



Travis County Emergency Services District No.12

Prevention Division

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Commercial Fire Prevention Checklist (Business Owner/Occupant)

Travis County ESD No.12's Business Inspection Program is an ongoing business and apartment inspection program, which focuses on maintaining a safe working environment and keeping your business in business. All businesses and apartment complexes are inspected on a periodic basis for conformance to Local Fire Code and ordinances that have been adopted as a matter of law. Uniformed Travis County ESD No.12 Fire Department personnel conduct all inspections, and shall always display appropriate identification.

YES	NO	N/A	
			<p>1. Is the address of your property clearly visible and marked in large numbers that can be easily seen from the street?</p> <p>Ensuring that the building or suite is visibly lettered and numbered ensures that responders in an emergency situation can readily find the location in a timely manner. Address numbers shall contrast with their background. Numerals shall be not less than three inches in height for residential and at least six inches in height for all other buildings, structures, or portions thereof.</p>
			<p>2. Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the business?</p> <p>Ensuring that you or your employees have to travel no more than 75 feet to get to a location of a fire extinguisher ensures that the extinguisher can be quickly accessed.</p>
			<p>3. Is the fire extinguisher mounted in a visible and accessible location?</p> <p>Ensuring that the fire extinguisher(s) is mounted visibly saves confusion in an emergency. Also, the fire extinguisher should be mounted near an exit so if you decide not to attempt to extinguish the fire, you can quickly exit the building. Extinguishers having a gross weight not exceeding 40 lbs shall be installed so that the top of the fire extinguisher is not more than 5 feet above the floor. Extinguishers having a gross weight greater than 40 lbs shall be so installed that the top of the fire extinguisher is not more than 3 1/2 feet above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4 inches.</p>
			<p>4. Is the fire extinguisher classification 2A-10BC or greater? (Size can be found on the extinguisher's label.)</p> <p>The fire extinguisher must be a minimum size rating of 2A-10BC dry chemical-type fire extinguisher to ensure that it is the proper size to put out a fire, should you have one.</p>
			<p>5. Have the fire extinguisher(s) been serviced within the last year?</p> <p>Fire extinguisher(s) in a commercial structure must be inspected by a fire extinguisher company annually to ensure that they are in working order.</p>
			<p>6. Is there only one thumb turn or key lock on each exit door? (No slide bolts are allowed to be on exit doors.)</p> <p>Only one locking device is allowed on exit doors, and it must require only one action to open. This assures that in an emergency, the exit doors work and allow the people in the structure to exit without delay.</p>

YES	NO	N/A	<p>7. If the exit door has a key lock, do the required exit door(s) have a sign that reads, "This Door to Remain Unlocked During Business Hours"?</p> <p>The signage needs to be affixed on all keyed exit doors to ensure that they remain unlocked at all times when the building is occupied.</p>
YES	NO	N/A	<p>8. Are exits identified with EXIT signs?</p> <p>Exit signs direct occupants to the required exits and, when required, should be illuminated at all times and have a battery backup to provide operation during a power outage. All bulbs in the light shall be working. Replace any burnt out bulbs.</p>
YES	NO	N/A	<p>9. Is the exit(s) clear of obstructions so during an emergency, people can exit quickly and safely?</p> <p>A path, equal to the width of the exit door, must remain clear and unobstructed at all times to allow persons in the building unrestricted exit.</p>
YES	NO	N/A	<p>10. Do the electrical panels have a 30-inch clearance in front for easy access?</p> <p>A 30-inch clear area needs to be maintained around electrical panels at all times so maintenance can be safely performed. The doors to the electrical panels should remain closed to minimize the chance of sparks being thrown on stored materials in the event of an electrical failure.</p>
YES	NO	N/A	<p>11. Are the electrical panels properly marked to show all circuit breakers that provide power to all emergency lights and exit signs?</p> <p>Properly marked breakers will allow you to test your emergency lights and exit signs periodically to ensure they will function correctly in case of an emergency.</p>
YES	NO	N/A	<p>12. Are all stored materials stacked so they are at least two feet below the ceiling?</p> <p>Storage should be kept in an orderly manner and with at least two feet of clearance to the ceiling for buildings that are not equipped with an automatic sprinkler system. Eighteen inches of clearance is needed in buildings that do have an automatic sprinkler system.</p>
YES	NO	N/A	<p>13. If you have emergency lighting, does it work?</p> <p>Emergency lighting provides occupants the light needed to see the exits in an emergency. The lighting should be checked monthly to ensure that it is working properly.</p>
YES	NO	N/A	<p>14. Are the areas outside and around the building free of weeds, debris and trash?</p> <p>Keeping the area around the building clear of high grass, weeds, and trash or debris reduces the fire risk around the outside of your building.</p>
YES	NO	N/A	<p>15. Are extension cords used only for temporary wiring?</p> <p>Extension cords used for temporary wiring should be of good quality and listed for the application for which they are being used. This minimizes the risk of the extension cord overheating and potentially causing a fire. Cord should be unplugged when not in use.</p>

YES	NO	N/A	<p>16. Do the electrical receptacles have no more than two items plugged into them?</p> <p>Electrical outlets should have no more than one item per outlet plugged into them, which may include one multi plug outlet power strip with a circuit breaker for each 2 plugs in the outlet. Following this practice minimizes the chance of circuit overload.</p>
YES	NO	N/A	<p>17. Are the electrical appliances cords in good repair?</p> <p>You can minimize the risk of electrical shock and fire by simply inspecting all appliance cords periodically for signs of fraying or damage, and replacing a cord if needed.</p>
YES	NO	N/A	<p>18. Are all electrical boxes, switches and outlets equipped with covers to protect the user from shock?</p> <p>All electrical outlets must be equipped with a cover plate which protects the employees and customers in your building from the dangers of electrical shock and prevents sparks from exiting the outlet junction box in the event of an electrical failure.</p>
YES	NO	N/A	<p>19. Are all garbage containers at least 5 feet away from combustible walls, combustible roofs, windows or door openings?</p> <p>Your trash cans should be kept a minimum of 5 feet away from exterior walls and roof overhangs. They should not be stored in the path of the exits. This minimizes the risk of your building catching on fire in the event of a fire in the trash can. It also ensures that exits are not blocked.</p>
YES	NO	N/A	<p>20. Are there less than 5 gallons of flammable or combustible liquid being stored on site?</p> <p>Small quantities of flammable or combustible liquids must be stored in approved and rated safety containers that are designed for the type of liquid being stored. Safety containers provide protection from damage and leakage of the material as well as leakage of vapors.</p>
YES	NO	N/A	<p>21. If quantities of more than 5 gallons are being stored, are they in noncombustible cabinets or safety cans?</p> <p>It is advised that you not store any flammable or combustible materials in your building but if you choose to do so, smaller quantities must be stored in approved and rated flammable liquid storage container(s) or cabinets. If you store larger quantities, fire-rated construction requirements for your building are required.</p>
YES	NO	N/A	<p>22. If you have a sprinkler system in your building, has it been tested and serviced within the past 12 months?</p> <p>Your sprinkler system must be checked annually by a licensed fire sprinkler company to ensure that the system is in working order. ***This report is to be supplied at time of inspection***</p>
YES	NO	N/A	<p>23. If your building has a fire alarm system, has the system been tested and serviced within the past 12 months?</p> <p>Your fire alarm must be checked annually by a licensed fire alarm company to ensure that the system is in working order. ***This report is to be supplied at time of inspection***</p>

YES	NO	N/A	<p>24. Is the area around the furnace, water heater or any other heat producing appliance clear of combustible materials?</p> <p>Keeping a minimum 36-inch clear area around any heat-producing appliance minimizes the chance of it igniting combustible materials due to the radiant heat the appliance produces.</p>
YES	NO	N/A	<p>25. If your building has a cooking equipment exhaust hood, has the hood been cleaned within the past 12 months?</p> <p>Proper cleaning of the vent hood at least once a year minimizes the chance of fire that could result from excessive grease build up.</p>
YES	NO	N/A	<p>26. If your cooking equipment exhaust hood has a fire suppression system, has it been serviced in the last six months?</p> <p>Proper maintenance of the hood suppression system must be performed every six months by a company licensed to service the system. ***The last 2 reports are to be supplied at time of inspection***</p>
YES	NO	N/A	<p>27. Are exhaust fans clean and free of dust, grease and/or fat build up?</p> <p>There are a number of instances where ceiling exhaust fans and bathroom heater/light/fan combinations have failed and in some instances caught fire. The buildup of dust, grease and fat can lead to air flow through the unit being restricted. This can then result in increased operating temperatures and eventually a fire could be the result.</p>
YES	NO	N/A	<p>28. Are there any missing or damaged ceiling tiles in the building?</p> <p>Missing, damaged and/or dislodged ceiling tiles negatively affects the integrity of the fire-safety system in the building. Replace any damaged or missing tiles and fix any dislodged tiles.</p>
YES	NO	N/A	<p>29. Does the Fire Department have an up to date copy of all emergency contacts?</p> <p>If the Fire Department does not have valid contact information, please fill out an Emergency Contact Form and either fax it to the Fire Department or provide it to the Inspector at time of inspection.</p>

If you have questions or need assistance with any of the items on the Fire Prevention Checklist, please do not hesitate to contact the Travis County ESD 12 Fire Prevention Division at (512) 272-4502.