



The mission statement of the Fire Prevention Division for the Salem Fire Department is to:

Protect the Community Through Quality Fire Education & Prevention Programs to Reduce the Tragedy of Fires.



Dear Business Owner or Manager:

The Salem Fire Department has implemented a Self-Inspection program for certain businesses. Your business has been selected to participate in this program.

By participating in this self inspection program, you are helping control operational costs for the City of Salem Fire Department in this time of diminishing resources. Additionally, the Fire Department is better able to concentrate inspection efforts on businesses that pose a higher risk.

Here is how self inspection works:

- Using the checklist on the other side of this form as a guide, start outside the building and work inside.
- Try to look at your business as if you were seeing it for the first time.
- Make a note of those items found during your inspection and correct them

In addition to the items listed on this brochure, the following special inspections are required for the system described.

- Fire sprinkler systems are required to have an annual inspection by a qualified technician.
- Fire alarm systems are required to be tested annually by a qualified technician.
- Installed hood and duct fire protection systems (the type typically found in restaurants) must be serviced every six months by a qualified technician, and must be cleaned at intervals necessary to prevent accumulation of grease. Cleaning records must be maintained on the premises.
- Keep all inspection, testing, and hood & duct cleaning records on site for fire department review.



Salem Fire Department also offers free training in fire extinguisher use and other emergency procedures. Please call if you are interested in scheduling training.

If you have any questions about this program, would like assistance with the inspection, or do not wish to participate please call (503)588-6245. **If we do not hear from you, you must complete the checklist and keep it on site for Fire Department review.**

Call or visit our web site for more information: www.cityofsalem.net

Yours for a fire safe community,

Salem Fire Department



Fire Safety Self-Inspection Checklist

**City of Salem
Fire Department**

**370 Trade Street SE
Salem, Oregon 97301**

(503) 588-6245

SELF INSPECTION CHECKLIST

Compressed gas cylinders are secured to keep from falling.
If a cylinder falls and the top breaks off, it can become a missile!

Need to correct _____
Date Corrected _____ Initials _____

No more than ten gallons of flammable or combustible liquids are stored in the building.
If you don't need them, properly discard them.

Need to correct _____
Date Corrected _____ Initials _____

No items are stored under exit stairways.
Storage is prohibited under exit stairways. If the stairway catches fire, you have no means of escape and may be trapped on the floor above.

Need to correct _____
Date Corrected _____ Initials _____

Dumpsters are located more than five feet from combustible walls, roof overhangs or any opening like a door or window.
If the dumpsters catches fire and it is too close to the building, the fire will likely spread to the building. The same is true for all combustibles up against the building.

Need to correct _____
Date Corrected _____ Initials _____

All portable heater are plugged directly into a wall outlet.
Do not use any kind of extension cord for an electric heater (not even a power strip equipped with circuit breaker). Heaters use a large amount of electricity and can melt an extension cord.

Need to correct _____
Date Corrected _____ Initials _____

Portable electrical heaters are equipped with tip-over switches and high limit temperature switch. If it won't shut off automatically when tipped over, replace it with one the will.

Need to correct _____
Date Corrected _____ Initials _____

Portable heaters are a safe distance away from combustible materials.
Electrical heaters will ignite combustibles in a very short time. Keep all materials a minimum of 36" away at all times.

Need to correct _____
Date Corrected _____ Initials _____

Electrical appliances and the cords supplying power to them in good working condition.
Frayed power cords and worn or poorly maintained electrical equipment can start a fire.

Need to correct _____
Date Corrected _____ Initials _____

Circuit breakers/fuses are labeled in the electrical control panel box.

If you need to turn the power off to certain part of your business or piece of equipment, it is necessary to have the circuit breakers identified. Firefighters need to know, too. In addition, make sure that there are covers on all electrical switches, outlets and junction boxes. Missing covers are common safety hazard.

Need to correct _____
Date Corrected _____ Initials _____

There is a clear area in front of all electrical control panel boxes.

A clear and unobstructed means of access with a minimum width of 30" and a minimum height of 78" shall be maintained from the operating face of the electrical control panel to an aisle or corridor.

Need to correct _____
Date Corrected _____ Initials _____

The area around the furnace and water heater is clear of combustible materials.

Care must be taken to keep this area clear as it tends to be a collection place for all types of storage. They do generate heat and are capable of starting o fire.

Need to correct _____
Date Corrected _____ Initials _____

Emergency exit light fixtures work properly.

If equipped with a test button, push to check for proper operation. These help light the way during power failures. You should have a working flashlight handy.

Need to correct _____
Date Corrected _____ Initials _____

Exit signs are illuminated and can be seen from everywhere within your business.

If you have lighted exit signs, light bulbs within these signs must be replaced when they burn out.

Need to correct _____
Date Corrected _____ Initials _____

All exit doors are unlocked during business hours.

All exits shall not be locked, chained, latched or rendered unusable from the inside for employees as well as the general public whenever the building is occupied.

Need to correct _____
Date Corrected _____ Initials _____

There is a clear aisle or passageway to all exit doors.

Building occupants must be able to get to the exit doors quickly and safety. There should be no trip hazards and nothing can be stored in front of an exit.

Need to correct _____
Date Corrected _____ Initials _____

There is a portable fire extinguisher mounted in the business.

Fire extinguishers can be very effective and can prevent a small fire from spreading. It must be mounted, readily accessible, and visible to you when it is needed. Make sure all employees know where they are located and how to use them.

Need to correct _____
Date Corrected _____ Initials _____

All fire extinguishers have been inspected within the last 12 months.

There is an annual requirements for the maintenance of fire extinguishers. Check the tags on your extinguishers to see if they are current.

Need to correct _____
Date Corrected _____ Initials _____

Fire Hydrants and Fire Department Connections (FDC) are clear and accessible.

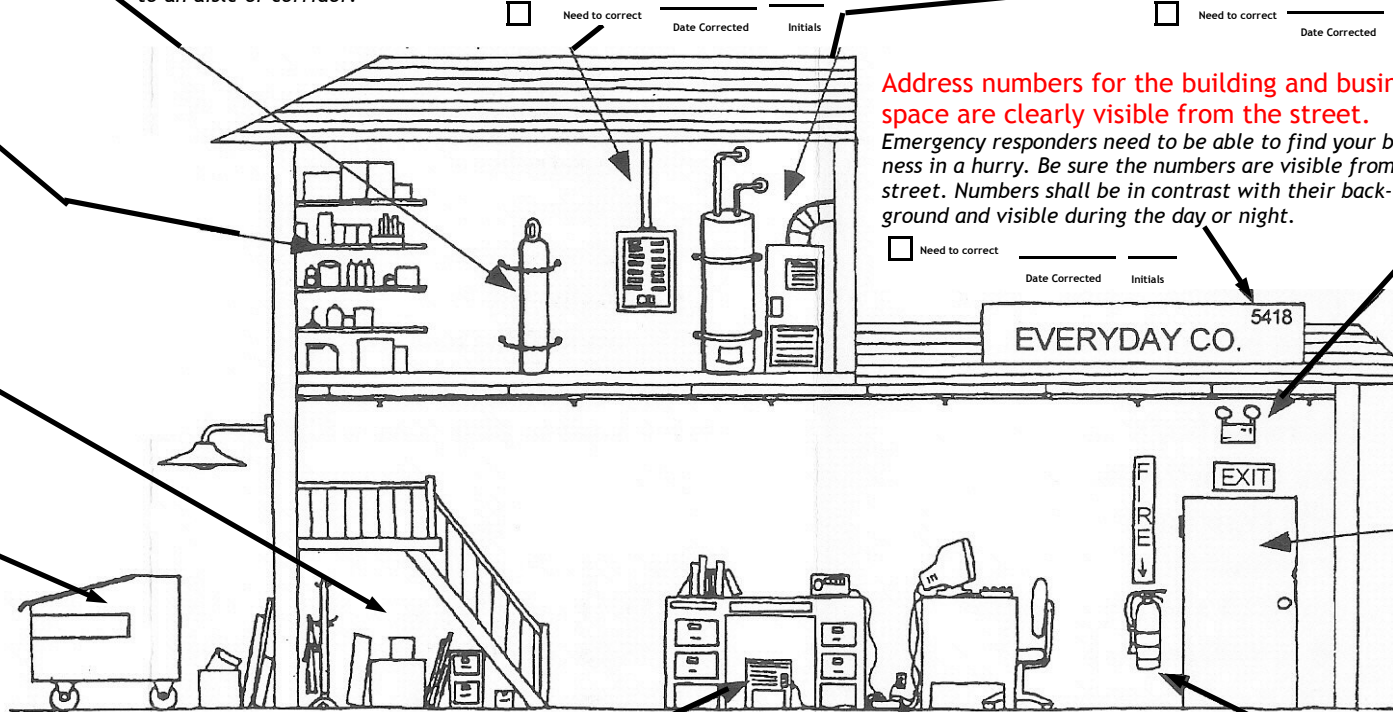
Keep a 3 foot clearance of all vegetation, fences or obstructions around all side of fire hydrants at all

Need to correct _____
Date Corrected _____ Initials _____

Emergency vehicles need to access the business and fire hydrants without being obstructed by parked vehicles.

Help us improve our response time. Remember that emergency vehicles are difficult to maneuver in tight places.

Need to correct _____
Date Corrected _____ Initials _____



This inspection was completed on: _____ By: _____