



**TOWN OF FORT MILL  
FIRE MARSHAL'S OFFICE**

**CHECK SHEET FOR PERIODIC FIRE INSPECTIONS**

Please find below the majority of items that will be inspected during your periodic inspections.

**NOTE: These listed items are not all the items that may be covered during a routine fire inspection. All fire code violations are referenced in the International Fire Code.**

**EXIT & EMERGENCY LIGHTING**

- Verify exit lights are operational.
- Verify emergency lights are operational.

**FIRE EXTINGUISHERS**

- Verify annual inspections completed, and tagged.
- Verify location that is accessible and mounted.
- Verify proper size and type.

**FIRE ALARM SYSTEM**

- Verify annual inspection, with report on premises.
- Verify FACP is accessible and is properly marked.
- Verify all fire alarm devices are accessible.

**SPRINKLER SYSTEM**

- Verify annual inspection, with report on premises.
- Verify riser is marked, unobstructed, and accessible.
- Verify FDC is marked, unobstructed, and accessible.
- Verify riser have a minimum of 36 inches of clearance.
- Verify sprinkler heads are not painted/loaded.
- Verify sprinkler clearance to storage is a min of 18 inches.
- Verify private fire hydrants serviced annually.

**FIRE SUPPRESSION HOOD SYSTEM**

- Verify bi-annual (6-month) inspection completed, with report on premises.
- Verify manual pull is accessible.
- Verify hood system has been cleaned every \_\_\_\_ month.

**ELECTRICAL**

- Verify extension cords are not used in place of permanent wiring
- Verify multi-plugs are not used.
- Verify surge protectors plug direct into wall outlet, with appliances plugging direct into surge protector.
- Verify covers are on all outlets, switches, junction boxes, and electrical panels.
- Verify electrical panel is accessible with a minimum of 36 inches.

**FIRE PROTECTION CONSTRUCTION**

- Verify fire rated walls and ceiling are not breached or damaged. (Ceiling tiles)
- Verify fire doors are maintained and close and latch automatically.

**HAZARDOUS MATERIALS**

- Verify proper permits are current and available, where required.
- Verify all Material Safety Data Sheets are maintained and available.
- Verify proper storage of all hazardous materials.
- Verify hazardous placard (NFPA 704) is available, as required.
- Verify No Smoking signs are posted, where required.
- Verify compressed gas cylinders are stored properly and are secure.

**MISCELLANEOUS**

- Verify street numbers are posed in front and rear and are visible from the road.
- Verify suite numbers/letters are posed in front and rear of suite.
- Verify storage from ceilings are maintained, 12 inch clearance (unsprinklered).
- Keys for Knox Box provided.
- Verify clearance around fire hydrants, 36 inches.
- Verify aisle ways are a minimum of 3 feet wide.