



Stafford County Fire and Rescue Department Office of the Fire Marshal

1225 Courthouse Road, PO BOX 339, Stafford, VA 22555
(540) 658-8648 · FAX (540) 658-9128 · www.staffordfirerescue.com/fm



Fire Code Self-Inspection Checklist

- Trash containers over 44 gallon capacity require lids and should be kept covered at all times.
- "No Smoking" signs are required for hazardous areas (potential flammable or explosive areas).
- Combustible materials shall not be stored within 5 feet of any exit, and they must be at least 36 inches away from heat sources.
- Storage must be kept a minimum of 18 inches away from sprinkler heads, and it must be kept a minimum of 24 inches below the ceiling.
- Combustible storage is prohibited in electrical, mechanical, and boiler rooms; stairwells, stair towers, exit enclosures and under egress stairs.
- Fueled equipment, like lawnmowers, shall not be stored inside buildings (except for garages & engine repair and maintenance shops).
- Material Safety Data Sheets (MSDS) shall be on hand for any hazardous material stored or used, and an MSDS binder shall be well marked and located in a designated area. All employees shall be trained on using MSDS and where to find them.
- Fire lanes and signs shall be maintained and all lettering shall be legible. Address numbers shall be visible and legible from the main roadway.
- Storage of any materials must be at least 30 inches away from electrical panels. (There must be a clear pathway to electrical panels)
- Multi-plug electrical adaptors are prohibited. Power strips are an acceptable alternative. Extension cords must be used for temporary use only, and never run through walls, floors, and ceilings. Power strips plugged directly into an outlet are permissible.
- Open junction boxes and open wiring splices are prohibited. Cover all open junction boxes and enclose splices in junction boxes.
- Fire doors shall be maintained functional, and fire doors shall not be held open by unapproved methods (like wood wedges or attached door stoppers), and any approved hold-open mechanisms shall be maintained (magnetic release).
- Fire doors that close automatically shall close properly and fully latch when the door is released.
- Excessive decorations must not cover doors or be hung from the ceiling. Ceiling tiles must be in place to slow down fire and smoke spread.
- Fire sprinkler systems and fire alarm systems must be inspected and tested annually by a certified fire protection companies.
- Fire extinguishers must be tagged & serviced annually by a certified fire extinguisher company.
- Commercial kitchen hood suppression systems must be tagged & serviced every 6 months.
- Commercial kitchen hood screens shall be kept clean of grease and residue. Records shall be maintained for daily and/or weekly cleanings.
- Fire extinguishers shall be installed on the wall in accessible locations. All fire protection equipment, inside and outside, shall not be obstructed.
- Exit doors must not be locked on the inside while business is occupied to allow immediate egress.
- All exit lights must be lighted at all times and the battery backup systems shall be functional. Emergency lighting must be in working order.
- Hallways and exits must remain free of obstructions, and exit doors must function properly.
- All flammable and hazardous materials must be stored correctly. Spills shall be absorbed immediately and disposed of by an approved method.
- Open containers of flammable or combustible materials are prohibited.
- Hazardous materials shall be labeled or marked appropriately and be secure from unauthorized access.
- Compressed gas cylinders shall be chained up to prevent falling, or securely attached to a cart or stand.
- LPG (Propane) cylinders over 2.5 lb capacity shall not be stored inside buildings, like for gas grills and extra cylinders for forklifts (some limited exceptions apply, such as construction heating, research use, catering operations, and floor maintenance machines.)
- If a permit application is attached, complete the application and all required materials, and mail the materials and fee to the address above.