IFC section 313.

Electrical

- Proper usage of extension cords and multi-plug adaptors.
- Extension cords are for temporary use only and must not be used where approved permanent wiring is required.
- Power strips (relocatable power taps) shall be UL listed, polarized, grounded and have over current protection.
 - Power strips shall be directly connected to a permanently installed receptacle. No daisy chaining.
 - Power strip cords shall not extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental or physical damage



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- Outlets and light switches must be covered with a wall plate, along with electrical junction boxes.
- Electrical panels shall be unobstructed with 30” of clearance, with circuit breakers labeled.
- Ensure that fire walls and barriers remain intact i.e. in the attic space.
 - Holes/breaches in the drywall must be fixed and fire walls and barriers need to use fire caulk
 - Ceiling tiles in drop ceilings must be in place

Building Maintenance

- Fire Department Connections (FDC) must be kept clear of vegetation or other obstructions. Inlets must be sealed with manufacturers caps.
 - Shall be maintained unobstructed and have a minimum a three foot working clearance
 - Vegetation, overgrown landscape and snow shall be removed as necessary to keep 3’ clearance
- Fire Hydrants shall be maintained unobstructed and have a minimum a three foot working clearance.
 - Vegetation, overgrown landscape and snow shall be removed as necessary to keep 3’ clearance
- Fire Lanes maintained and unobstructed.
- Address numbers, not less than 4 inches with a minimum stroke of ½ inch, shall be posted in contrasting colors on front and rear doors.
- Door labels are required for Electrical, Furnace, Sprinkler, Mechanical and/or Generator rooms.

Extinguishers

- Portable fire extinguishers shall be installed and maintained in accordance with the requirements of NFPA 10 and a minimum size rating shall be 2A-10BC.
 - Commercial kitchens require a Class K extinguisher with 30’ of hood and duct system

Elevators

- Elevator keys shall be stored in a Knox Box next to the elevator or bank of elevators at the lobby nearest the lowest level of fire department access.
- The key box shall be mounted 5’6” above the finished floor to the right side of the elevator bank.
 - The front cover shall be labeled with the words “FIRE DEPARTMENT USE ONLY – ELEVATOR KEYS”
 - Contents of the key box are limited to fire service elevators keys and any additional access tools