

Property risk management requires a baseline knowledge of the structure and internal process that may affect the long term functionality of the building itself as well as the frequency and severity of adverse claims. Feel free to edit this list to match your specific structures.

Fire inspectors look at many items in your place of business. So that you may have a better idea and understanding of what to keep an eye on in regard to maintenance, we have provided the following checklists.

OK	REPAIRS NEEDED	N/A	BUILDING EXTERIOR
			Natural gas meters are protected from vehicle impact.
			Propane or fuel storage and dispensers protected from vehicle impact.
			Exit stairways in good repair.
			Exits and exit paths from the structure to the public way are unobstructed.
			Emergency exit discharge lighting present and working.
			Outside dumpsters are kept at least 10 feet away from combustible walls, windows, doors, overhangs and lid is self-closing (closed at time of inspection).
			Combustible ground cover (bark) is clear of discarded cigarettes.
			Cigarette disposal provisions provided in a designated safe area.
			Smoking not allowed in building.
			Dryer lint traps and vents clear of lint build-up if applicable.
			30' clear space of weeds and wild grass maintained to 6" height or less.
			30' clear space does not contain highly combustible landscape planting (pine trees, dried ornamental grasses).
			Electrical outlets and electrical connections are in good condition and rated for outside use.
			Water flow alarms on the outside of the building have a sign stating call 911.
			Exterior doors to fire alarm panel, sprinkler riser and electrical room are labeled.
			Lockbox accessible and have proper keys for complete building access.
			Building address should be clearly visible from street.
			Roof drains clear from blockage.
			Any signs of water damage from roof leaks.
			Exterior walls show no signs of vandalism.
			Exterior walls show no signs of cracking/settling.
Comments:			

OK	REPAIRS NEEDED	N/A	ELECTRICAL
			Electrical panels – not less than 30 inches wide (or width of equipment), 36 inches deep and 78 inches high provided in front of electrical service equipment.
			Electrical Rooms are clear of storage.
			Electrical Rooms' doors closed.
			Power Strips UL listed, polarized, grounded and equipped with over current protection
			Multi-plug power strips are directly connected to a permanently installed receptacle. (Not to an extension cord or another power tap).
			Multi-plug power tap cords and extension cords do not extend through walls, ceilings, floors, under doors or floor coverings, and are not subject to environmental or physical damage.
			Extension cords are not used as a substitute for permanent wiring.
			Heat producing appliances have proper clearances from combustibles.
			Electrical Boxes properly covered.
			Electrical cords/wires, power strips free from being spliced or frayed.
			Circuit breakers are labeled.
			Electrical breakers frequently tripping (signs).
			Ground Fault Interrupters (GFI's) are installed and working where required by the electrical code for receptacles in bathrooms, kitchen receptacles, some outside receptacles, and receptacles near swimming pools.
Comments:			

OK	REPAIRS NEEDED	N/A	BUILDING INTERIOR & COMMON AREAS
			Emergency lighting tested and working.
			Exit signs present and illuminated exit signs are functional.
			Exit doors open from the inside without the use of key, special knowledge or effort.
			Exit ways and fire escapes clear and do not lead to a hazardous location.
			Main door has a sign inside above the door stating "THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED". You might not need this sign with panic hardware. Check with your local fire department.
			Combustible storage maintained at least 2 feet below the ceiling or 18 inches below sprinkler heads unless this is a warehouse then contact your fire department.
			Combustible material is not stored in boiler rooms, mechanical rooms or electrical equipment rooms or near and exit.
			Compressed gas cylinders and tanks are secured to prevent falling over.
			Fire rated, self-closing doors close completely and latch (not propped open).
			Electrical outlets and electrical connections are in good condition.
			Interior finishes (sheetrock, floors, ceiling) are in good condition.
			Fire-Extinguishers (portable) Minimum of one size 2A:10BC or larger portable fire-extinguisher mounted within proper travel distance to comply with NFPA or local fire department codes.
			Fire alarm panel, sprinkler risers and electrical room interior doors are labeled.
			Trash and waste removed from the building daily and not allowed to accumulate.
			Oily rags or similar materials removed or stored in an approved metal container with a lid.
			Combustible decorations property treated with fire retardants.
			Interior finishes meet the code requirements of NFPA or local fire department.
			Electric portable heaters are UL-Listed, and used only on a temporary basis (must have tip over shut offs).
			Electrical portable heaters have a clear space on all sides of at least 36".
			Gas fired heat-producing appliances (furnaces, water heaters, etc.) have a clear space from combustibles of at least 36 inches on all sides.
			Gas fired heating-producing appliances have vents properly installed and maintained.
			Furnace room doors closed and at least one hour rated.
			Boiler inspection done in last year and inspection posted.
			Smoke alarms either single-or multiple-station operating properly.
			Carbon-monoxide detectors operating properly.
			Fire drills held one time per year.
			No smoking signs posted in the building if required.
Comments:			

OK	REPAIRS NEEDED	N/A	COOKING
			Fire extinguisher is a 30A Class K fire-extinguisher and mounted within 30 feet of commercial cooking equipment where vegetable or animal oils are used.
			Hood and duct fire protection systems receive semi annual inspection, testing and maintenance report is current and available on site.
			Hoods, grease removal devices, fans, ducts and other appurtenances are cleaned to bare metal. Cleaning has been recorded, and records state the extent, time and date of cleaning.
			Fire extinguishing system over cooking equipment UL300.
			Gas shut off for cooking equipment and is it hooked up to the extinguishing system.
			Cooking equipment under the hood system.
			Exhausts clean and free of dust, grease and/or fat build up where they exit the building.
Comments:			

OK	REPAIRS NEEDED	N/A	ACCESORY USES
			Storage area interior finish (sheetrock, floors, ceiling) have no damage creating penetrations.
			Chemicals, flammable, and combustible liquids in compliance with local fire code or NFPA.
			Boiler, furnace and mechanical rooms free from combustible storage.
			Occupancy of the building changed from what was originally approved if so was the Fire Marshal consulted or the change was completed under a building permit.
			Meeting rooms (if greater than 49 person capacity) have 2 unobstructed exits, exit signs and a posted occupant load.
			Ceiling tiles missing or damage in the building.
Comments:			

OK	REPAIRS NEEDED	N/A	FIRE PROTECTION & ACCESS
			Fire Hydrants have a 3' clear space: no obstructions from landscape plants, etc.
			Fire Department Connections (FDC) visibly and physically unobstructed.
			Fire Department Caps in place (if missing maintenance is required).
			Fire Sprinkler system has current annual inspection and test.
			Sprinkler alarm monitoring annual inspection and test report current and available.
			Fire protection systems and components are in operative condition and all needed repairs are completed.
			Fire panel and sprinkler riser access clear and unobstructed.
			Fire extinguishers, where visually obstructed, an approved means is provided to indicate its location.
			Fire extinguisher (portable) a minimum of one 2A 10-BC portable fire extinguisher is provided within 75 feet of travel distance from anywhere in the business on each floor.
			Fire extinguishers securely mounted to the wall.
			Fire extinguishers are serviced and equipped with an annual inspection tag from a qualified Company or person.
			Driveways (fire lanes) unobstructed with a 20 foot minimum width and a 13.5 foot minimum clearance height and have fire lane marking or signs in good condition.
			Sprinkler heads have 18" clearance between storage and sprinkler heads in warehouses (see Fire Marshall).
			Emergency power generator tested at least one time per month.
			Combustible and flammable liquids stored in a UL listed cabinet.
			Fire alarm panel is not sounding the trouble indicator alarm or showing a yellow general trouble light.
Comments:			

OK	REPAIRS NEEDED	N/A	ROOFS
			Exterior ladders or other accesses to the roof are protected so no unauthorized personnel can gain access.
			Sky lights in good condition.
			Drains on the roof have drain covers.
			Drains clear of any blockages such as trash or leaves that might lead to leaks.
			Roof damage signs visible.
			Flat roofs have walking plates/steps that prevents walking on bare covering.
			Flat Roofs - Flat roofs are prone to leaks and surface degradation due to weathering and standing water. Objectively look at the surface of your flat roof for granular loss, ponding, holes, punctures or even blisters in the membrane.
			Flat Roofs – Flashings and membrane seams have any signs of wear and tear or corrosion.
			Flat Roofs – Flashings are prone to fungus, which can push the flashing away from the surface of the roof and cause leaks. Any fungus visible.
			Slopped Roofs - It's important to check asphalt shingles for granular loss, curling, and bending. These are signs that the shingles are nearing the end of their useful life or may even need to be replaced immediately. Metal roofs should not have rust, brakes, holes that might cause water leakage.
			Tiles and Slates – They should be smooth, and chips, cracks, or broken tiles should be inspected by a professional.
			Exterior Structural Components – All external structural components of the roof, including chimneys, vents, fascia, drip edges, and decking should be inspected for damage, missing components, rust, and rot. Leaks tend to form around chimneys, vents, and skylights.
			Interior Roofing – Any water staining on the ceiling or ceiling tiles. Any water staining around any skylights.
			Lightning Rods – If the building is equipped with lightning rods are they in good condition.
Comments:			