

# STOKES COUNTY FIRE MARSHAL



## Pre-Fire Inspection Checklist

**3169 NC 8 Hwy S**

**Walnut Cove, NC**

**27052**

**Office: 336-593-2484**

**Fax: 336-593-2438**

Fire Inspectors look at many items in your business. As a public service, Stokes County Fire Marshal's Office is providing you a self-checklist to assist you and your business in making an assessment of your surroundings before and after the official inspection.

The checklist will give you a better understanding of what Inspectors look for and will assist you in obtaining a complete/passing inspection during the first visit. The checklist is NOT all inclusive as some businesses will require other items above and beyond what is on the list. Your inspector looks forward to discussing these additional items during the visit if requested.

Stokes County has adapted North Carolina Fire Code as required by state law. Fire Inspectors use this and other referenced codes as a standard for inspections within the County. You may view the North Carolina Fire Code at the following [http://ecodes.biz/ecodes\\_support/free\\_resources/2012NorthCarolina/Fire/12NC\\_Fire.html](http://ecodes.biz/ecodes_support/free_resources/2012NorthCarolina/Fire/12NC_Fire.html)

This is NOT the only code enforced by the Fire Marshal's Office. Other referenced codes may be used based on circumstances presented to the bureau inspector.

Should you require further information, please feel free to contact us at the above number or via e-mail. An inspector will contact you within a reasonable amount of time to answer your questions.

Yours in Safety,  
**Stokes County Fire Marshal's Office**  
**Stokes County Fire & Rescue**

# STOKES COUNTY FIRE MARSHAL

## PRE-FIRE INSPECTION CHECKLIST

### Combustible and Flammable Material Storage

- Combustible materials (cardboard, paper, plastics, paint, etc.) shall not be stored in boiler rooms, mechanical rooms or electrical equipment rooms.
- Combustible materials shall not be stored in exits or exit enclosures.
- Outside dumpster shall be kept at least 5 feet away from combustible walls, window, doors, overhangs and lid shall be closed.
- Combustible storage shall be at least 2 feet below the ceiling and 18 inches below sprinkler heads. This includes storage rooms.
- Compressed gas containers, cylinders and tanks shall be secured to prevent falling.
- Flammable materials (gasoline, kerosene, propane, alcohol, etc.) shall not be stored indoors. This includes fuel tanks of motorcycles, lawn-care equipment or cooking equipment, etc.

### Exits & Emergency Lighting

- Exit ways and doors shall not be visually or physically obstructed.
- Exit ways and doors shall be unlocked when building is occupied.
- Proper exit signs in place.
- Illuminated exit signs shall be illuminated at all times the building is occupied including during power failures.
- Exit ways shall be illuminated at all-times when the building is occupied including during power failures (Emergency Lighting).
- Proper lock/hardware on exit door (no-flush bolts, hasps, etc.).
- Fire doors, smoke dampers and other fire resistance barriers and assemblies shall not be modified or otherwise impaired from the proper operation at anytime.

# STOKES COUNTY FIRE MARSHAL

## Fire Protection Systems Inspection, Testing and Maintenance

- Records of all fire protection system inspections, tests and maintenance shall be kept on the premises.
- Sprinkler and fire alarm system shall be serviced annually.
- Fire protection systems shall be maintained in an operative condition at all times and repaired where defective.
- Commercial cooking fire protection systems shall be serviced semi-annually.
- Hoods, grease removal devices, fans, ducts and other appurtenances shall be cleaned to bare metal. Cleaning shall be recorded, and records shall state the extent, time and date of cleaning.
- Emergency lighting shall be tested every six months.
- Standpipe shall be tested every 5 years and flows taken every 3 years.

## Building Maintenance

- All private hydrants, fire lanes, fire department connections (FDC) and control valves shall be clear, visible and unobstructed, including sand removal.
- The building address shall be clearly visible from the street, minimum 4 inches in height with a contrasting background.
- Fire-resistance-rated construction shall be maintained. No holes in walls, ceilings, and floors.
- Occupant load signs must be legible, permanent, and posted in conspicuous location near the main entrance for assembly occupancies. This includes restaurants and bars.
- Door Labels are required for rooms containing Electrical, Furnace, Sprinkler, Mechanical and/or Generator equipment.
- Charcoal grills, propane grill and heaters or other open-flame cooking devices shall not be located inside a structure, on combustible balconies or within 10 feet of combustible construction. EXCEPTIONS: 1) One and two-family dwellings, and 2) Where balconies/decks are protected by an automatic sprinkler system.
- Area around building free of combustible material (weeds, trash, boxes, etc.)

# STOKES COUNTY FIRE MARSHAL

## Electrical

- A working space of not less than 30 inches wide (or width of equipment), 36 inches deep (in front of) and 78 inches high shall be provided in front of electrical service equipment. No storage within this designated workspace.
- "Power strips" (relocatable power taps) shall be UL listed, polarized, grounded and equipped with over current protection.
- "Power strips" shall be directly connected to a permanently installed receptacle. No "daisy chaining".
- "Power strips" cords shall not extend through walls, ceilings, floors, under doors or floor coverings, nor be subject to environmental or physical damage.
- Extension cords, Multi-plug adapters and flexible cords shall not be a substitute for permanent wiring.
- All Electrical Boxes shall be properly covered and no exposed opening.
- No exposed electrical wires. All electrical wiring terminations have to be in a junction box.
- All Electrical outlets have proper cover in place and not damaged.

## Portable Fire Extinguishers

- A minimum of one 2A, 10:B, C portable fire extinguisher shall be provided within 75 feet of travel distance from anywhere in the business on each floor.
- A Class K fire extinguisher shall be mounted within 30 feet but no closer than 10 feet of commercial food equipment using vegetable or animal oils
- Fire extinguishers shall not be obstructed and shall be in a conspicuous location and easily accessible to all occupants.
- When visually obstructed, an approved means shall be provided to indicate location.
- Fire extinguisher shall be mounted on wall with manufacture's hanger at least 4" above the floor and no more than 42" above the floor (measured from the top of the extinguisher).
- Fire extinguishers have evidence of proper annual and monthly inspections.

**NOTE: This list is a general guideline only for common violations that can be readily determined and corrected by the occupant.**

# STOKES COUNTY FIRE MARSHAL

## Stokes County Schools Fire & Safety Inspection Checklist

1. All items hanging from lay-in ceilings, ceiling tracking and / or light fixtures must be removed. Existing strings, cords, hangers and wires must also be removed.
  2. No more than 20% of a room's wall surface can be used for display of combustible material. This also includes tack boards and bulletin boards.
  3. 20-inch clearance between the ceiling and stored materials. Items in (not on top) of book cases and cabinets are excluded.
  4. Drop cords and multi-plug adapters are not allowed.
  5. Do not piggyback surge protectors by plugging one surge protector into another.
  6. Refrigerators and microwaves are allowed in the classroom but must be plugged directly into a wall outlet, not a surge protector.
  7. No toaster ovens, coffee makers, space heaters or appliances with an open heating surface or element allowed in the classroom unless used as part of the curriculum. If used, they must be UL Listed and not be plugged into a surge protector. Must maintain 36" of clearance around any of these items.
  8. Combustible materials cannot be stored on heating units.
  9. Use of non-approved hold-open devices at any fire / smoke door is prohibited.
  10. 36-inch clearance in front of all electrical panels, fire alarm pull-stations and fire extinguishers.
  11. Boiler, electrical and mechanical rooms are not to be used for storage of flammable liquids or combustible materials and should be free of trash, rubbish and debris at all times.
  12. All kitchen protective hood nozzles must be aligned above the appliances they are intended to protect.
  13. Trees and/or shrubbery hanging above or against the structure at any location must be trimmed or removed.
  14. Upholstered furnishings used in classrooms must be removed if they do not bear the manufacturer's tag as to their flame/fire retardant treatment. Tags should have a California registry number (CA-XXXX) and/or wording similar to "This article meets the flammability requirement of California Bureau of Home Furnishings Technical Bulletin 117. Care should be exercised near open flame."
  15. Fabric used in classrooms as window or wall decor must be treated with an approved flame / fire retardant product or be removed. Documentation of treatment must be kept on site at all times.
  16. Don't layer combustible materials on walls or bulletin boards. Clutter and large quantities of combustibles should be kept to a minimum.
  17. Emergency Evacuation plans must be posted in the classroom.
  18. Plug-in air fresheners are not allowed in any buildings owned or leased by Stokes County Schools due to the risk of fire, especially the type with a plug adaptor.
-