

# PLEASANT GROVE FIRE DEPARTMENT SELF INSPECTION REPORT

*[Photos are required for this report – information on back sheet]*

ITEMS HIGHLIGHTED IN BLUE AND ITALICIZED ARE APPLICABLE TO HOME BUSINESSES

COMMERCIAL BUSINESSES COMPLETE ENTIRE FORM

<b>Business Name:</b>	<b>Business Phone #:</b>
<b>Address:</b>	<b>E-mail:</b>
<b>Building Owner:</b>	<b>Contact Phone #:</b>
<b>2. After-Hours Emergency Contact:</b>	<b>Contact Phone #:</b>
<b>3. After-Hours Emergency Contact:</b>	<b>Contact Phone #:</b>

<b>ACCESS AND PREMISES:</b>	Yes	No	N/A
<i>Are address numbers for the building visible from the street? 4" high and 1/2 inch stroke for commercial buildings.</i>			
<i>Is the exterior fire department access unobstructed?</i>			
Does your building have a Knox Box? If so, will the keys inside it open all doors? If locks are changed, contact Pleasant Grove Fire Department to install new keys.			
<i>Is combustible vegetation removed so as to not create a fire hazard?</i>			
<i>Is there a minimum 3 ft. clearance around the fire hydrants?</i>			
<b>EGRESS (EXITING)</b>			
Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?			
If the main exit door is provided with key-locking hardware, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED" and are the other exit doors operable from the inside w/o the use of a key or any special knowledge or effort?			
<i>Are the exits and exit enclosures free of storage?</i>			
<i>Are doors with self-closing hinges maintained in the closed position (not blocked open)?</i>			
<b>ELECTRICAL</b>			
<i>Are all electrical outlets, switches and junction boxes, properly covered with cover plates? Is the electrical system safe from any apparent shock and/or other electrical hazards?</i>			
<i>Are the circuit breakers/fuses labeled so as to identify the area protected?</i>			
<i>Is the area in front of the electrical panel(s) clear, by at least 30"?</i>			
<i>Are extension cords used only for temporary use (90 days)?</i>			
<i>Is the extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only one portable appliance?</i>			
<i>Are extension cords(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?</i>			
<i>Is the capacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?</i>			
<i>If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanent installed receptacle?</i>			
<b>EMERGENCY LIGHTING/EGRESS ILLUMINATION</b>			
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress illuminated when the building or structure is occupied?			
<b>EXIT SIGNS</b>			
If exit signs are required, are they maintained as illuminated or self luminous?			
Does the backup-battery work? (push the test button, the exit sign should illuminate under battery power) The backup-battery should illuminate the sign in a power off situation for 90 minutes.			
<b>FIRE ALARM SYSTEM</b>			
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?			
Have you obtained a permit from the city for the alarm? Is the sticker posted on a window?			
Will your system maintain an active alarm for five minutes if the power is off?			

<b>FIRE SAFETY AND EVACUATION PLAN</b>	Yes	No	N/A
<i>If drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises?</i>			
<i>If required, are evacuation plans posted?</i>			
<i>If required, do you have fire safety plans?</i>			
<b><u>FIRE EXTINGUISHERS</u></b>			
<i>Is there access to a fire extinguisher(s) rated at a minimum of 2A-10BC per 6,000/ square ft in low hazard areas and 3,000 square ft in medium hazard areas?</i>			
<i>Is the travel distance from all portions of the building less than 75 ft. to a fire extinguisher?</i>			
<i>Are all fire extinguishers visible and accessible (not blocked)?</i>			
<i>Has the fire extinguisher(s) been serviced and tagged by a qualified technician within the last 12 months?</i>			
Is the fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted (maximum 5' high if less than 40 lbs. or maximum 3 ½ feet high if greater than 40 lbs. In all cases, minimum of 4" above the ground)?			
<b><u>FIRE/SMOKE SEPARATIONS</u></b>			
Are the fire/smoke separations (smoke doors, fire doors, walls, etc.) maintained in working condition?			
<b><u>FIRE SUPPRESSION SYSTEMS</u></b>			
Is storage maintained a minimum of 18" below head deflectors in fire sprinklered areas?			
If the building is equipped with a fire sprinkler system, has the required annual service of the sprinkler system been performed in the last year by a qualified sprinkler company?			
In the commercial cooking applications, 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?			
<b><u>HEAT PRODUCING APPLIANCES</u></b>			
<i>If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles?</i>			
<b><u>HOUSE KEEPING AND DECORATION</u></b>			
<i>Is combustible rubbish, that is stored in containers outside of vault storage rooms, removed from the building a minimum of once each working day?</i>			
<i>Are oily rags, paint rags or similar materials stored in a metal can with a self-closing lid?</i>			
<i>Are combustible decorations flame retardant?</i>			
<b><u>MECHANICAL HAZARDS</u></b>			
<i>Is the venting for exhaust products of combustion working properly for gas appliances? (I.e. water heaters, furnaces, etc.)</i>			
<b><u>SMOKE DETECTORS</u></b>			
If smoke detectors are required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified technician?			
<i>Have you replaced any smoke detectors that are older than 10 years old?</i>			
<b><u>STORAGE OF COMBUSTIBLES</u></b>			
<i>Is the storage of combustible materials orderly and clear of exits and openings (36 inches)?</i>			
<i>Are combustible materials not stored beneath the building or structure?</i>			
Are all combustible materials not stored under egress stairways unless a fire sprinkler protects that area?			
<i>Are the boiler rooms, mechanical rooms and electrical panel rooms maintained free of all combustible materials?</i>			
Are rubbish containers over 5 1/3 cubic feet (40 gallons) provided with lids and made of noncombustible materials?			
Are dumpsters, which are 1.5 cubic yards or more, not stored inside the building and placed more than 5' from combustible walls, openings or combustible roof eave lines?			
<i>If you have storage of compressed gas containers (such as helium, CO2, etc.) are they chained to prevent falling?</i>			
<b><u>STORAGE OF COMBUSTIBLE AND FLAMMABLE LIQUIDS</u></b>			
<i>Are quantities in excess of 10 gallons of flammable and combustible liquids, used for maintenance purposes and the operation of equipment, stored in NFPA approved liquid storage cabinets?</i>			
Have you complied with tier 2 reporting requirements (if you have 10,000 lbs of a substance that requires an MSDS)?			

A "No" response to any of these questions indicates the presence of a fire code violation; however, it may not be inclusive of all applicable codes and standards. Once all hazards identified as having a "NO" response are corrected return this form along with the Business License Application paperwork

**PLEASE READ THE FOLLOWING CAREFULLY:**

**\*You will need to submit photos of all interior work areas, as well as the exterior of the building (including the address posted on the building – sidewalk view), plus extinguisher(s) in order for the application to be processed. Email to [mcook@pgcity.org](mailto:mcook@pgcity.org) to be printed. Or, they may be compiled and printed on 8 1/2" x 11" sheets of paper, if desired.**

*Completion of this form does not preclude the fire department from making a separate inspection if it is deemed necessary by the fire code official and does not imply that all fire codes have been complied with.*

**Please do not sign and date until in the presence of the notary public. A State driver's license or current non-driver's ID, US Military ID, US or Foreign Passport or Driver's License from Canada or Mexico is required. (Notaries are available at Community Development.)**

**I declare, under penalty of perjury, that this report, with its statements and answers, are true and correct.**

Signature of Responsible person:

Print Name:

Date:

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

Notary Public in and for said County of \_\_\_\_\_.

State of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

If you have any questions, please contact the Battalion Chief at the Pleasant Grove Fire Department

**Pleasant Grove Fire Department  
71 E 200 S  
Pleasant Grove, UT 84062  
Phone: 385-248-0070**

