



Frederick County, Virginia  
 Fire and Rescue Department  
 Fire Marshal's Office  
 (540) 665-6350



**SELF-INSPECTION CHECKLIST**

BUSINESS NAME: _____
ADDRESS: _____
DATE: _____ TELEPHONE #: _____

Annual Fire Safety Inspections are conducted to reduce the level of fire hazards and promote safety. This checklist includes typical hazards that often prevent a successful inspection. Review the items listed with your employees. Any hazards found should be corrected as soon as possible.

**CALL THE FIRE MARSHAL'S OFFICE TO SCHEDULE YOUR ANNUAL INSPECTION.**

Checklist legend: OK = No problems N = Need to fix and retest N/A = not applicable

1.	HOUSEKEEPING	OK	N	N/A
	Maintain an 18" clearance from all sprinkler heads			
	Maintain a 36" clearance from electrical panels			
	Extension cords are not used for permanent electrical wiring.			
	Sprinkler heads are free from dust buildup and nothing is hanging from them.			
	Marked exits are not blocked			
	Fire hydrants are not blocked			
	Aisle space is maintained			
	Replace missing ceiling tiles			
	Keep combustibles away from hot water heaters and furnaces			
2.	LIFE SAFETY			
	Extinguisher should be mounted in a visible, accessible location			
	Have extinguishers been inspected and tagged by certified fire protection company?			
	ALL exit signs are illuminated			
	Emergency white lights are ALL operational			
	Emergency exits are free of slide bolts, chains, padlocks, or bars, and are unlocked at all times during business hours.			
	If the building is protected with an automatic sprinkler system, is there documentation of annual maintenance available.			
	Is there documentation of the Hood suppression system inspections? This inspection is conducted every six (6) months.			
	Flammable/combustible liquids are stored in approved containers.			