**ANNUAL FIRE INSPECTION CHECKLIST**

* Ensure that the address numbers / letters are clearly visible from the street.
* For apartments, condos, and offices ensure unit numbers / letters are clearly visible.
* If required to have an emergency key box, ensure the keys inside are up to date.
* For vehicle access gates, if required to have an emergency key-operated switch and strobe light sensor, ensure they are functioning properly.
* Remove combustibles, trash, and other debris from the building's exterior.
* Maintain 3 feet of clearance between stored materials and heat producing equipment.
* Maintain 2 feet of clearance between stored materials and the ceiling.
* Maintain 18 inches of clearance between stored materials and sprinkler heads.
* Keep stored materials orderly and secure so egress from the building is not blocked.
* Repair any holes in the walls and ceiling to maintain fire-resistive integrity.
* Have a minimum of one, 2A10BC fire extinguisher in every business.
* The fire extinguisher shall not be more than 75 feet from any location in the business.
* The fire extinguisher should be easily accessible and mounted 3 to 5 feet from the floor.
* The fire extinguishers in commercial and multi-family residential buildings must be serviced and tagged annually by a licensed contractor.
* No obstructions are allowed around fire protection equipment.
* Keep all designated fire lanes clear.
* If required to have a smoke alarm, test it monthly and replace the batteries once a year.
* Exit doors, except for the main exterior door, may not be equipped with any kind of dead bolt or latch which requires the use of a key, or special knowledge, or effort to open the door from the inside.
* Excessive storage of flammable or combustible liquids should be removed from all businesses.
* Extension cords cannot be used as permanent wiring.
* Extension cords cannot extend through walls, ceilings, floors, or under doors.
* Replace worn or frayed wires.
* All electrical receptacles must have cover plates.
* Keep the area in front of electrical panels unobstructed.