



Town of Manchester Fire Marshal

PRE-INSPECTION CHECKLIST

The following checklist is designed to serve as a guide for business owners, managers, and property maintenance personnel responsible for preparing for an inspection and ensuring code compliance. This is only a guide and some requirements apply only to specific occupancy types. There are also additional requirements beyond the scope of this guide.

Code references include: the Connecticut State Fire Safety Code (CSFSC), the Connecticut State Fire Prevention Code (CSFSC), Connecticut General Statutes (CGS) Chapter 541, the Connecticut Flammable and Combustible Liquids Code, the Connecticut Gas Equipment and Piping Code, the International Mechanical Code (IMC), and various National Fire Protection Association codes (NFPA 10, 13, 25, 30, 54, 70 and 72).

MEANS OF EGRESS

- Exit doors are unlocked
- Exit doors are working properly
- Exits are not obstructed
- Proper aisle widths are maintained

FIRE ALARM SYSTEM (where required)

- System is ON
- System is monitored (where required)
- System is tested annually
- Copy of most recent test report

FIRE SPRINKLER SYSTEM (where required)

- Sprinkler room/riser is accessible
- System is operational
- System is inspected quarterly
- System is tested annually
- Copy of most recent test report
- No storage within 18" of sprinkler heads
- No paint/grease/debris on sprinkler heads
- Escutcheon plates are in place
- Fire department connection is accessible

FIRE EXTINGUISHERS

- Serviced annually
- Properly mounted
- Accessible

EMERGENCY LIGHTS / EXIT SIGNS

- All emergency lights working properly
- All exit signs properly illuminated
- Record of monthly and annual tests

ELECTRICAL

- Main electrical panel is accessible
- Main electrical panel is properly labeled
- No storage within 30" of electrical equipment
- No exposed wires / open electrical boxes
- No extension cords used for permanent wiring
- No extension cords affixed to or extend through walls, ceilings, floors, or under doors or floor coverings
- Extension cords and multi-plug adapters are rated for their applications
- No "piggy backing" of extension cords or multi-plug adapters

COMMERCIAL KITCHENS

- Class "K" extinguisher present
- No excessive buildup of grease in hood(s) and exhaust duct(s)
- Hood(s) and exhaust duct(s) are regularly cleaned to bare metal (frequency determined by amount grease laden vapors)



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COMMERCIAL KITCHENS (cont.)

- Copy of most recent cleaning report
- No damaged grease filters
- No gaps between grease filters
- Fire suppression nozzle caps in place
- Fire suppression pull station accessible
- Fire suppression system is tested annually
- Copy of most recent test report

HAZARDOUS MATERIALS

- No propane cylinders stored indoors
- Flammable liquids stored properly
- Compressed gas cylinders secured
- No storage within 36" of oil and gas-fired heating units

MISCELLANEOUS

- Acceptable, fire rated wall and ceiling coverings
- Escape plans posted where required
- Occupant load posted (all assembly occupancies)

