



TOWN OF BABYLON
DIVISION OF FIRE PREVENTION
GILBERT W. HANSE, FIRE MARSHAL
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PRE-INSPECTION CHECKLIST

THE FOLLOWING INFORMATION IS PROVIDED TO YOU TO ASSIST YOUR FACILITY IN BECOMING COMPLIANT WITH THE NEW YORK STATE FIRE CODE, LOCAL LAWS, AND ORDINANCES GOVERNING THE TOWN OF BABYLON.

Is the address of your property clearly visible and marked in large numbers that can be easily seen from the street?

Ensuring that the building or suite is visibly lettered and numbered ensures that responders in an emergency situation can readily find the location in a timely manner. Address numbers shall contrast with their background. Numerals shall be not less than three inches in height for residential and at least six inches in height for all other buildings, structures, or portions thereof.

Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the business?

Ensuring that you or your employees have to travel no more than 75 feet to get to a location of a fire extinguisher ensures that the extinguisher can be quickly accessed.

Is the fire extinguisher mounted in a visible and accessible location?

Ensuring that the fire extinguisher(s) is mounted in a visible and accessible location helps to reduce confusion in an emergency. Also, the fire extinguisher should be mounted near an exit so if you decide not to attempt to extinguish the fire, you can quickly exit the building. Extinguishers having a gross weight not exceeding 40lb shall be installed so that the top of the fire extinguisher is not more than 5ft above the floor. Extinguishers having a gross weight greater than 40lb shall be so installed that the top of the fire extinguisher is not more than 3.5ft above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4in.

Is the fire extinguisher classification 2A 10BC or greater? (Size can be found on the extinguisher's label.)

The fire extinguisher must be a minimum size rating of 2A-10BC dry chemical-type fire extinguisher to ensure that it is the proper size to put out a fire, should you have one.

Have the fire extinguisher(s) been serviced within the last year?

Fire extinguisher(s) in a commercial structure must be inspected by a fire extinguisher company annually to ensure that they are in working order.

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Is there only one thumb turn lock on each exit door?

(No slide bolts are allowed to be on exit doors.)

Only one locking device is allowed on exit doors, and it must require only one action to open. This assures that in an emergency, the exit doors work and allow the people in the structure to exit without delay. If the facility is a place of assembly (A Occupancy) or classified as a hazardous occupancy (H Occupancy), panic hardware is required on all doors exiting the facility.

Are exits identified with EXIT signs?

Exit signs direct occupants to the required exits and, when required, should be illuminated at all times and have a battery backup to provide operation during a power outage. All bulbs in the light shall be working. Replace any burned out bulbs.

Are all exits clear of obstructions so during an emergency, people can exit quickly and safely?

A path, equal to the width of the exit door, must remain clear and unobstructed at all times to allow persons in the building unrestricted exit. No less than 44 inches in width.

Do the electrical panels have a 30-inch clearance in front for easy access?

A 30-inch clear area needs to be maintained around electrical panels at all times so maintenance can be safely performed. The doors to the electrical panels should remain closed to minimize the chance of sparks being thrown on stored materials in the event of an electrical failure.

Are the electrical panels properly marked to show all circuit breakers that provide power to all emergency lights and exit signs?

Properly marked breakers will allow you to test your emergency lights and exit signs periodically to ensure they will function correctly in case of an emergency.

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Are all stored materials stacked so they are at least two feet below the ceiling?

Storage should be kept in an orderly manner with at least two feet of clearance to the ceiling for buildings that are not equipped with an automatic sprinkler system. Eighteen inches of clearance is needed in buildings that have an automatic sprinkler system. These clearances serve two important purposes: 1) They allow an area for smoke to collect in the event of a fire, giving persons in the building adequate time to exit, and 2) They provide a clear area so the spray pattern of sprinkler head is not blocked allowing the sprinkler system to function properly.

If you have emergency lighting, does it work?

Emergency lighting provides occupants the light needed to see the exits in an emergency. The lighting should be checked monthly to ensure that it is working properly. In the event of power supply failure, an emergency lighting system shall provide power to all areas of egress for duration not less than 90 minutes.

Are the areas outside and around the building free of weeds, debris, and trash?

Keeping the area around the building clear of high grass, weeds, and trash or debris reduces the fire risk around the outside of your building; it also provides easy visibility for police officers patrolling the area.

Are extension cords used only for temporary wiring?

Extension cords used for temporary wiring should be of good quality and listed for the application for which they are being used. This minimizes the risk of the extension cord overheating and potentially causing a fire. Also note that no electrical line voltage cords are to penetrate any drop ceiling.

Do the electrical receptacles have no more than two items plugged into them?

Electrical outlets should have no more than one item per outlet plugged into them, which may include one multi plug outlet power strip with a circuit breaker for each 2 plugs in the outlet. Following this practice minimizes the chance of circuit overload. The use of power taps in lieu of permanent wiring is prohibited.

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Are the electrical appliances cords in good repair?

You can minimize the risk of electrical shock and fire by simply inspecting all appliance cords periodically for signs of fraying or damage, and replacing a cord if needed.

Are all electrical boxes, switches, and outlets equipped with covers to protect the user from shock?

All electrical outlets must be equipped with a cover plate which protects the employees and customers in your building from the dangers of electrical shock and prevents sparks from exiting the outlet junction box in the event of an electrical failure.

Are all garbage containers at least 5 feet away from combustible walls, combustible roofs, windows or door openings?

Your trash cans should be kept a minimum of 5 feet away from exterior walls and roof overhangs. They should not be stored in the path of the exits. This minimizes the risk of your building catching on fire in the event of a fire in the trashcan. It also ensures that exits are not blocked.

Are there less than 5 gallons of flammable or combustible liquid being stored on site?

Small quantities of flammable or combustible liquids must be stored in approved and rated safety containers that are designed for the type of liquid being stored. Safety containers provide protection from damage and leakage of the material as well as leakage of vapors.

If quantities of more than 5 gallons are being stored, are they in noncombustible cabinets or safety cans?

It is advised that you not store any flammable or combustible materials in your building but if you choose to do so, smaller quantities must be stored in approved and rated flammable liquid storage container(s) or cabinets. If you store larger quantities, fire-rated construction requirements for your building are required.

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If you have a sprinkler system in your building, has it been tested and serviced within the past 12 months?

Your sprinkler system must be checked annually by a licensed fire sprinkler company to ensure that the system is in working order. Fire sprinkler system requires inspection/certification to NFPA #25 standards. ***This report is to be supplied at time of inspection***

If your building has a fire alarm system, has the system been tested and serviced within the past 12 months?

Your fire alarm must be checked annually by a licensed fire alarm company to ensure that the system is in working order. Fire alarm system requires annual inspection/certification to NFPA #72 standards. ***This report is to be supplied at time of inspection***

Is the area around the furnace, water heater or any other heat producing appliance clear of combustible materials?

Keeping a minimum 36-inch clear area around any heat-producing appliance minimizes the chance of it igniting combustible materials due to the radiant heat the appliance produces.

If your building has a cooking equipment exhaust hood, has the hood been cleaned within the past 3 months?

Proper cleaning of the vent hood at least four times a year minimizes the chance of fire that could result from excessive grease build up. Hoods, ducts, and grease filters require quarterly cleaning and certification to NFPA # 10 standards.

If your cooking equipment exhaust hood has a fire suppression system, has it been serviced in the last six months?

Proper maintenance of the hood suppression system must be performed every six months by a company licensed to service the system.

The last 2 reports are to be supplied at time of inspection

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Are the exhaust fans clean and free of dust, grease, and/or fat build up?

There are a number of instances where ceiling exhaust fans and bathroom heater/light/fan combinations have failed and in some instances caught fire. The build up of dust, grease, and fat can lead to air flow through the unit being restricted. This can then result in increased operating temperatures and eventually a fire could be the result.

Are there any missing or damaged ceiling tiles in the building?

Missing, damaged, and/or dislodged ceiling tiles negatively affect the integrity of the fire-safety system in the building. Replace any damaged or missing tiles and fix any dislodged tiles. If the facility is protected by a fire sprinkler system, all sprinkler heads shall be level to drop ceilings with escutcheon plates.

Does the Fire Marshal's Office have an up to date copy of all emergency contacts?

Please complete the Emergency Contact Form (available for download at www.townofbabylon.com) and either fax or mail it to the Fire Marshal's Office.

Does your facility have an up to date Fire Evacuation Plan and Fire Safety Plan?

The fire evacuation plan shall be posted in a visible location for both, employees and customers to readily view. If your facility has employees that speak a language other than English, your posted evacuation plan should be in that vernacular and English. Sample Fire Evacuation and Safety Plans are available at www.townofbabylon.com, in the online forms section.

If you have any questions, comments, or concerns regarding the fire safety of your facility, please contact the Town Of Babylon Fire Marshal's Office at the telephone number noted atop this form.