

# Home Based Business

## Fire Safety Pre Inspection Checklist

Instructions: If your Business has persons entering your home to receive a commodity/service or is hazardous in nature (i.e. manufacturing, woodworking, etc.) this inspection is required. If it is only internet based and/or the public will not be entering then a pre fire safety inspection is not needed. Please e-mail fireprevention@usma.edu to have a pre fire safety inspection and subsequent final inspection prior to submitting your home based business application. After the pre inspection is complete an additional final inspection will be conducted 10 business days later to ensure all requirements are compliant. If all code requirements are met you may submit the entire application to FMWR for processing.

Facility #:	Report Completed By:	Date Completed:

### Choose Y/N/NA **Building Exterior**

	Address numbers plainly legible and visible from the street
	A parking space is dedicated IAW ADA standards
	Business meets the requirements for ADA accessibility

### **Housekeeping**

	Oily rags and materials subject to spontaneous combustion stored in a UL listed container
	Fueled vehicles or equipment stored inside
	Flammable and Combustible Liquid storage is within UL listed fire rated cabinet
	Storage height is at least 18 inches below sprinkler deflectors or 2 feet below a non-sprinklered ceiling
	Combustibles are not stored in exits or exit enclosures

### **Fire Safety & Evacuation Plans**

	911 stickers placed on each telephone
	Fire safety and evacuation plan is conspicuous to patrons
	Right to Know Station is made available (i.e SDS)
	Business Owner has received Fire Safety Training
	Business Owner has received Fire Extinguisher Training

### **Building Services**

	Boiler, mechanical, and electrical equipment rooms are not used for storage
	Rooms containing air-handling or air-conditioning equipment; sprinkler risers and valves or fire alarm panels are marked with a signs MECHANICAL, SPRINKLER CONTROLS or FIRE PUMP, FIRE ALARM PANEL or FIRE ALARM CONTROL PANEL
	Portable, unvented, fueled-fired heating equipment is not used
	Working clearance from electrical equipment is maintained at 36 inches
	Electrical room doors are properly marked with a sign Electrical Room
	Extension cords are not utilized as a permanent source of wiring
	Extension cords are plugged directly into an approved receptacle and serve only one portable appliance.
	Surge protectors are only utilized for electronic equipment and not interconnected
	All junction boxes, switch and electrical outlet boxes have covers
	All equipment meets OSHA safety requirements
	Electrical Panel Breakers are all labeled
	Hoods, grease removal devices, fans, and ducts, are cleaned every 6 months

### **Fire Extinguishers**

	All portable fire extinguishers are inspected on a monthly basis and inspection annotated on provided tag or spreadsheet
	Fire extinguishers are in conspicuous locations, accessible, and immediately available for use
	Fire extinguishers are mounted/labeled and not obstructed or obscured from view

	Exit signs are internally or externally illuminated
	Emergency lights operate under emergency power conditions
	Means of egress are free from obstructions including the accumulation of snow and ice
	Furnishing, decorations, other objects do not block exits
	Doors are not held open by temporary devices (chocks, rope, hangers, etc.)

**Additional Comments**

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