

Ephraim City Fire Department



Dear Business Owner/Manager:

The Ephraim City Fire Department has developed a Business Self-Inspection Program. This program is free of charge and is designed for a small business or home business. Your business meets the criteria to be self-inspected by you the owner or manager. Each year at the time of your business license renewal, you will receive a form that you must complete and send back with your application to renew your business license.

In order to make the self-inspection program successful; we want to make it as user friendly as possible. By following the simple instructions, you will be able to conduct a fire safety inspection of your building at your convenience. As always, if you have any questions or need help with your self-inspection, the Fire Department is available to answer questions. You may reach a Fire Inspector at 435-283-4602 if needed.

With your support and cooperation, we can make the City of Ephraim a safer community for all of us.

Sincerely,

Ephraim City Fire Department

Instructions:

Fill in all the information on the form. Walk through your occupancy to ensure the safety requirements on the checklist are fulfilled. If an item is compliant, check the "Yes" box. If an item is non-compliant, either remedy the problem before submitting this form or check the "No" box and we will follow up in ensuring the hazard is corrected. If an item does not apply, check the "N/A" box. Any hazard not addressed in the questions can be added into the "Additional Comments" box.

The list is intended to cover the most common items / hazards we encounter while performing fire inspections in low hazard occupancies. It is not intended to be all comprehensive or replace specific code requirements not addressed on the form. If you have specific code related question not addressed on this form, please contact a Fire Inspector at 435-283-4602

Ephraim City Fire Department
Administration
5 South Main Street
Ephraim Utah, 84627
435-283-4602

Self-Fire Inspection Form

Business Information:

Occupancy Name (Business Name):

Physical Address:

Apartment/Room/Suite:

City:

State:

Zip Code:

Phone Number (Business):

Please Provide at least one Phone Number

Phone Number (Cell Phone):

Name of Person Performing Inspection:

Email Address:

If your Business Mailing Address is different from your Physical Address, please provide it below:

Emergency Contact Names and Phone Numbers (These may be used by the Fire Department to contact responsible Parties after-hours)

Emergency Contact #1:

Name:

Address:

Apartment/Room/Suite:

City:

State:

Zip Code:

Phone Number (Business):

Please Provide at least one Phone Number

Phone Number (Cell Phone):

Please Circle all That Apply:

Business Owner

Manager

Property Owner

Responsible Party

Contact

Resident Occupant

Email Address:

Do you have keys to this business?

Are you able to deactivate the alarm system to this business?

Emergency Contact #2:

Name:

Address:

Apartment/Room/Suite:

City:

State:

Zip Code:

Phone Number (Business):

Please Provide at least one Phone Number

Phone Number (Cell Phone):

Please Circle all That Apply:

Business Owner

Manager

Property Owner

Responsible Party

Contact

Resident Occupant

Email Address:

Do you have keys to this business?

Are you able to deactivate the alarm system to this business?

Building Exterior

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are address numbers visible and easy to read from your fronting street? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all sides of the building free from weeds, trash debris or any combustible storage? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all gas and electrical meters accessible? There should be 3-foot clearance around these meters |

Building Interior

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Area exit doors clearly identifiable and are exit signs are in the proper locations? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the entire width and height of all exit paths free from any obstructions? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all exit doors open easily and without special knowledge of the latching device? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If exit signs are lighted, are all of the bulbs are working? |

Rooms, Spaces and Walls

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are there any missing ceiling tile or holes in the walls or ceiling that could allow fire into the hidden spaces? It is recommended that you replace any ceiling tiles and patch any holes in the walls or ceilings |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No new walls have been added, without the necessary permits |

Electrical

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there a 36" clearance area all around the electrical panels, furnaces and any other fuel fired appliance so that they are easily accessible? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all circuit breakers labeled in English, to show what they control? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all electrical outlets, switches and junction boxes have a cover plate? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Extension cords are for temporary use only. Extension cords should be replaced with power strips with over current protection and should not pass under rugs, through walls or across traffic paths. All parts of the chord must be visible so that wear or damage is visible. |

Storage, House Keeping

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is all storage is kept neat and orderly |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there any storage in any equipment rooms, mechanical rooms, electrical rooms or under open stairways? If so, please remove. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is any storage piled no higher that 2 feet below ceilings and never more than 12 feet in total height? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Storage must not be piled no higher than 18 inches below the ceiling in buildings with sprinkler systems |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are there any flammable liquids that are stored in non-approved cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There must be no more than 10 gallons of flammable liquid stored in approved safety containers. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all combustibles stored at least 3 feet away from any heat source including gas appliances, space heaters, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all vents of heat producing appliances (heaters, eater heaters, clothes dryers, etc.) in good repair and functioning properly? |

Fire Extinguishers, Fire Protection Systems

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire extinguishers 5lb and rated to 2A10BC? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire extinguishers mounted or secured to a wall and are they visible and accessible? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all fire extinguisher(s) been serviced and tagged by a fire extinguisher company within the last 12 months? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the building have a fire sprinkler system? If so, is it functioning properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Does the building have a fire alarm system? If so, is it functioning properly? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all smoke detectors and Co detectors working properly? They should be tested monthly and the batteries replaced annually. |