

FIRE INSPECTION...

...WHAT TO EXPECT

A Ross Valley Fire Department Fire Inspector or Firefighter in uniform will:

- ❖ *Visit your facility during normal business hours.*
- ❖ *Always be courteous and considerate of your time.*
- ❖ *Comply with the best time to conduct the required inspection.*
- ❖ *Always clearly state the inspection results in writing with a re-inspection date (if required).*

A time extension may be granted by the Fire Marshal upon written request providing a reasonable explanation.

UNDERSTANDING THE RESULTS

The Fire Inspector is there to help you and will be glad to explain the results and answer any questions you may have.

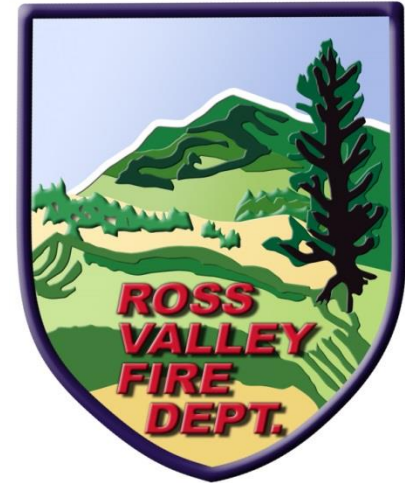
At any time, you may contact us at the Fire Prevention Bureau by calling 415-258-4686 Ext. 12 or 21 or by email at:
prevention@rossvalleyfire.org

BE PREPARED

- Post your building's evacuation plan.
- Know at least two ways out of your work area/building.
- Know where your fire extinguishers are located and how to use them.
- Conduct regular employee fire drills and safety meetings.
- Keep hallways, stairwells, and exits clear of trash, cleaning supplies, and storage.
- Avoid blocking the exits. Report blocked or locked exit doors immediately to your supervisor and/or the Fire Department.
- Always have required maintenance and service performed on the building's fire protection system (Fire Alarm & Fire Sprinkler System).
- Have address numbers clearly visible from the street.

IN CASE OF EMERGENCY

CALL 911



FIRE INSPECTIONS

ARE YOU UP TO CODE?

A GUIDE TO FIRE INSPECTIONS

**ROSS VALLEY FIRE DEPARTMENT
FIRE PREVENTION BUREAU
777 SAN ANSELMO AVE
SAN ANSELMO, CA 94960
415-258-4686 Ext. 12 or 21
www.rossvalleyfire.org
prevention@rossvalleyfire.org**

FIRE INSPECTIONS

WHY?

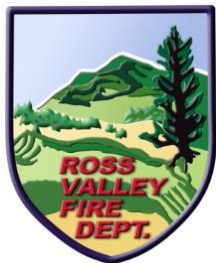
State and Local Fire Code require that businesses within the Ross Valley Fire Department jurisdiction receive a fire inspection periodically. These inspections will greatly reduce the occurrence of injury and fire within your business and assist with the safety of our community.

WHAT CAN WE DO?

The best way you can prepare for your inspection is to follow the preventative measures outlined in this brochure.

HOW CAN WE HELP?

You can contact the Ross Valley Fire Department Fire Prevention Bureau at 415-258-4686 Ext. 12 or 21 or email us at prevention@rossvalleyfire.org to schedule a Fire & Life Safety Inspection or have your questions answered.



COMMON FIRE SAFETY HAZARDS

EXITS

- Keep **EXITS** clear of obstructions.
- Exit doors must open easily from the inside.
- Ensure exit signs are illuminated.
- Check to make sure that emergency egress lights are operational.
- Locking mechanisms on doors shall not require special knowledge or keys. The only exception is a main storefront door with a sign above that reads **"THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED"**.

ELECTRICAL

- Do not use extension cords as a substitute for permanent wiring.
- Do not use multi-plug appliances that do not have built in circuit breakers.
- Do not run wiring through walls, through or under doors, or under carpets.
- Maintain 36" of clearance in front of electrical panels.

HOUSEKEEPING

- Remove Trash daily to a covered and secured dumpster that is away from the building.
- Keep hallways, corridors, aisles, and stairwells clear of obstructions.
- Keep storage at least 24" from ceilings. **(18" below sprinkler heads)**
- Do not store combustibles within 36" of heat producing appliances (i.e. water heater, furnace).

FIRE PROTECTION SYSTEMS

Built in fire protection systems (fire sprinklers, fire alarms, hood and duct fire suppression systems) along with portable fire extinguishers are a business occupancies first line of fire safety. These systems must be inspected and maintained to ensure their proper operation should there be a fire situation. If you have a fire protection system in your building, Ross Valley Fire Department requires a Knox® rapid entry key box be installed.

❖ **FIRE SPRINKLERS**

- Inspected and tested at the required intervals by a licensed Fire Sprinkler Contractor.
- Valves and shutoffs labeled and secured.
- Fire Department Connection "FDC" clear and accessible.

❖ **FIRE ALARM SYSTEMS**

- Inspected and tested at required intervals by a licensed Fire Alarm System Contractor.

❖ **HOOD & DUCT SYSTEMS**

- Inspected and tested every six (6) months by a licensed Hood & Duct Service Contractor.
- Hood & duct shall be cleaned regularly.

❖ **FIRE EXTINGUISHERS**

- Minimum of **ONE** 2A:10BC for every 3000 square feet and with a travel distance not to exceed 75'.
- Serviced annually by a licensed Fire Extinguisher Service Company.