



General Business Self-Inspection Form

Hanover Fire-EMS prides itself on its proactive approach to life safety. The Office of the Fire Marshal's mission is to protect the public through coordinated efforts in fire prevention education, emergency management, code enforcement, investigation, and effective public information. Our vision is to provide leadership for the community in Fire Prevention, Community Engagement & Risk Reduction while promoting and supporting the Mission, Vision, & Values of the Department. Our goal is to provide a safe environment for our county's citizens and visitors. Therefore, we are asking for your help.

The following Self Inspection Checklist is an educational tool for business owners and managers to provide a fire safe business for their patrons, visitors, and staff. It is not, however, intended to take the place of an official Fire Department inspection. The items are general requirements based on common Fire Code violations typically found in most businesses.

Building Exterior:

- Address numbers are posted, contrast with the background, are at least five (5) inches tall, and visible from the road.
- Fire lane signs are posted for driveways and access roads less than 34 feet wide.
- Gas meters and attached piping are protected from vehicular damage by concrete or steel posts.
- If the building is equipped with a fire sprinkler or standpipe system, the fire department connections (FDC) has a clear space of at least three (3) feet around connections and caps are in place.
- There is at least three (15) feet of clearance around all hydrants.
- Dumpster or trash containers are least five (10) feet from building openings or roof overhangs.
- Up-to-date keys are within the Knox Rapid Entry System Box as well as up to date business contact information.

Building Interior:

- All exit doors are free of obstructions and unlocked during business hours.
- Aisles and exit paths are at least 36 inches wide when storage and/or equipment are on one side; 44 inches wide where storage and/or equipment are on both sides.
- Aisles and exits are free of storage or obstructions.
- Exit signs and emergency lights are operational with primary and emergency power supplies.
- Each floor has one fire extinguisher for every 3,000 square feet.
- Fire extinguishers have been inspected and tagged by a licensed contractor within the last 12 months.
- Fire extinguishers have a minimum 2A:10BC rating (rating on the label).
- Combustible materials are not stored in exit paths, under stairs, under floors, above ceilings, or in mechanical rooms.
- Storage is maintained at least 24" from ceiling if no Sprinklers and 18" from sprinklers if they are installed.
- A clear space is maintained of 36 inches in width and 36 inches in front of all electrical panels.
- Extension cords are not used in place of permanent wiring.
- There are no multi-plug adapters. UL Listed power taps or trip outlets with over-current protection are used.
- Signs identifying electrical rooms, mechanical rooms, and roof access are installed.
- Fire alarm control panels and fire sprinkler valve locations are identified.
- Fire-resistive construction such as drywall is free of holes and maintained in good condition.
- Fire doors are not propped or blocked open and are self-closing or self-latching and proper labels are not removed and painted over.
- Lint traps and areas behind clothes dryers are free of lint buildup and other combustible debris.

Special Systems:

- Fire sprinkler systems are inspected annually by a licensed Fire Suppression Contractor A. To verify licensure, go to www.dpor.virginia.gov/LicenseLookup/ or call the Department of Professional and Occupational Regulation at 804-367-5800
- Fire alarm systems are inspected annually by a licensed Fire Alarm A Contractor. To verify licensure, go to , go to www.dpor.virginia.gov/LicenseLookup/ or call the Department of Professional and Occupational Regulation at 804-367-5800
- Kitchen fire suppression systems are inspected every six months by a licensed Fire Suppression Contractor. To verify licensure, go to, www.dpor.virginia.gov/LicenseLookup/ or call the Department of Professional and Occupational Regulation at 804-367-5800
- Sprinkler valves have an unobstructed clear space of at least three (3) feet.

Congratulations, you have just taken steps to maintain a fire safe business. If you have questions or concerns, please call our office at 804-365-6195 Thank you for your interest in this extremely important program.