



FIRE SAFETY AUDIT WORKSHEET

Norton Shores Fire
 Department
 4814 Henry Street
 Norton Shores, MI 49441
 (231) 799-6809

INSTRUCTIONS: Please review each question and check “Yes or No”. If a question does not apply, mark “N/A”. A “No” answer will indicate a condition requiring attention. Space has been provided on the reverse side of this sheet to comment on any action being taken to correct the condition. When completed, please sign and date the sheet, then return it with the Business Registration to the City Clerk at 4814 Henry Street, Norton Shores, MI 49441. If you have any questions, feel free to contact the Fire Inspector at the number above.

BUSINESS NAME: _____ **ADDRESS:** _____

PHONE NUMBER: _____

HOUSEKEEPING

- | | Yes | No | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Are spaces, including under stairways and around heating devices kept free of accumulated combustibles? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are ashtrays emptied into non-combustible containers daily? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the outside dumpster kept at least 5 feet away from combustible walls, windows and doors and is the lid kept closed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are flammable and combustible liquids like gasoline, oil, etc. stored in approved containers and do not exceed a total of 10 gallons? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

EXITS

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 5. Are exit ways and doors easily recognizable, unobstructed and unlocked during business hours? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are all illuminated exit signs and/or emergency lighting systems working properly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are all automatic closing doors kept unblocked and working properly? Do they close and latch? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ELECTRICAL

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 8. Electrical panel has a minimum of 30” clearance, all circuits are labeled, and breakers are free from tape or other devices that keep breakers from operating? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are all electrical covers for outlets, switches and junction boxes in place? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are all electrical devices properly grounded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. If multi-outlet adapters are used, does the adapter have its own fuse or breaker? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Extension cords are used as temporary wiring only, not in place of permanent wiring and only used for one portable appliance? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

HEATING

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 13. Is your heating equipment in good working order and free of lint and dust accumulation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Are portable heaters equipped with automatic safety shut-off devices? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. If you have a boiler, has it been inspected within the last year, and is the current boiler inspection posted? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FIRE PROTECTION

- 16. Are fire extinguishers properly mounted, accessible, and inspected by a certified company within the last year?
- 17. Are employees familiar with the use of portable fire extinguishers?
- 18. Do all apartment units have smoke detection? Are they checked periodically?
- 19. Cooking ventilation hood fire suppression system has been inspected and tagged by a certified company within the last six months?
Date of inspection: _____ By: _____
- 20. Does your commercial kitchen contain a class K fire extinguisher?

MISCELLANEOUS

- 21. All holes in walls and ceilings are patched; ceiling tiles are in place and in good condition?
- 22. All compressed gas cylinders are secured to prevent falling?
- 23. Is the gas meter, regulator, or exposed piping protected from vehicular traffic?
- 24. Is address visible, legible, of a contrasting color, and permanently posted on building?
- 25. Does your business contain a Fire Department Access Entry Key Box? If not, contact the Fire Department for Keybox Order Form. Home businesses are exempt.

Please Print Name: _____

Signature: _____

Date: _____

Additional Comments:

Thank you for your cooperation and concern for others as well as your own fire safety.