



# FOLSOM FIRE DEPARTMENT

**Fire Prevention Division**

**535 Glenn Drive  
Folsom, CA 95630  
(916)461-6312**

[www.folsom.ca.us/fire](http://www.folsom.ca.us/fire)



CITY OF  
**FOLSOM**

## Business Fire Safety Checklist

The following guide was created by the Folsom Fire Department to assist you with creating a safe business environment for your customers, employees, and business community. It is not intended to be 100% encompassing of what is required by the California Fire and Building Codes. Please know that these are only the most common items we find in need of correction throughout the business community.

This checklist is your guide when conducting a fire and life safety self-inspection for your business. We greatly appreciate you choosing Folsom as a place to conduct business and want to ensure you are successful. Please contact the fire department if you have any questions.

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

Yes	N/A	EXITING
		Exit doors and aisles are unobstructed.
		Exit signs, if present, are illuminated and maintained.
		Emergency exit lighting is functional and the back-up battery is in working order (exit signs have a 'test' button on the bottom or side to make sure it is fully functional).
		Extra locking devices or chains are not on exits. Exits must be able to open from the inside without a key or special knowledge.
FIRE PROTECTION EQUIPMENT		
		A minimum of a 2A:10B:C portable fire extinguisher is available within every 75 feet of travel distance, mounted in a visible and accessible location, with the top between 3-5 feet from the floor, and the gauge is on green.
		Portable fire extinguishers are serviced by a certified professional every year, and have a monthly inspection from the business owner or their employees.
		Fire sprinkler systems are inspected, tested, and maintained by a certified professional every year. Records are kept on site and available for viewing upon request.
		Fire alarm systems are inspected, tested, and maintained by a certified professional every year. Records are kept on site and available for viewing upon request. Fire alarm systems must be monitored at all times by a listed central station. Any disruption may cause the business to be placed on "fire watch."
		Commercial kitchens have a Class "K" portable fire extinguisher within 30 feet of a deep fat fryer cooking appliance.
		Fire extinguishing systems used to protect commercial cooking equipment that produce grease-laden vapors are inspected, tested, and maintained by a certified professional every six months. A service tag is on the emergency pull station.
		Fire protection equipment (hydrants, fire department connections, etc.) have a minimum of a three-foot clearance from vegetation and other obstructions.
		Fire department connections have caps in place and post indicator valves have a break away lock, if present.
Yes	N/A	ELECTRICAL

		Extension cords are not used in lieu of permanent wiring.
		Electrical panels are not blocked and require access of at least 30" wide and 78" high.
		Electrical and mechanical rooms are marked with a visible and legible sign.
		<b>HOUSEKEEPING</b>
		Walls and ceilings do not have holes; if so, they must be patched with an equivalent rated material. Ceiling panels must be replaced if missing or damaged.
		Electrical, mechanical, and fire control rooms are free of storage.
		All storage within the business is neat and orderly.
		Water heaters have at least a three-foot clearance around them.
		Storage is at least 18" below sprinkler heads or 24" below the ceiling if the building is non-sprinklered.
		<b>OTHER GENERAL REQUIREMENTS</b>
		An approved key box for fire department access is installed for emergency access, if required. The fire department shall be contacted when locks are changed.
		Building and suite address numbers are visible and contrast with the background.
		Fire lanes are maintained and painted red or have signs.
		At least 30 feet of defensible space is provided around the exterior of the building.
		A City of Folsom business certificate is current and posted in a conspicuous location.

**An operational permit is required for certain processes. If any of the following processes are present, contact the Folsom Fire Prevention Division to ensure they are being conducted in a safe manner.**

Activities in Hazardous Fire Areas	Flam./Comb. Liquids Storage and Pipelines	Fire Hydrants and Valves (Including private)
Aerosol Products Storage/ Handling	Floor Finishing (350+ sq. ft.)	Open Flames and Torches
Amusement Buildings	Fruit & Crop Ripening	Open Flames and Candles
Aviation Facilities	Fumigation/Insecticidal Fogging	Organic Coatings
Carbon Dioxide Systems (100+ pounds)	Hazardous Materials Storage/Handlin	Places of Assembly (50 or more people)
Carnivals and Fairs	Hazardous Production Material (HPM) Facilities	Production Facilities (Live Audiences)
Cellulose Nitrate Film	High Piled Combustible Storage (500+ sq. ft.)	Pyrotechnics / Special Effects Material
Christmas Tree Lots	Hot Work Operations	Pyroxylin Plastics Storage/Handling
Combustible Dust-Producing Operations	Industrial Ovens	Refrigeration Equipment Storage/Handling
Combustible Fiber Storage/Handling	Lumber Yards and Woodworking Plants	Repair Garages
Compressed Gases Storage/Handling	Liquid or Gas-fueled Vehicles or Equip in Assembly Bldgs.	Rooftop Heliports
Covered and Open Mall Buildings	Liquefied Petroleum (LP) Gas Storage and Use	Spraying or Dipping
Cryogenic Fluids Storage/Handling	Magnesium Storage/Handling	Storage of Scrap Tires and Tire Byproducts
Cutting & Welding	Miscellaneous Combustible Storage (2500+ sq. ft.)	Temporary Membrane Structures and Tents
Dry Cleaning	Motion Picture and Other Filming	Tire Rebuilding Plants
Exhibits and Trade Shows	Motor Vehicle Fuel Dispensing Facilities	Waste Handling
Explosives Storage/Handling	Open Burning	Wood Products Storage/Handling