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For Office Use Only

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**CITY OF SAN DIEGO  
FIRE DEPARTMENT**

***Fire & Hazard Prevention Services Self-Inspection Checklist***

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Bldg/Suite #: \_\_\_\_\_

**Instructions:** This checklist is to be completed by the business owner or representative; return the white and yellow copies to the Fire Department by return date above. Place your initials in the blank line next to each item as compliance is verified. If an item is not applicable to your business, place N/A in the blank. Please press hard, you are making three copies. If you have any questions regarding the completion of this form, please call Fire and Hazard Prevention Services at (619) 533-4400.

**Mail completed form to:** San Diego Fire Department, Fire and Hazard Prevention Services  
1010 Second Avenue, Suite 300, San Diego, CA 92101

**1. ACCESS**

- \_\_\_\_\_ a. building address - must be plainly visible from the street
- \_\_\_\_\_ b. restore fire lane markings - maintain existing red curbs; white lettering on top of curb "NO PARKING FIRE LANE"
- \_\_\_\_\_ c. fire lanes - no parking or obstructions

**2. EXITS**

- \_\_\_\_\_ a. blocked exitways - exits, aisles, corridors and stairways are unobstructed
- \_\_\_\_\_ b. doors - must be openable from inside by a single unlocking/unlatching action
- \_\_\_\_\_ c. exit sign illumination - maintain illuminated exit signs in working order

**3. ELECTRICAL**

- \_\_\_\_\_ a. extension cords - not to be used as a substitute for permanent wiring
- \_\_\_\_\_ b. cords subject to damage - flexible cords shall not pass through doors, walls, ceilings, floors or under floor coverings
- \_\_\_\_\_ c. wiring - maintain wiring in good condition; replace damaged wiring and coverplates
- \_\_\_\_\_ d. circuit panel clearance - maintain access and 30-inch minimum clearance in front of electrical panels

**4. FIRE PROTECTION SYSTEMS**

- \_\_\_\_\_ a. sprinkler heads - replace damaged, corroded or painted sprinkler heads
- \_\_\_\_\_ b. spare sprinkler heads - provide spare sprinkler heads (6 minimum) and sprinkler wrench
- \_\_\_\_\_ c. storage below sprinklers - maintain 18-inch minimum clearance (horizontal plane) below sprinkler deflectors
- \_\_\_\_\_ d. sprinkler control valves - identify valves, secure in open position; maintain access to and operation of control valves
- \_\_\_\_\_ e. clearance around riser - maintain 3-foot minimum clearance around all fire protection equipment
- \_\_\_\_\_ f. automatic fire alarm system - service and maintain in proper working order at all times

**5. FIRE EXTINGUISHERS**

- \_\_\_\_\_ a. mount extinguishers - mount extinguishers with top of extinguisher between 3 and 5 feet above floor
- \_\_\_\_\_ b. posting of signs - post signs identifying locations where extinguishers are not readily visible
- \_\_\_\_\_ c. service/maintenance - servicing by a licensed technician is required annually and after each use

**6. GENERAL FIRE SAFETY**

- \_\_\_\_\_ a. storage below ceiling - storage must be at least 24 inches below ceiling
- \_\_\_\_\_ b. combustible storage - no combustible storage in furnace or electrical rooms or below stairs
- \_\_\_\_\_ c. housekeeping - maintain storage in neat and orderly manner
- \_\_\_\_\_ d. dumpsters - must be a minimum of 5 feet from combustible structure and building openings

**7. FIRE-RESISTIVE CONSTRUCTION**

- \_\_\_\_\_ a. self-closing doors - not to be held open by any type of door stop
- \_\_\_\_\_ b. walls and ceilings - repair holes in walls and ceilings and replace missing ceiling tiles

**8. COMPRESSED GASES AND WELDING**

- \_\_\_\_\_ a. extinguishers - provide fire extinguisher on welding cart or within 30 feet of welding location
- \_\_\_\_\_ b. cylinder storage - secure compressed gas cylinders and clearly label contents
- \_\_\_\_\_ c. storage - separate flammable from non-flammable gases
- \_\_\_\_\_ d. combustibles - keep outdoor areas around cylinders and tanks clear of combustible material and vegetation

**9. FLAMMABLE & COMBUSTIBLE LIQUIDS AND HAZARDOUS MATERIALS**

- \_\_\_\_\_ a. no smoking signs - post "NO SMOKING" signs where flammable and hazardous materials are stored or used
- \_\_\_\_\_ b. containers - flammable liquids must be stored in original containers or approved safety cans; label contents
- \_\_\_\_\_ c. dispensing - no gravity dispensing of Class IA flammable liquids from tanks or containers
- \_\_\_\_\_ d. grounding - provide grounding and bonding while dispensing flammable or combustible liquids
- \_\_\_\_\_ e. incompatible materials - separate incompatible hazardous materials in storage
- \_\_\_\_\_ f. exterior storage - keep areas surrounding exterior storage clear of combustible material and vegetation

**10. SPRAY BOOTHS**

- \_\_\_\_\_ a. no smoking signs - post "NO SMOKING" signs around spray booths
- \_\_\_\_\_ b. extinguishers - provide fire extinguisher within 30 feet of spray booth
- \_\_\_\_\_ c. filters - clean or replace filters as needed
- \_\_\_\_\_ d. interlocks - test and maintain spray booth interlock for proper operation
- \_\_\_\_\_ e. sprinkler heads - protect sprinkler heads from paint overspray
- \_\_\_\_\_ f. booth maintenance - keep booth walls and floors clean of overspray buildup
- \_\_\_\_\_ g. storage - no combustible storage permitted in spray booth or within 3 feet of spray booth

**OTHER:** \_\_\_\_\_

I certify that this checklist has been completed accurately and all non-complying items corrected.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_