



Glendale Fire Department
Fire Prevention Bureau
 780 Flower Street
 Glendale, CA 91201-4030
 Ph: (818) 548-4810 Fax: (818) 549-9777
www.glendalefire.org



Self Inspection Checklist

<u>Access</u>	Yes	No	N/A
Are address numbers for the building and/ or suite clearly visible from the street?			
Is exterior fire department access unobstructed?			
<u>Egress</u>			
Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?			
If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS".			
Are doors with self-closing hinges (Fire Doors) maintained in the closed position (not blocked open)?			
<u>Electrical</u>			
Is the area maintained clear at least 30" in front of electrical panel(s)?			
Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?			
Are extension cords used only for temporary use?			
Circuits are not being overloaded with multiple appliances?			
<u>Emergency Lighting</u>			
If emergency lighting is provided, is it maintained operable condition?			
<u>Fire Sprinkler Systems</u>			
Is the top of storage maintained a minimum 18" below head deflectors in fire-sprinklered areas?			
<u>Fire Extinguishers</u>			
Is there access to fire extinguisher(s) rated minimum 2A-10BC?			
Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			
Are all fire extinguishers visible and accessible (not blocked)?			
Have the fire extinguisher(s) been serviced and tagged by a fire extinguisher company within the last 12 months?			
Are the fire extinguisher(s) properly mounted? (48" above finished floor)			
<u>Building owner/Property owner/Responsible Party</u>			
Fire Department Connections (FDC) are clear and accessible?			
Is the minimum 3' clearance around fire hydrants maintained?			
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?			
Sprinkler system control valve(s) are in the open position?			

Business Name _____

Glendale Facility Address _____

Print Name of Owner/Operator _____

Signature of Owner/Operator _____

Date _____