

Rio Dell Fire Protection District
50 West Center Street
Rio Dell CA 95562
707-764-3329 Ext. 2

Rio Dell Fire Prevention Division
Business Owner Fire & Life Safety Checklist

Business Owner Self-Inspection Guidelines

By following these self-inspection guidelines, you decrease the chances that a fire will destroy your business. Rio Dell Volunteer Fire Department keeps records of hazardous materials stored in facilities, and other potential hazards that could play a factor in our response to your business. These fire safety inspections focus on maintaining a safe work environment and keeping your business in business!

Access

- The address on the building shall be visible from the street, numbers shall contrast with their background, and suite numbers shall be above front entry and contrast with background.
- (Optional) Current keys shall be provided for the Fire Department Knox box.

Exits

- With the exception of the front entry/exit, all locking hardware must be single-action, requiring only one motion to unlock the door and exit. The use of thumb-turn deadbolts are allowed only when inner-connected to the door handle.
- Exit doors shall not be locked, chained, bolted, barred, latched or otherwise rendered unusable. Manually operated flush/surface bolts are prohibited.
- All exits, aisles, corridors, and stairways are not used for storage and free of obstructions.
- When the building is equipped with illuminated exit signs, they shall be maintained at all times.

Comments: _____

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Fire Extinguishers & Fire Protection Systems

- A 2A:10BC fire extinguisher is required in any office area and may serve a maximum of 3,000 square feet with a travel distance no greater than 75 feet. Larger rated fire extinguishers are required as determined by the fire department for areas such as warehouses, workshops, etc.
- Fire extinguishers shall be wall mounted 3.5 to 5 feet from the floor in the path of egress. Fire extinguishers are to be readily accessible and visible at all times.
- All fire extinguishers are required to be serviced annually and shall have a service tag with the State Fire Marshal's seal attached to extinguisher dated within the past year.
- Monthly inspections of fire extinguishers are performed by employees, and documented.
- A Class K fire extinguisher is required for commercial cooking applications. The extinguisher is to be mounted on the wall no higher than 31/2 feet from the floor in the path of egress with a travel distance no greater than 30 feet from the cooking appliances.
- Where required, a hood and duct fire suppression system for commercial cooking applications requires semi-annual service (every six months).
- If the building is equipped with a fire sprinkler system, tenant improvement work may require alterations to the sprinkler system. The system requires quarterly maintenance and state certification every five years.
- If a fire alarm system is in the building, annual service from a state licensed fire alarm company is required.

Electrical

- The use of extension cords as a substitute for permanent wiring is prohibited. Extension cords shall be used only with portable appliances: large fixed appliances and machinery must be plugged directly into their own wall receptacle. Surge protectors may be used for electronic equipment with cords no longer than six-feet.
- All electrical receptacles shall be provided with cover plates.
- Maintain a 30-inch clearance in front of all electrical panels.
- Repair or replace worn, damaged, or frayed electrical cords.
- Combustible materials shall not be stored in mechanical or electrical rooms.

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Flammable Liquids/Hazardous Materials

- Flammable and combustible liquids must be stored in their original unopened containers. Once opened, flammable liquids must be stored in approved safety containers. Storage in excess of ten-gallons must be in an approved flammable liquids storage cabinet, and should be documented with the Rio Dell Volunteer Fire Department.

General Fire Safety

- Reduce storage of combustible materials to 18-inches below the level of sprinkler heads or 24 inches below the ceiling in non sprinklered buildings.
- Repair or replace all holes in walls/ceilings (e.g. missing ceiling tiles) in fire-resistive construction.
- Provide a 30-inch minimum clearance between heat producing appliances and combustible materials.

Comments: _____

Business Name _____

Business Address _____

Inspected By _____ Signed _____ Date: _____

(Please print, sign, and date, and return to Rio Dell Fire Department Attention: Fire Prevention Division)

If you have questions, or would like one of our Fire Prevention officers to do an additional inspection in your facility, please call:

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Rio Dell Fire Protection District Prevention Officer at 707-764-3329 EXT 2

Thank You,

Shane Wilson

Fire Chief

Andrew Gonzales

Fire Prevention Officer