

## Lower Southampton Township Office of the Fire Marshal

1500 Desire Avenue Feasterville, PA 19053  
215-357-7300 Ext: 311 Fax: 215-357-6036

### Fire Inspection Checklist

This list is a guide to ensure safety within your business but does not express all aspects of the 2018 International fire Code, related NFPA Standards, or Township Ordinances.

- All exit signs and emergency lighting must be in working order.
- Business address numbers must be placed on any front and rear entrance doors leading into your business. Business address numbers are to be no less than 6 inches in height and clearly visible from the street.
- All marked egress doors shall be unlocked and unlocked during business hours.
- All Egress aisle ways shall be maintained to a minimum 36 inches clearance to egress exits. All marked egress exits shall be free of obstructions and be operational.
- Combustible materials shall not be stored within 10 feet of the outside of the building (including dumpsters). No combustible materials are permitted to be stored in any mechanical room(s).
- Household extension cords are not permitted in commercial businesses.
- No multiplug adapters or multiplug extension cords are permitted in commercial businesses. Surge protected power strips are permitted.
- Extension cords are to be used as permanent wiring or run behind walls and ceilings.
- Provide clearance of at least 36 inches between all gas and electrical service equipment.
- Fire extinguishers shall be inspected and tagged annually. Fire extinguishers must be mounted not less than 4" and no higher than 5' from the ground.
- All fire alarm systems shall be inspected annually, and a fire alarm inspection report shall be provided to the inspector at the time of inspection.
- All sprinkler systems shall be inspected annually, and a sprinkler system inspection report shall be provided to the inspector at the time of inspection.

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- Provide 18 inches of clearance below all sprinkler heads and keep sprinkler control valves clear of storage.
- Kitchen hood and duct systems must be cleaned professionally and tagged according to the following schedule:
  - Wood burning or other solid fuels – Monthly
  - High Volume Cooking – Quarterly
  - Moderate Volume – Semi Annually
  - -Low Volume – Annually
- All fire protection systems and main electrical panel locations shall be properly identified with a sign that clearly states Fire Alarm, Sprinkler System, Electrical Room.
- All fire protection systems must be accessible, including but not limited to fire alarm panels, sprinkler systems, and fire suppression systems.
- If you have a generator, it must be serviced annually and provide a copy of the maintenance report to the inspector.
- All electrical panels must be properly labeled, and any empty space(s) must have a panel blank or blank breaker. Breakers shall not be taped in any way and shall only have proper device(s) to keep in position.
- No open wiring is permitted; open junction boxes must be covered.
- If your business contains an FDC (Fire Department Connection), it must have a sign on the exterior and have accessibility.
- All flammable liquids in a building must be stored in a flammable liquid cabinet.
- LP Gas (such as propane) cylinders shall be stored appropriately. All compressed gas cylinders, empty or full, not in use must be secured with a chain against a wall or in a rack.
- A rapid entry system (Knox Box) is required for all businesses. If you currently have a Knox Box and the keys have been changed to access your business, contact the Fire Marshal's Office immediately to have the new keys placed in the box. These systems can be purchased at [Knoxbox.com](http://Knoxbox.com).