



# BRIGHTON AREA FIRE AUTHORITY

615 W. Grand River Ave., Brighton, MI 48116

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## Self Inspection Form

|                   |                          |
|-------------------|--------------------------|
| Date:             | Owner/Manager Name:      |
| Business Name:    | Owner/Manager Email:     |
| Business Address: | Emergency Contact Name:  |
| Business Phone:   | Emergency Contact Email: |

| <b>EXTERIOR &amp; SITE SAFETY</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|--|------------|-----------|------------|
| 1. Address Numbers visible from street?  |            |           |            |
| 2. Address Numbers in contrasting colors?  |            |           |            |
| 3. Address Numbers a minimum of 6" in height?  |            |           |            |
| 4. Rear tenant doors identified (name & numerical)?  |            |           |            |
| 5. Doors blocked from the interior labeled as "NO INTERIOR ACCESS"?  |            |           |            |
| 6. Fire lanes marked and maintained?   |            |           |            |
| 7. Fire lanes unobstructed (no parking, standing, or storage)?   |            |           |            |
| 8. Fire hydrants visible and unobstructed (36" clearance)?   |            |           |            |
| 9. Fire department connection unobstructed?  |            |           |            |
| 10. Are dumpsters over 1.5 cu. yds a minimum of 5' from combustible exterior walls, openings, & projections? |            |           |            |
| 11. Is there combustible waste accumulation on-premise? (leaves, trash, debris etc.)                         |            |           |            |

| <b>EGRESS, LIGHTING &amp; EXITS</b>   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|---|------------|-----------|------------|
| 1. Sufficient ambient lighting is provided for safe movement to exits?  |            |           |            |
| 2. Emergency lights operate under battery power? (test monthly & keep a record)   |            |           |            |
| 3. All exit signs illuminated under normal conditions & backup power? (test monthly & keep a record)  |            |           |            |
| 4. With key-locking or thumb-locking hardware on the main entrance, is there a sign stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"? |            |           |            |
| 5. Aisles and access to all exits are clear of storage and all obstructions?  |            |           |            |
| 6. Are there Padlocks or slide-bolt locks on the premise? (Not Permitted)   |            |           |            |

|  |   |            |           |            |
|--|---|------------|-----------|------------|
| 7.   | Only listed and approved security devices installed on exit doors?  |            |           |            |
| 8.   | Exterior of exit doors are clear of obstructions (snow, rubbish, etc.)?   |            |           |            |
| 9.   | Exit doors do not stick or require excessive effort to open (<15-lbs.)?   |            |           |            |
| <b>GENERAL, STORAGE &amp; HOUSEKEEPING</b> |   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| 1.   | No storage in the furnace, electrical, or boiler rooms?   |            |           |            |
| 2.   | No storage within 36" of heating sources (furnace, water heater, etc.)?   |            |           |            |
| 3.   | Oily rags or similar items stored in proper metal containers?   |            |           |            |
| 4.   | Combustible decorations shall be limited to the building design classification. Changes or additions shall be evaluated by the fire authority prior to installation.                                  |            |           |            |
| 5.   | Top of storage maintained 24" from the ceiling in a non-sprinklered building?   |            |           |            |
| 6.   | Top of storage maintained 18" from sprinkler deflector in sprinklered buildings?  |            |           |            |
| 7.   | Are storage piles neat, orderly, and stable?  |            |           |            |
| 8.   | Does combustible storage exceed 12'? If yes, what is being stored? <input type="text"/>   |            |           |            |
| 9.   | Are exit stairs free of all storage? No storage is permitted under exit stairs or in stairway enclosures.   |            |           |            |
| 10.  | Are compressed air cylinders secured by chains or other means to prevent from falling?  |            |           |            |
| 11.  | Does the quantity of flammable & combustible liquid storage exceed 10-gallons when used for maintenance and operation of equipment? For information regarding higher quantities contact an inspector. |            |           |            |
|  | a. Is it stored in liquid storage cabinets or safety cans? <input type="text"/>   |            |           |            |
| 12.  | Dryer vents clean and laundry areas free of lint and debris accumulation?   |            |           |            |
| 13.  | All ceiling tiles in place to limit fire and smoke migration?   |            |           |            |
| 14.  | All fire/smoke doors operate, close, and latch properly?  |            |           |            |
| 15.  | Do all fire/smoke dampers operate properly?   |            |           |            |
| <b>ELECTRICAL SAFETY</b>                   |   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
| 1.   | Storage is located at least 36" from all electrical equipment? (panels, disconnect switches, transformers etc.)   |            |           |            |
| 2.   | Extension cords are not used as a permanent power source?   |            |           |            |
| 3.   | Extension cords do not penetrate ceilings or walls and do not run under carpet and rugs?  |            |           |            |
| 4.   | Extension cords maintained in good condition with no fraying or damage?   |            |           |            |
| 5.   | Multi-plug power taps are provided with overcurrent (surge) protection?   |            |           |            |
| 6.   | Multi-plug adapters are plugged directly into a receptacle?   |            |           |            |
| 7.   | All outlets, switches, and junction boxes provided with proper cover plates?  |            |           |            |
| 8.   | All spaces in the electrical panel(s) covered?  |            |           |            |
| 9.   | Electrical panels in public areas are locked, and electrical room doors locked?   |            |           |            |

| <b>FIRE EXTINGUISHERS</b> |   | <b>Yes</b> | <b>No</b> | <b>N/A</b> |
|---------------------------|---|------------|-----------|------------|
| 1.                        | Have extinguishers been serviced annually by an outside company, or are they new?       |            |           |            |
| 2.                        | Are fire extinguishers mounted on walls using proper brackets or installed in cabinets? |            |           |            |
| 3.                        | Is the extinguisher condition maintained free of damage, corrosion, etc.?               |            |           |            |
| 4.                        | Are extinguishers provided with proper, and current service tags and labels?            |            |           |            |
| 5.                        | Are extinguishers unobstructed, visible, and accessible?                                |            |           |            |
| 6.                        | Is the maximum travel distance of 75' between extinguishers maintained?                 |            |           |            |

### **FIRE PROTECTION SYSTEMS TESTING AND RECORD KEEPING**

Fire protection systems are required to be inspected, maintained, and all records accessible through an on-line database.

Visit [www.inspectionreportsonline.net](http://www.inspectionreportsonline.net) to register your property and share it with your service provider to upload documents.

Only semi-annual and annual reports must be uploaded.

| <b><u>SYSTEM TYPE</u></b>                                       | <b><u>INTERVAL</u></b>                                   |
|---|--|
| Automatic sprinkler systems                                     | Annual   |
| Fire alarm and fire detection systems                           | Annual   |
| Kitchen hood fire suppression systems                           | Semi-Annual  |
| Fire pump performance test                                      | Monthly (no flow); Annual (flow)                         |
| Specialty fire suppression systems (CO2, clean agent, dry chem) | Semi-Annual  |
| Fire shutter doors  | Annual   |
| Emergency generator   | Inspect weekly / Load test monthly / Maintained Annually |

Individual Completing Inspection:

Role/Position:

Email Address:

Phone Number:

**Email this form to [SELF\\_INSPECTION@BRIGHTONAREAFIRE.COM](mailto:SELF_INSPECTION@BRIGHTONAREAFIRE.COM) within 30-days of notice**