



**Vernon Businesses – Please Use This List to Prepare For Your Annual Inspection.** Your Vernon Fire Prevention Inspector will soon be stopping by to conduct your fire prevention inspection at your facility. You can help by using this list to maintain your workplace and eliminating potential code violations. We look forward to your full cooperation and participation.

## How to Prepare For an Annual Fire Safety Inspection

1. Building address must be visible, fronting the street, and in a contrasting color of the building background.
2. Business licenses and specialized permits must be current and posted in a conspicuous location (*lobby /office area*).
3. If improvements are planned at your facility, contact Building Dept. to acquire the required permit (583-8811ext. 243).
4. All fire extinguishers must be serviced (and tagged) annually or after every use.
  - a. Provide minimum 2A:10BC type fire extinguisher within every 50 feet of travel (*office areas only*).
  - b. Provide minimum 4A:40BC type fire extinguisher within 75 feet of travel (*warehouse/production areas*).
  - c. Provide K type fire extinguisher w/in 30 feet of travel for hood & duct systems (*commercial kitchens*).
5. All hood & duct fire suppression systems shall be serviced by a certified inspector every 6 months (*commercial kitchens*).
6. Fire Sprinkler and standpipe systems shall be inspected quarterly/bi-annually, serviced and certified by a licensed service technician every 5 years and have a current California State Fire Marshal certification tag attached.
7. Automatic fire extinguishing systems shall protect spray booths/rooms.
8. Extension cords and multi-plug adaptors without circuit breakers are prohibited to be used.
9. Provide cover plates for all electrical panels and outlets.
10. Maintain a 3 foot clearance in front of electrical panels and fire sprinkler risers.
11. Mechanical & electrical rooms shall be kept clean & clear of all combustible storage; door sign “*Electrical Room.*”
12. Exit (egress) doors shall be readily operable from the inside without the use of a key or special knowledge or effort.
13. Manually operated flush bolts or surface bolts are not permitted on exit doors.
14. Exits and pathways to exits must be clear and unobstructed.
  - a. All exit identifications shall meet with specific occupancy requirements.
  - b. Occupant load shall be posted in all assembly areas (*restaurants and bars*).
15. When restocking is not being conducted, aisles shall be kept clear of storage, waste material and debris.
16. LPG gas cylinders-forklift type (*not being used*) must be stored outside of building, away from entrance/exits.
17. Provide a compatible secondary containment for all regulated hazardous materials and waste, including used batteries. Secondary containment shall be kept clean and dry (*for assistance, contact Health Dept. at extension 233*).
18. All regulated hazardous materials storage containers must be labeled, identifying contents.
19. All facilities that store hazardous materials and hazardous waste must have a current Hazardous Materials Business Plan on file at the job site. The Hazardous Materials Business Plan shall be available and ready for review by the inspector.
20. All oily rags shall be securely stored in metal or metal lined receptacles equipped with a self-closing lid.
21. Flammable/combustible liquids in excess of 10 gallons shall be stored in approved liquid storage cabinets.
22. The supervised fire alarm that services the fire sprinkler system shall be operational (*control panel – light is green*)
23. Fire access roads (fire lanes) shall be identifiable (*if paint striping is faded and worn, repaint; for assistance call ext. 282*)

**Vernon Fire Department - Bureau of Fire Prevention**