

# **Business Guide to annual Inspections**

## **ELECTRICAL HAZARD**

### Breaker Panel(s)

- Panel shall have a proper cover and doors shall be shut.
- Open slots in breaker shall be properly covered.
- Storage shall not be within 3 ft. of electrical panels or transformers.

### Extension Cords(s) Not Overloaded

- No multiple lengths of cords or power strips are permitted.
- Appliances that draw a lot of amperage (refrigerators, microwaves, coffee pots, etc.) shall be connected directly to an outlet.

### Wiring appears intact.

- Junction boxes, outlets and light switches shall have cover plates.
- No exposed wires permitted.
- No splices in wiring permitted unless made inside a junction box.

## **EXITS**

### Exits and Corridor

- Hallways and/or exit ways shall not be blocked by storage or objects.
- Emergency exits shall open with less than approximately 15 lbs. of pressure applied to allow occupants to exit.
- Emergency exits shall not be locked or require a special tool or key to open from the inside.
- Emergency exits shall not be chained or padlocked closed when the building is occupied.

### Exit Signs and Emergency Lighting

- Exit signs shall work on normal and battery power.
- Emergency lights shall work on battery power.

### Evacuation Plans Posted (If Required)

- Evacuation plans are normally only required in hotels, dorms, educational or larger office and assembly type facilities.
- In hotels and educational occupancies Evacuation Plans should be provided in each sleeping room or class room.

### No Double Keyed Deadbolts Locks

- Deadbolts locks normally are only allowed on the primary entrance to a facility and if permitted must have signage on door stating, "Door to Remain Unlocked while Building is Occupied".
- Deadbolts locks shall not be installed on doors equipped with panic hardware.
- Barrel bolts or other latches are not permitted on exit doors.

## Exit Signs and Emergency Lights

- Exit sign(s) shall be illuminated both on normal and battery power.
- Emergency lights shall be operational on battery power.

## **FIRE EXTINGUISHERS**

### Annual Certification

- Extinguishers shall be certified by a Louisiana licensed fire protection contractor at least every 12 months.
- New extinguishers shall also be certified by a Louisiana licensed fire protection contractor.

### Functionality

- Pressure gauge must indicate that the extinguisher is adequately charged and ready for use.

### Accessibility

- An extinguisher should be located where readily available if needed. They shall not be blocked by the swing of the door or other objects.
- Extinguishers shall not be in areas subject to locking.
- Extinguishers shall be mounted on the wall so that the top of the handles does not exceed 5 ft.

### Location

- Travel distance to an extinguisher shall not exceed 75 ft. except in hazardous areas where travel distance is reduced to 50ft.
- Normally a minimum of one extinguisher is required on each floor level and or for every 3000 square feet of a business.
- Additional extinguishers may be needed in special areas such as kitchens and paint booths

## **FIRE PROTECTION SYSTEMS**

### Annual Certification

- Fire sprinkler and fire alarm systems shall be certified by a Louisiana licensed fire protection contractor at least every 12 months.

### Bi-Annual Certification

- Kitchen fire suppression and clean agent suppression systems shall be certified by a Louisiana licensed fire protection contractor at least every 6 months.

### Sprinkler Systems

- Sprinkler rooms shall be identified by signage on the exterior of the door.
- Risers shall be monitored by the building fire alarm or if no fire alarm is present, then by chain and lock.
- Risers for wet pipe sprinkler systems shall be protected against freezing.

- Fire department connections shall have signage above them (stating FDC) and have caps in place to prevent potential obstructions from entering the fire sprinkler system. Plastic or metal caps are allowed.
- All fire sprinklers heads should have at least 18 inches of clearance from stock or other obstructions. Heads shall not be painted.
- The gauges on the fire sprinkler system riser should indicate that the system is connected to a water supply, pressurized and ready for use.

#### Fire Alarm Systems

- Fire alarm signals shall be audible throughout the building.
- Smoke detection devices, if present, shall not be covered or painted.

#### Clean Agent Suppression Systems

- Rooms containing clean agent suppression systems shall be air tight to contain the agent within the room.
- Doors to rooms shall be of the self-closing type and shall not be held open.

#### Kitchen Fire Suppression Systems

- Appliances beneath a kitchen suppression system shall be fully protected by the nozzles above.
- Appliances shall be put back in place if moved for cleaning.
- Appliances shall be completely beneath the hood and duct system.
- The hood, filters, duct and exhaust fans shall be periodically cleaned to avoid grease build up.
- A Class K fire extinguisher shall be provided for all cooking operations where a kitchen fire suppression system is required.

### **PRIVATE FIRE HYDRANTS**

- Fire hydrants shall be maintained in working condition with adequate water flow and pressure and caps on all openings.
- Fire hydrants shall be free from obstructions such as fences, utility poles, vegetation or other obstruction.

### **MISCELLANEOUS**

#### Address Plainly Visible and Legible

- Address numbers should be visible and legible from the street.
- Individual suite identification shall also be provided.

#### Designated Fire Lanes and/or Roads Accessible

- Fire lanes should be free of parked vehicles.
- Private driveways should allow access to emergency vehicles.

#### Personnel Hazards Covered and/or Marked

- Hazards which could injure, or hamper emergency efforts should normally be identified.
- Open pipes in the ground shall have the proper cover to avoid someone falling into such.

### Vacant Structure Secured

- Vacant buildings and businesses should be secured to prevent unauthorized individuals from entering.

## **FIRE PROTECTION**

### Storage and Accumulation of Rubbish and Waste

- Trash and empty boxes shall be disposed of regularly and not allowed to accumulate for extended periods of time.
- Oily rags should be stored in metal containers with self-closing lids.

### Combustibles stored too close to Heat Source

- Combustible materials should be a minimum of 3 ft. from transformers, water heaters and other heat producing appliances and equipment.

### Laundries

- Dryers shall be properly vented to the exterior of the building.
- Dryers shall be regularly cleaned of lint build up.

### Water Heater/Boiler Certificates Current & Posted

- State Law requires hot water heaters over 119 gallons and all boilers be inspected by the Fire Marshal or the business's insurance company.
- Boiler inspection certificates shall be current and posted under glass in the vicinity of the appliance.

### Furnishings and Decorations

- Furnishings and Decorations should be located away from heat sources and not interfere with fire protection devices, i.e., sprinkler heads, heat and smoke detectors etc.

## **FIRE WALLS**

### No Fire Wall Penetration(s)

- Fire walls shall have no openings which could allow fire and smoke to spread.
- Penetrations shall be sealed with UL listed material installed in a UL listed assembly. Documentation of such shall be provided. Penetrations typically will have a 2 hr. or 1 hr. fire rating.

### Fire Door(s) Self Closing

- All fire doors should have a self-closing mechanism.
- Most fire doors have a small metal plate inside the frame identifying them as fire doors.
- Fire rating labels on doors or door frames shall not be painted or removed.

## **FLAMMABLE LIQUIDS & COMPRESSES GASSES**

### Compressed Gas Cylinders Secured

- Compressed gas cylinders should be secured with a chain or rope to prevent being accidentally knocked over.

#### MSDS Sheets Available

- MSDS Sheets should readily available where hazardous materials are stored.

#### Flammable Liquids and/or gasses stored properly

- Flammable liquids and gasses should be stored in approved containers.

#### Containers Properly Identified/Labeled

- Flammable liquids and gasses tanks should be labeled to identify contents and quantity, if a large amount stored on site.

#### Proper Inside Storage of Flammables

- LP tanks should not be stored inside buildings, rather they should be inside a secured enclosure.

### **MULTI-STORY BUILDINGS**

#### Stairway Sign(s) Indicate Floor Number

- Stairway signs indicating floor numbers are required for 4 story and taller buildings.

#### Stairwell(s) Free from Obstruction

- No objects should be in stairwells which could hinder the ability of occupants when exiting the facility.

#### No Storage Under Stairs

- Storage of combustible materials is not permitted within a stairwell.

#### Stairways Allow Reentry

- Stairway should allow reentry for 4 story and taller buildings.

#### Elevators

- Elevator Warning Signs should be posted informing occupants “In Fire Emergency, Do Not Use Elevator – Use Exit Stairs” or a similar statement.
- Elevators shall be inspected on an annual basis.