

# Amherst Fire District

## Fire, Rescue and Emergency Medical Service



4585 Fairgrounds Road  
P.O. Box 38  
Amherst, WI 54406

Victor Voss, Fire Chief  
[www.amherstfd.org](http://www.amherstfd.org)

(715)824-2699  
Fax (715)824-2692  
[info@amherstfd.org](mailto:info@amherstfd.org)

### Fire & Life Safety Pre-Inspection Checklist

Please use this check list to prepare for your upcoming fire and life safety inspection. These are the common things we are looking for during our fire & life safety inspections of businesses here in Amherst. We are happy to help answer questions and address concerns you have during your inspection.

Building exterior	Y/N
Are address numbers clearly visible from the street?	
Are all sides of the building free from weeds, trash debris, or combustible storage?	
Are all dumpsters and containers stored at least five (5) feet away from combustible walls, openings and roof eaves?	
Are all vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly?	
Is there a minimum three (3) feet clearance around fire hydrants?	
Does your business have a Knox key box, are the keys up-to-date?	

Interior	Y/N
Have breaches, missing ceiling tiles, holes in the walls or ceiling that could allow fire into the hidden spaces been repaired or replaced?	
Have no new walls been added that would interfere with exiting, fire alarms or sprinkler coverage?	
Do all natural-gas appliances have individual gas shut-off valves?	

Egress/exiting	Y/N
Are exit doors free of locking bolts and capable of operation from the inside without use of a key or special knowledge that may interfere with someone getting out?	
Are the exit ways and doors easily recognizable, unobstructed and maintained functional?	
Do all exit door self-closure devices operate and the door latches completely when released?	
Are all exit paths clear of obstructions, displays, and combustible materials? (Note: Exit paths are from any point in the building to the public way)	

Emergency Lighting/Egress Illumination	Y/N
If emergency lighting is provided, is it maintained in operable condition to function if the power goes out?	
Are all egress paths illuminated at all times when the building is occupied?	

Exit Signs	Y/N
If exit signs are present, are they illuminated at all times?	
Does the exit sign battery backup work? (Push the test button, exit sign should light)	

<b>Electrical</b>	
Do all electrical outlets, switches and junction boxes have cover plates?	
Is there a minimum of 30-inches clear space in front of electrical panels so that they are easily accessible?	
Are all circuit breakers labeled to show what they control and panel door kept closed?	
Are circuit breakers free of tape or any other obstructions that may prevent them from functioning properly?	
Are extension cords used only for temporary use (less than 30 days) and only with portable appliances?	
Are extension cords replaced with UL listed power strips and no 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.	

<b>Fire alarm systems</b>	
If the building is equipped with a fire alarm system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?	
Have the batteries in all smoke alarms been checked in the last six (6) months?	

<b>Fire Extinguishers</b>	
Is the travel distance to any fire extinguisher less than 75 feet?	
Have all fire extinguishers been serviced and tagged by a licensed fire extinguisher service company within the last twelve (12) months?	
Are all fire extinguishers visible, accessible, and mounted with the handle between 3-5ft from the floor?	
Are fire extinguishers at least rated as a 2A-10BC (as shown on the label) minimum size/type?	

<b>Fire suppression systems</b>	
If the building is equipped with a fire suppression (sprinkler) system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?	
Is there a minimum 18-inch clearance below sprinkler deflectors and the top of storage?	
For commercial cooking, has the hood suppression system been serviced within the last six (6) months?	

<b>Housekeeping and storage</b>	
Is the storage of combustible materials neat, orderly and piled no higher than two (2) feet below the ceiling?	
Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tightfitting covers?	
Are equipment rooms, mechanical rooms, electrical rooms, and areas under open stairways maintained clear of combustible material storage?	
Are flammable liquids stored in approved safety cans?	
Are quantities of flammable or combustible liquids in excess of ten (10) gallons stored in approved storage cabinets?	
Are compressed gas containers (CO <sub>2</sub> , helium, etc.) secured to prevent falling?	
Are portable electric heaters an approved type, plugged directly into a wall outlet and kept a minimum of three (3) feet away from combustibles?	
Are all combustibles storage at least three (3) feet away from gas fired appliances (water heaters, furnaces, etc.)?	

This is not a complete list of regulations. This list does not replace your inspection. Please use this list as a guideline. Please contact us with questions, we would be happy to help.

**Thank you for your help keeping our communities safe.**