The City of Santa Clara Fire Department provides you with this brochure as a guideline to help you prepare for your upcoming fire and life safety inspection. While this brochure does not cover every aspect of requirements for your business it is intended as a guide to help you facilitate the successful inspection and approval of your business.

Fire Extinguishers

- Is there a portable fire extinguisher, mounted on the wall, at a minimum of every 50 feet, inside the business?
- Is each portable fire extinguisher mounted so that the top of the extinguisher does not exceed five feet from the floor?
- Is each portable fire extinguisher clearly visible or marked with a placard for easy identification?
- Has each portable fire extinguisher been serviced within the past year? Each extinguisher is required to bear a tag from a company licensed to service portable fire extinguishers with the date of service indicated.
- Is each fire extinguisher accessible and free from obstructions?

Exterior

□ Are the address numbers for the building or your business space

- clearly visible from the street or driveway?
- Can emergency vehicles gain access to your business without being obstructed by parked vehicles? Are fire lanes kept clear of obstructions?
- Is there at least 36 inches of clearance around hydrants, sprinkler risers, Fire Department connections and post indicator valves?
- Is the area around your building free of trash or combustible debris?
- Is the trash dumpster for your business more than 5 feet from the building's exterior wall, roof overhang or any opening such as a door or a window?
- If a dumpster is located within five feet of any building is it protected by automatic sprinklers?

Electrical

- Are the electrical appliances and the cords supplying power to them in good working condition?
- Do all your electrical extension cords have a circuit breaker?
 Lightweight electrical extension cords are not allowed for use in commercial businesses.

- Are large appliances, such as refrigerators, copy machines, or microwave ovens plugged directly into the power outlet? Extension cords and "power strips" should not be used to supply power to these appliances.
- Is there a clear area in front of the circuit breaker panel?
- Is there a cover on all electrical switches, outlets and junction boxes?
- Are all circuit breakers within the panel identified?
- Are all high voltage areas and electric rooms labeled?
- Are all electric rooms free of combustible storage?

Fire Protections Systems and Equipment

- If you have an alarm system, is the alarm panel unobstructed?
- Do you have five-year certification for fire sprinkler/standpipe systems?
- Do you have a minimum vertical clearance of 18 inches for storage up to 12 feet and 36 inches for storage above 12 feet, between all storage and fire sprinklers?

- Are all fire extinguishers, fire hose cabinets and/or manual pull stations free from obstructions and accessible?
- If you have a fire alarm system, has it been tested within the past year and do you have the records maintained on site? (Fire alarm systems are required to be tested annually.)

Storage

- If you have flammable liquids on site, are they kept in approved containers?
- Is all combustible storage kept at least 36 inches away from any heat producing equipment or appliances?
- Is all combustible storage, without additional fire protection, kept less than 12 feet in height?

Exits

- Are all corridors, stairways and exits doors free from obstructions?
- If an area is occupied by more than 49 persons, do you have at least two exit doors? Are the doors marked with illuminated exit signs with lettering at least 6 inches in height?

<u>General</u>

 Do you have seismic bracing for materials or items, which may

- present an egress or life safety hazard during an earthquake?
- If you have an area used for assembly of more than 49 persons, do you have an occupant load sign?

Smoking

 California Labor Code, Section 6404.5 prohibits smoking in most businesses in the State of California.

Hazardous Materials and Waste

- Additional fees will be assessed for businesses that utilize hazardous materials or generate hazardous waste.
- The use, handling and storage of hazardous materials is regulated by Chapters 27 through 44 of the Santa Clara Municipal Fire and Environmental Code.
- For information related to hazardous materials or waste please call the Hazardous Materials Division at (408)-615-4960.

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NEW BUSINESS FIRE SAFETY INSPECTION CHECKLIST

Santa Clara Fire Department Division of Fire Prevention 1675 Lincoln Street Santa Clara, CA 95050 (408) 615-4970