



# BRIGHTON AREA FIRE AUTHORITY

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

Ph: 810-229-6640 Fax: 810-229-1619

Email: SELF\_INSPECTION@BRIGHTONAREAFIRE.COM

## 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**