

Restaurant Self Inspection Checklist

This list is not designed to be comprehensive, but rather is designed to help you recognize and correct some of the more common fire hazard deficiencies.



Life Safety

- Exits are not blocked (i.e. trash, snow and ice, supplies, etc.) and are well lit
- Exit signs are visible and lit
- Emergency lights work (test for 30 seconds monthly)

Fire Protection - (documentation needed)

- Fire extinguishers:
 - Charged
 - Inspected within the past year/inspected by manager or employee monthly
 - Mounted properly on a wall, signed and accessible
 - Are the right size and type (Class K types are typically needed when cooking with oil)
- Sprinkler system :
 - Inspected quarterly
 - 18 inches of clearance between sprinkler heads and stored items
 - Shut off valve is accessible
 - Pressurized with the shut off valve accessible and in the open position
- Fire alarm system has been inspected within the past year
- Hood suppression system:
 - inspected twice a year
 - manual pull switch is accessible and located away from cooking equipment
- Exhaust hood:
 - Cleaned monthly (if burning wood or coal), quarterly (for restaurants with 24-hour cooking, charbroiling or using woks), semi-annually (moderate-volume cooking) or annually (low-volume cooking, i.e. churches, day camps, senior center, etc.) Baffles must be in place and not damaged.

Housekeeping

- Storage area does not have an excessive amount of combustibles
- No stored items within 18 inches of ceiling (building with sprinklers) or 24 inches (building without sprinklers)
- Pressurized cylinders (i.e. carbon dioxide) are secured by chain or rope
- No electrical extension cords are in use (except for holiday lights or temporary use)
- Flammable gases and liquids are stored properly
- Dumpster is located away from building
- Combustible material located away from heating equipment (including hot water heaters)
- No combustibles (i.e. cardboard, cardboard boxes, etc.) near the cooking equipment
- There is a metal sheet guard or 18 inches between the fryolator and other cooking equipment
- Cardboard boxes, supplies, food, etc. should not block or partially block exits
- The floor, walls and hood adjacent to fryolators and cooking equipment should be free of grease

Miscellaneous

- Knox Box keys are current . . . Check with Inspector
- Street address visible from roadway, if multi-unit building rear doors shall be addressed
- Electrical panel is easily accessible and each breaker properly marked
- Ceiling tiles are in place and not missing
- Employees have been trained in the use of fire extinguishers, how to use the hood suppression system and know how to shut off the gas and electrical power supply to cooking equipment