



Sioux Falls Fire Rescue



Fire Prevention Division
224 W. 9th Street
Sioux Falls, SD 57104

Phone 605-367-8093
Fax 605-367-8138

Commercial Business Fire and Life-Safety Checklist

(This checklist is for general business information only)

Additional requirements may apply to specialized occupancies

Fire Extinguishers

- One 2A:10BC (5 lb) fire extinguisher per 75 feet of travel.
- Extinguisher mounted no higher than 5 feet above the floor to the top of the handle and be visible.
- Extinguishers serviced and tagged **annually** by a third party.

Commercial Kitchen Hood Systems (if equipped)

- Is the Fire Suppression Hood System maintained, inspected, cleaned, and tested at least **semi-annually** by a suppression system contractor (including manual and automatic system components)?
- Is the exhaust duct system regularly inspected and cleaned by third party cleaning contractor?
- Are maintenance and testing records maintained at the facility available for review by the Fire Department?

Fire Sprinklers (if required)

- Is the Fire Suppression (Sprinkler) System maintained, inspected, cleaned, and tested at least **annually** by a Fire Protection Systems contractor (including manual and automatic system components)?
- No decoration or attachments are allowed on sprinkler piping or heads.
- Defective sprinkler heads (bent, corroded, painted) shall be replaced.
- 18-inch clearance required below sprinkler heads.
- Are maintenance and testing records maintained at the facility available for review by the Fire Department?
- Are spare sprinkler heads / wrench present in a cabinet near the sprinkler risers?

Fire Alarm Systems (If equipped)

- Is your system maintained and tested on a **quarterly** basis?

Exiting – Doors, Signs and Aisles

- Fire doors must be maintained, self-closing and latch.
- Exit doors, aisles, corridors and stairs are free of obstructions and storage.
- Do Exit/Egress Doors have prohibited locking mechanisms such as special fasteners, chains, or deadbolts?

Exit Signs

- Exit signs are illuminated and the battery backup functions properly.
- Emergency lights operate
- Does storage, furnishings, or decorations obscure the exit signs?
- Are the exit lights inspected, and tested on a monthly basis?

Emergency Lighting/Egress Lighting

- Does the facility have emergency egress lighting with battery back-up capability?
- Are the emergency egress lights inspected, and tested on a monthly basis?
- Does storage, furnishings, or decorations obscure the emergency egress lights?

Electrical Safety

- Does your facility have bare bulbs, exposed wiring, outlet/junction box cover plates missing, altered circuit breaker panels, or unlabeled electrical panels?
- Power strips are UL listed and plugged directly into permanent outlets?
- Do you have extension cords being utilized in lieu of permanent wiring?
- Extension cords are plugged directly into permanent outlets.
- Extension cords and power strips are not affixed to structures, run through walls ceilings, floors, and doorways or under rugs.
- 36-inches of clearance in front of all electrical panels.
- Panels and electrical boxes must have covers – no exposed electrical wiring.

Housekeeping

- Storage is orderly.
- Are materials/goods being stored too close to the ceiling? (Unsprinklered Areas - 24" Clearance, Sprinklered Areas - 18" clearance)
- Is the storage of materials or commodities blocking access to fire protection systems or equipment (Blocked sprinkler control valves, blocked standpipe connections, blocked fire extinguisher cabinets)?
- Are materials being stored within 48" of a gas-fired appliance (water heater, furnace)?
- Are gasoline-powered items being stored inside the facility with fuel in the tanks?
- 4" minimum tall address numbers visible from the street that stands out from the background.

Fire Lanes/Fire Hydrants/Fire Department Connections

- Does the facility have fire lane areas that have been or need designated by the fire department for emergency vehicle access?
- Are the fire lane areas properly identified with signs?
- Are there storage items, trash containers, storage containers, or vehicles blocking access to fire hydrants, fire department connections or fire lanes?

Key Boxes (Emergency Fire Department Access Key Boxes) - [] Present [] Not Present

- As the Facility Manager or Business Owner have you contacted the Fire Prevention Division to request a "locking key box" application?
- Have you contacted your local Fire Prevention Division for additional information concerning locking key boxes?

If you have additional questions concerning fire inspections, please contact us at 367-8093.