

Amity Township  
Fire Marshal's Office  
2004 Weavertown Road  
Douglassville, PA 19518-8971



Phone: 610-689-6000  
FAX: 610-689-9870

**Published: February 7, 2009**

To all property owners and occupants:

This document serves as a guideline for owners, renters, leasers, and building occupants to identify and correct potential fire code violations and life safety hazards through self-inspections.

### **INSTRUCTIONS**

In addition to the overview of "Legal Responsibility" listed below, this publication is divided into general fire prevention code categories. In each category there are several specific questions relating to fire prevention and life safety. Evaluate the safety of your property circling "Y" (Yes) or "N" (No) to the right of each question. Circling No in response to any question indicates a violation of the International Fire Code (IFC) and may indicate the presence of an unsafe condition. If you discover a violation or an unsafe condition during the self-inspection process, please take the appropriate action to correct the violation or unsafe condition immediately.

Throughout this document, there are web-links that will take to you directly to topic-specific publications or guidelines which can provide you with more detailed information not included in this self-inspection guideline. This publication and others are available online at [www.amitytownshippa.com](http://www.amitytownshippa.com).

### **WHO IS RESPONSIBLE?**

In accordance with the International Fire Codes **IFC 107.5 Owner/occupant responsibility:** Correction and abatement of violations of this code shall be the responsibility of the owner. If an occupant creates, or allows to be created, hazardous conditions in violation of this code, the occupant shall be held responsible for the abatement of such hazardous conditions.

### **NEED ASSISTANCE?**

If you have any questions or require assistance please Call the Amity Township Fire Marshal at 610-864-4297 or e-mail at [jmunda@dejazzd.com](mailto:jmunda@dejazzd.com).

Think Fire Safety!

A handwritten signature in black ink that reads "James A. Munda".

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610-864-4297  
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## SELF-INSPECTION GUIDELINE

### EMERGENCY EXITS (Means of Egress)

1. Are all designated exit doors unlocked from the inside and available for immediate use? **Y / N**
2. Do all exit doors fully open (from the inside) without the use of a key, tool, or special knowledge/effort? **Y / N**
3. Are all exit discharge doors free of obstructions or obstacles on the exterior that would prevent the exit door from completely opening and allowing free passage to safety? **Y / N**
4. Are all exit discharges leading to the building exterior adequately illuminated with lights? **Y / N**
5. Are all aisles, corridors, passageways and stairs leading to exit doors clear of obstructions or impediments, and free of tripping hazards? **Y / N**
6. Are all exit stairways and corridors free of combustible storage and hazardous materials? **Y / N**
7. Are all "EXIT" signs not obstructed, clearly visible, readable, and illuminated? **Y / N**
8. Is all emergency lighting properly working and periodically (monthly) inspected and tested? **Y / N**
9. Where provided, is approved panic or fire exit hardware installed on latching exit doors? **Y / N**

### CROWD MANAGEMENT

1. During business hours, are persons inside the building limited to a safe/manageable number? **Y / N**
2. During peak occupancy, are exit passageways, exit aisles and exit doorways at all times free of obstructions including displays, merchandise, fixtures, patrons or staff? **Y / N**
3. Are all employees, staff and attendants trained and drilled in the duties to be performed in case of fire, panic or other emergency? **Y / N**

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## **FIRE PROTECTION SYSTEMS**

1. Are all fire protection systems maintained in an operative condition at all times? **Y / N**
2. Fire alarm and sprinkler systems require weekly, monthly, quarterly and annual inspection, testing and maintenance. Have all fire alarm and sprinkler systems been periodically inspected and tested and records maintained? **Y / N**
3. Are all sprinkler heads not painted, and free debris or foreign matter? **Y / N**
4. Kitchen hood fire suppression systems require inspection, testing and maintenance every six months. Have all Kitchen hood fire suppression systems (if provided) been inspected and tested every six months? **Y / N**
5. Where provided, is the fire suppression coverage required for cooking appliances located under each commercial kitchen exhaust hood system correct and adequately maintained? **Y / N**
6. Does each fire protection system have a current inspection/service tag attached? **Y / N**
7. Is a clear and unobstructed path provided to all fire protection systems and equipment including access doors, control panels, sprinkler system control valves and pull stations? **Y / N**

## **PORTABLE FIRE EXTINGUISHERS**

1. Is a portable fire extinguisher located within 75 feet of any portion of the occupancy and within 30 feet of a commercial cooking line? **Y / N**
2. Is each portable fire extinguisher fully charged, mounted 3 to 5 feet above the floor, visible and readily accessible for use? **Y / N**
3. Is each portable fire extinguisher visually inspected every month and serviced annually? **Y / N**
4. Does each portable fire extinguisher have a *current* annual service tag attached? **Y / N**
5. Are all employees, staff and attendants trained to use each type of portable fire extinguisher provided in your occupancy? **Y / N**
6. Are cooking equipment involving vegetable or animal oils and fats protected by Class K type portable fire extinguishers?

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### **FIRE DOORS, FLOORS, WALLS & CEILINGS**

1. Are all swinging fire doors maintained without doorstops, wedges or any unapproved hold-open devices? **Y / N**
2. Do all swinging fire doors self-close from any open position and positively latch when closed? (Latching does not mean locking and means when latched, the door will not open by itself) **Y / N**
3. Is fire-resistive rated construction, such as fire-rated dry wall, masonry and concrete floors, walls and ceilings free of holes or penetrations that spread smoke or fire? **Y / N**
4. Is suspended ceiling tile properly installed and in good condition? **Y / N**

### **STORAGE & HOUSEKEEPING**

1. Are equipment rooms such as mechanical, electrical and boiler rooms accessible and free of combustible or hazardous storage? **Y / N**
2. Is the area around furnaces, boilers and water heaters free of combustible storage and accessible at all times? **Y / N**
3. Is all inside storage orderly and not located within 2 feet of the ceiling or within 18 inches below or near any sprinkler head? **Y / N**
4. Is the top of all inside storage maintained to a maximum height of 12 feet? **Y / N**
5. Are trash, rubbish and other combustible waste not stored in a manner that would create a fire hazard or nuisance to the occupants? **Y / N**
6. Are all compressed gas cylinders secured to prevent falling? **Y / N**
7. Is fueled equipment, such as gasoline-fueled power washers or portable cooking appliances located outside of the building? **Y / N**
8. Are portable propane cylinders located outside of the building, stored in a safe location away from exit doors, ignition sources and secured to prevent tampering with the valves or theft? **Y / N**
9. Are combustible materials not stored or displayed under non-sprinkler eaves, canopies or other structural projections of buildings protected with an automatic sprinkler system? **Y / N**
10. Is the quantity of hazardous materials located inside the building and on the premises limited to the maximum allowable quantity permitted? **Y / N**

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### **ELECTRICAL HAZARDS**

1. Are extension cords utilized only in temporary applications? Y / N
2. Where utilized, are extension cords of the heavy-duty type, free of physical damage and unplugged when not in use? Y / N
3. Are multi-plug adapters and power-strips UL listed and equipped with over current protection (a circuit breaker)? Y / N
4. Are all electrical circuits, wiring, fixtures and appliances installed and maintained in compliance with the electrical code? Y / N
5. Are all electrical panels, junction boxes, outlets and switches protected with approved cover plates? Y / N
6. Are electric motors free of accumulations of oil, waste or debris? Y / N
7. Is a minimum of 36 inches of clearance maintained from all electrical service equipment, breaker panels and transformers? Y / N
8. Is illumination provided in dedicated electrical rooms and in rooms equipped with electrical control equipment and panels? Y / N

### **HEATING, VENTILATION & COOKING**

1. Are permanently installed fuel-fired heating appliances such as furnaces, boilers or water heaters properly maintained and correctly vented to the outside of the building? Y / N
2. Are portable electric space heaters located a minimum of 10 feet from combustible material and plugged directly into a wall outlet? Y / N
3. Is each portable electric space heater UL listed, equipped with a tip-over automatic shut-off switch and unplugged at the close of business and/or when not in use? Y / N
4. Is all mechanical and ventilating equipment free of accumulations of dust and waste material? Y / N
5. Are all cooking operations that produce heat, steam, smoke or grease-laden vapor located under an approved commercial kitchen exhaust hood and duct system? Y / N
6. Where provided, is each commercial kitchen exhaust hood and duct system free of accumulations of grease and residue and periodically cleaned to bare metal? Y / N
7. Are suitable noncombustible ashtrays or receptacles available in designated smoking areas? Y / N
8. Are lighted matches, cigarettes, cigars, ashes or embers discarded in a safe manner so as not to cause a fire? Y / N

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**EMERGENCY PLANNING & PREPAREDNESS**

1. If required, is a copy of the Fire Marshal approved Fire Safety & Evacuation Plan for business occupancies available in the workplace for reference and review by employees and inspection by the Fire Marshal? **Y / N**
2. Are records for required employee fire extinguisher and emergency response training kept on premises available for inspection? **Y / N**

**BUILDING & EMERGENCY VEHICLE ACCESS**

1. Is the building address posted and clearly visible from the street? **Y / N**
2. Does the fire department rapid entry key ("Knox Box") have the correct keys inside so the fire department can gain entry into the building in the event of an emergency after hours? **Y / N**
3. Are all fire hydrants readily accessible and not blocked? **Y / N**
4. Are all designated fire lanes and vehicle entrances to the premises maintained clear of obstructions including storage, merchandise, and vehicles? **Y / N**
5. Where provided, are outside fire department sprinkler connections visible and accessible? **Y / N**

**PERMITS & DOCUMENTATION**

1. Is a valid commercial occupancy permit, and other legally required permits posted in a conspicuous location available for inspection? **Y / N**
2. Are Material Safety Data Sheets (MSDS) for hazardous materials readily available on site? **Y / N**
3. Are records of inspections, tests, and maintenance of all fire protection systems and emergency lighting systems kept on premises available for inspection? **Y / N**
4. If applicable, is a cleaning schedule for all commercial kitchen exhaust hood and duct systems posted on each hood? **Y / N**

**I certify that I have reviewed and completed the above inspections to the best of my knowledge.**

Owner or Operator Signature		Person Conducting Inspection	
Printed Name	Date	Printed Name:	Date:

Note: maintain records on site for review of Fire Marshal.