

FIRE INSPECTIONS...

...WHAT TO EXPECT

- A PCFD No.1 Fire Marshal, Fire Inspector or Firefighter in uniform and with ID will:
 - ♦ *Visit your facility during normal business hours.*
 - ♦ *Always be courteous and considerate of your time.*
 - ♦ *Comply with the best time to conduct the required inspection.*
 - ♦ *Always clearly state inspection results in writing with a re-inspection date assigned, if required.*
- Fire safety information may be left to enable you to self-inspect your premise in order to be ready for an official inspection.
- A time extension may be granted by the Fire Marshal upon written request providing a reasonable explanation.

UNDERSTANDING THE RESULTS

- The Inspector is there to help you and will be glad to explain the results and answer any questions you may have.
- At any time, you can contact us at the Fire Prevention Division by calling 503.838.1510 ext. 305

Polk County Fire District No.1 is confident that through education and awareness your place of business can be a fire safe facility.

BE PREPARED

- Post your building's evacuation plan.
- Know at least two ways out of your work area/building.
- Know where the fire extinguishers are located and how to use them.
- Conduct regular employee fire drills and safety meetings.
- Keep hallways, stairwells, and exits clear of trash, cleaning supplies, and other storage.
- Avoid blocking exits. Report blocked or locked exit doors immediately to your supervisor and/or the Fire District.
- Always have required maintenance and service on the building fire protection systems.
- Have address numbers clearly visible from the street.

**IN CASE OF EMERGENCY
CALL 9-1-1**



**FIRE
INSPECTIONS**
*Are you up to
Code?*

**A GUIDE TO FIRE
INSPECTIONS**

**POLK COUNTY FIRE DISTRICT NO. 1
1800 MONMOUTH STREET
INDEPENDENCE, OR 97351
503.838.1510
WWW.POLKNO1.ORG**

SERVING BECAUSE WE CARE

FIRE INSPECTIONS

Why?

It is the law. State and local fire code requires that every business receive a fire inspection regularly. These inspections will greatly reduce the occurrence of injury and fire in your business.

What Can You Do?

The best way you can prepare for your inspection is to follow the preventative measures outlined in this brochure.

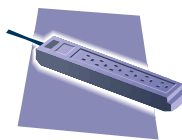
How Can We Help?

You can contact PCFD No.1 Fire Prevention Division at 503.838.1510 to set up a courtesy inspection or have your questions answered. We also offer assistance in Evacuation Preparedness and classes on Fire Safety in the Workplace.



COMMON FIRE SAFETY HAZARDS

- **HOUSEKEEPING**
 - ◆ Remove trash daily to a covered and secured dumpster that is away from the building.
 - ◆ Keep hallways, corridors and aisles clear of storage and clutter.
 - ◆ Keep EXIT doors clear.
 - ◆ Keep storage down 24" from ceilings (18" below fire sprinkler heads).
 - ◆ Do not store combustibles within 36" of a heat producing appliance (i.e. water heater).
 - ◆ Store hazardous material in appropriate containers.
- **ELECTRICAL**
 - ◆ Do not use extension cords as a substitute for permanent wiring.
 - ◆ Do not use multi-plug appliances that do not have built in circuit protection.
 - ◆ Do not run wiring through walls, doors or under carpet.
 - ◆ Maintain 36" of clear space in front of electrical panels.
- **EXITS**
 - ◆ Ensure exit signs are illuminated.
 - ◆ Check that emergency egress lights are operational.
 - ◆ Have proper locking hardware on required exit doors.
 - ◆ Keep exits unlocked during business hours.



FIRE PROTECTION SYSTEMS

Built in fire protection systems (fire sprinklers, fire alarms, hood and duct fire suppression systems) along with portable fire extinguishers are a business occupancies first line of fire safety. These systems must be inspected and maintained to ensure their proper operation should there be a fire situation. If you have a fire protection system in your building, PCFD No.1 recommends a Knox® rapid entry key box be installed.

- **FIRE SPRINKLERS**
 - ◆ Inspected and tested annually by a licensed Fire Sprinkler Contractor.
 - ◆ Valves and shutoffs labeled and secured.
 - ◆ Fire Department Connections (FDC) clear and accessible, caps secured.
- **FIRE ALARM SYSTEMS**
 - ◆ Inspected and tested annually by a licensed Fire Alarm System Contractor.
- **HOOD & DUCT SYSTEMS OVER COMMERCIAL COOKING EQUIPMENT**
 - ◆ Inspected and tested every six (6) months by a Licensed Hood Service Contractor.
 - ◆ Hoods and ducts cleaned as needed.
- **FIRE EXTINGUISHERS**
 - ◆ Minimum one (1) 2A10BC for every 3000 square feet, mounted 3 to 5 feet above floor, near exits no more than 75" travel distance.
 - ◆ Serviced annually by a licensed Fire Extinguisher Service Company.

