



LYNCHBURG FIRE DEPARTMENT FIRE MARSHAL'S OFFICE SELF SURVEY FOR MERCANTILE AND RESTAURANT TYPE OCCUPANCIES

SURVEY INFORMATION

Business Name:	Date of Survey:
Name of Surveyor:	

SURVEY

	Yes	No
1. Exits locked or blocked?		
2. Have fire extinguishers had an annual inspection?		
3. Street address must be clearly marked and visible (in contrasting color) from the street fronting the property.		
4. Have sprinkler systems if provided, been inspected within the past year?		
5. Are exit signs illuminated?		
6. Are emergency lights operating properly?		
7. Has the fire alarm if provided, been inspected within the past year?		
8. Private fire hydrants located on your property must be visible and accessible at all times, with three feet of clearance on all sides and no parking within 10 feet.		
9. Are combustible materials (paper, plastic, etc...) in storage areas kept 36 inches away from electrical equipment?		
10. Are kitchen employees trained in the use of fire extinguishers and range vent hood suppression systems?		
11. Has the vent hood suppression system been inspected within the last 6 months?		
12. Electrical outlets, junction boxes, and circuit breaker panels must be covered, with appropriate cover plate.		
13. Exit doors must open easily from the inside. Locking mechanisms on doors shall not require special knowledge or keys.		
14. Are storage areas neat and orderly?		
15. Is the building readily accessible for rescue and firefighting?		
16. Are corridors kept free of combustible material storage?		
17. Is the use of extension cords limited to temporary use only?		

Explanations

1. Exits may not be blocked. Items may not be stored in hallways blocking exits. Chains and locks should not be used to lock exterior exit doors. Furniture shall not be placed in front of exits.
2. Fire extinguishers are required to be inspected annually by a qualified person. Documentation of inspection is required. Fire extinguishers should be located so that the distance to reach an extinguisher does not exceed 75 feet of travel.
3. Street name is not needed however numbers are required to be posted so that they are visible.
4. If a building is equipped with an automatic sprinkler system, many tests are required annually. These tests may include:
 - a. Control valve inspection
 - b. Pipe and fittings inspection
 - c. Sprinkler inspection
 - d. Fire department connection inspection
5. Exit signs are required to be illuminated to assist occupants in finding the nearest exit. Exit signs are also required to stay illuminated upon loss of electrical power to the building.
6. Emergency lighting is a lighting unit that will be activated upon loss of electrical power to the building. They are battery powered and are always being charged by the building's electrical system.
7. Fire alarms are required to be inspected annually. The alarm system should be inspected by a licensed alarm company.
8. Private hydrants are typically painted red and should be tested annually when your sprinkler and or fire alarm system is tested.
9. Electrical panels are a source of ignition. Electrical equipment needs clear air space to keep equipment from overheating and possibly causing a fire.
10. Employees of the kitchen/cafeteria of the facility should know how to manually discharge the vent hood fire suppression system and should be familiar with the use of a fire extinguisher.
11. Hood suppression systems are required to be inspected every 6 months and records of such must be kept on file at your business.
12. Any outlet that is exposed to persons in your facility is an electrocution hazard.
13. All areas should be kept in a neat, orderly fashion free of debris and litter.
14. Does fencing, landscaping, parked vehicles present a problem from the standpoint of rescue/firefighting?
15. Corridors are not to be used for storage including furniture.
16. Extension cords are only allowed to be used as temporary wiring and shall not replace permanent wiring.

THE SAFETY OF THE CUSTOMERS IN YOUR
FACILITY MUST BE PARAMOUNT
ABOVE ALL THINGS