

City of Gearhart Fire Department

Business Self-Inspection Checklist

PO Box 2530 – Gearhart, OR 97138
 503-783-7838 – gearhartfd@cityofgearhart .com – 503-738-9385(fax)

Business Name:	Phone #:
Address:	E-mail:
Business License No.:	
1. Emergency Contact:	Contact Phone #:
2. Emergency Contact:	Contact Phone #:
3. Emergency Contact:	Contact Phone #:

Access & Premises	Yes	No	N/A
Are address numbers for the building clearly visible from the street?			
Are fire lanes clear for emergency vehicles?			
Is combustible vegetation removed so as to not create a fire hazard?			
Is there maintained a minimum 3-foot clearance around fire hydrants?			
If you have a fire department knox box, have building keys been updated?			
Egress (Exiting)			
Are exit signs clearly visible and in working order?			
Does the battery back-up for the exit sign work? (Push the test button and the exit sign should continue to illuminate under battery power).			
Is the exit sign illuminated when the building is occupied?			
If emergency lighting is provided, is it maintained in operable condition?			
Are exit pathways free of obstructions and lit in hours of darkness?			
Do fire doors self-close and latch freely and completely when released?			
Are fire doors kept clear and never propped open?			
Are exit stairwells kept clear and not used for storage?			
Are all Fire department egress pathways kept clear and not obstructed?			
Fire Suppression and Alarm Systems			
If your building has a fire sprinkler system, is the top of storage maintained a minimum of 18” below the fire sprinkler head deflector?			
If the building is equipped with a fire alarm system, has the required annual service of the fire alarm system been performed by a qualified fire alarm company?			
If the building is equipped with a fire sprinkler system, has the required annual service of the fire sprinkler system been performed in the last year by a qualified sprinkler company?			
In the kitchen, has the hood suppression system been serviced in the last six months and is the hood cleaned at intervals to prevent the accumulation of grease?			
Has a copy of semi-annual and/or annual service testing been sent to the fire department?			
Fire Extinguishers			
Are all fire extinguishers visible and accessible (not blocked)?			
Have you inspected fire extinguishers monthly to ensure they are charged and ready for use?			
Smoke Alarms			
Are working smoke alarms present in all sleeping units?			
Have the batteries been replaced at least annually?			
Have the smoke alarms been cleaned and tested at least once a year?			

	Yes	No	N/A
Housekeeping			
Are lint traps and spaces around laundry appliances clean and free of lint and debris, including all vents?			
Mechanical Hazards			
Are safe clearances maintained between gas-fired appliances such as water heaters, furnaces, and combustible materials?			
Are the boiler rooms, mechanical rooms and electrical panel rooms maintained without the storage of any combustible materials within?			
Heat Producing Appliances			
If portable electric heaters are used, are they used safely?			
Are portable electric heaters plugged directly into wall outlets?			
Is there a minimum of 3 feet of clearance between heaters and combustibles?			
Electrical Hazards			
Are all electrical outlets, switches and junction boxes properly covered with cover plates?			
Is the area clear at least 30 inches in front of the electrical panel(s)?			
Are extension cords used only for temporary use?			
If multiple items need to be plugged in, does the surge protector have a built-in circuit breaker and is it plugged directly into an electrical outlet?			
Storage of Combustibles			
If your building does not have a fire sprinkler system, is the top of storage maintained a minimum of 24" below the ceiling?			
Are dumpsters that are 1.5 cubic yards or more stored outside of the building and placed more than 5 feet away from the walls of the building, windows, doors or combustible roof eave lines?			
Storage of Compressed Gas Cylinders			
Are compressed gas containers (such as carbon dioxide, helium, etc.), chained to prevent from falling?			
Are compressed gas cylinders containing propane and butane being stored outside in a storage area not open to the public? (Small 16.4 ounce tanks are allowed within a building open to the public for retail sales).			
Storage of Combustible and Flammable Liquids			
Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?			
Fire Safety Training & Evacuation Plan			
Is your required Fire Safety and/or Evacuation Plan up to date, readily available and/or posted?			
Are evacuation diagrams posted for every sleeping unit?			
Do you know where your outdoor assembly area is located in the event of an emergency?			
Is Tsunami evacuation information available in every sleeping room? *NOT A FIRE CODE REQUIREMENT			

A "No" response to any of these questions indicates the presence of a fire code violation. Once all hazards identified as having a "No" response are corrected, please sign, date, and return this form or complete on-line at www.gearhartfire.com (Fire Safety section).

By checking box, I agree that all information is true and correct.

Print Name of Responsible Person

Signature of Responsible Person

Date