



Hartsville Fire Department 111 South 7th Street Hartsville SC, 29550 (843) 383-3000

SELF-INSPECTION WORKSHEET FOR BUSINESSES

Occupancy Information (Please Print in Blue or Black Ink)

BUSINESS NAME:

BUSINESS ADDRESS:

BUSINESS LICENSE # and EXP. DATE:

DATE OF INSPECTION:

NAME OF PERSON PERFORMING INSPECTION:

PHONE NUMBER:

Y N N/A

BUILDING EXTERIOR

- Address numbers are visible and easy to read from your fronting street (contrasting colors are best with a minimum size of 6" by 3/4" brush stroke).
- All sides of the building are free from weeds, trash debris, or combustible storage.
- If you have a dumpster, it is well away from combustible walls, windows and building overhangs.
- All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly.

BUILDING INTERIOR

EXIT PATHS are from any point in the building to the public way.

- All exit doors open easily without special knowledge of the latching devices that may interfere with someone getting out.
- The entire width and height of all **exit paths** is free from any obstruction (see definition above).
- Exit signs are in the proper locations and clearly identify all exits.
- If exit signs are lighted, all of the bulbs are working.

CORRIDORS are part of your exiting system and include exterior exit balconies and stairs.

- There are no obstructions to the corridor's full width and height, such as storage or office machines.
- Doors opening into the corridors that are equipped with self-closures are fire doors. All fire doors are kept in the closed position free from obstructions that would block them open.
- Aisles are at least 44" wide in merchandise areas and 24" wide in storage areas without obstruction
- All stairs are clear of obstructions and no combustibles are stored beneath.

ROOMS. SPACES and WALLS

- All breaches, missing ceiling tile / holes in the walls or ceiling that could allow fire into the hidden spaces have been repaired or replaced.
- No new walls have been added, without the necessary permits, which would interfere with exiting, fire alarms or sprinkler coverage.

Y N N/A

ELECTRICAL

- There is a 30" clear area all around your electrical panel(s) so they are easily accessible, with door kept closed.
- All circuit breakers are labeled, in English, to show what they control.
- All electrical outlets, switches and junction boxes have cover plates.
- Extension cords are for temporary use only. (Used for short periods and then removed.)**
- There are no multiple plug adapters in use.
- Extension cords are replaced with power strips and do not pass under rugs, through walls or across traffic paths.
All parts of any cord must be visible so that wear or bad spots can be noticed.
- All circuit breakers are free of tape or any other obstructions that may prevent them from functioning properly.

STORAGE/HOUSEKEEPING

- All storage/housekeeping is neat and orderly.
- There is no storage in equipment rooms, mechanical rooms, and electrical rooms or under open stairways.
- Storage is piled no higher than 2 feet below the ceiling and never more than 12 feet high.
- There are no flammable liquids stored, except in approved cabinets.
- No more than 10 gallons of flammable liquid is stored in approved safety cans.

FIRE EXTINGUISHERS

A 2A10BC minimum-rated fire extinguisher, which has been serviced and tagged within the last 12 months by a licensed fire extinguisher Service Company, is provided within 75' of all areas.

- The correct number of fire extinguishers are present.
- All fire extinguishers are wall-mounted in plain sight, no higher than 60" to the top of the extinguisher
- All fire extinguisher gauges register in the green.

GAS

- All water heaters have a pressure-relief valve.
- All natural-gas appliances have individual gas shut-off valves.
- All combustibles are stored at least 3 feet away from gas appliances (water heater, furnace, etc.).
- All water heaters have a seismic restraint.