



Sacramento Metropolitan Fire District

Fire Company Inspection Program

10545 Armstrong Ave., Suite 310 • Mather, CA 95655 • Phone (916) 859-4330 • Fax (916) 859-3717

B & M OCCUPANCY PRE-INSPECTION CHECKLIST

The following checklist is designed to help recognize items that will be addressed during the inspection. Common violations associated with your business type are listed below. Review the list and verify that potential fire and life safety hazards are corrected prior to our inspection.

Square Footage of Business: _____ (Fire Department will require this at time of initial inspection)

ADDRESS	YES	NO
Address/Suite numbers for the building are clearly visible from the street, a minimum 6 inches in height and contrast in color with their background. Suite numbers shall be installed on all rear doors.		
GENERAL HOUSEKEEPING	YES	NO
Every building or portion of a building shall be maintained in a neat orderly manner, free from any condition that would create a fire or life hazard or a condition which would add to or contribute to the rapid spread of fire.		
EXITING (EGRESS)	YES	NO
Exit doors are visible and openable without the use of a key or special knowledge.		
Key-locking hardware used on the main exit has proper signage above door THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED / THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS.		
Exits doors are identified with an approved exit sign readily visible from any direction of egress travel.		
Gates used as a component in a means of egress shall conform to the applicable requirements for doors.		
Combustible material shall not be stored in exits or exit enclosures.		
FIRE EXTINGUISHERS	YES	NO
Fire extinguishers shall be serviced and tagged by a State Fire Marshal approved company. Fire extinguishers shall be serviced once a year and after each use. Fire extinguishers shall be type 2A:10BC.		
Fire extinguishers shall be installed on each floor level. The maximum travel distance to an extinguisher shall not exceed 75 feet.		
Fire extinguishers shall not be obstructed from view. In areas which visual obstruction cannot be completely avoided, means shall be provided to indicate the location of extinguishers (signs).		
Fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets supplied.		
Cabinets used to house portable fire extinguishers shall not be locked unless they are subject to malicious use or damage. If cabinets are locked, a ready means of access shall be provided.		
Fire extinguishers shall be mounted so that the top of the extinguisher is between 3 1/2 - 5 feet from floor level.		
ELECTRICAL	YES	NO
Provide a minimum 30 inch clear space in front of electrical panels at all times.		
Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating ELECTRICAL ROOM.		
Multiplug adapters, such as cube adapters, unfused plug strips or any other device shall be prohibited.		
Relocatable power taps shall be of the polarized or grounded type, equipped with overcurrent protection and shall be UL listed.		
Relocatable power taps shall be directly connected to a permanently installed receptacle. Power taps shall not extend through walls, ceilings, under doors or floor coverings.		
Extension cords shall not be used in lieu of permanent wiring.		
Provide cover plates for all switch and electrical outlets.		
Combustible material shall not be stored in boiler, mechanical or electrical equipment rooms.		



Sacramento Metropolitan Fire District

Fire Company Inspection Program

10545 Armstrong Ave., Suite 310 • Mather, CA 95655 • Phone (916) 859-4330 • Fax (916) 859-3717

B & M OCCUPANCY PRE-INSPECTION CHECKLIST

COMBUSTIBLE/FLAMMABLE LIQUIDS	YES	NO
Flammable and combustible liquids in excess of 10 gallons used for maintenance purposes and the operation of equipment shall be stored in liquid storage cabinets. Quantities not exceeding 10 gallons are allowed to be stored outside of a cabinet in approved containers located in an approved location.		
STORAGE	YES	NO
Storage of combustible materials in buildings shall be orderly and separated from heating devices.		
Storage shall be maintained 24 inches or more below the ceiling in nonsprinklered areas of a building or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas of buildings.		
Combustible material shall not be stored in boiler rooms, mechanical rooms or electrical rooms.		
Outside storage of combustible materials shall not be located within 10 feet of a property line.		
FIRE PROTECTION EQUIPMENT / PREMISES (Building Owner)	YES	NO
Maintain, repair, inspect and test Fire Sprinkler System. Provide copy of 5-year certification.		
Secure control valves for fire sprinkler system in the open position with a chain and break away padlock.		
Maintain, repair, inspect and test Fire Alarm System. Provide copy of annual inspection report.		
Dumpsters and containers with an individual capacity of 40.5 cubic feet or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings or roof eave lines.		
Fire apparatus access roads shall have an unobstructed width of not less than 20 feet and an unobstructed vertical clearance of 13 feet 6 inches.		
Fire Lanes shall be marked with the wording NO PARKING FIRE LANE using signs or painting curbs red. Curbs shall be stenciled NO PARKING FIRE LANE in 3 inch white letters spaced every 25 feet.		
Fire apparatus access roads shall not be obstructed in any manner, including parking of vehicles.		
Unobstructed access to fire hydrants shall be maintained at all times. Provide a minimum 3 foot clear space around the circumference of fire hydrants.		
If required, KNOX box is properly installed and keys inside box are current.		