

# Town of Dix

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## FIRE PREVENTION/PROPERTY MAINTENANCE INSPECTION REPORT

Business Name:	Business Phone #:		
Address:	E-mail:		
Building Owner:	Contact Phone #:		
2. After-Hours Emergency Contact:	Contact Phone #:		
3. After-Hours Emergency Contact:	Contact Phone #:		
<b>Access and Premises:</b>	<b>Yes</b>	<b>No</b>	<b>n/a</b>
Does your business utilize the Knox Box entry program, and if so are the keys in it up to date? If locks are changed contact Schuyler County Emergency Services at 607-535-8200 <b>IFC506.2</b>			
<b>Egress ( Exiting)</b>			
Are the exit ways and doors easily recognizable, unobstructed, and maintained and functional? <b>IFC1027.2</b>			
Are doors with self-closing devices maintained and approved in the closed position (not blocked open) free of storage? <b>IFC703.2-1</b>			
<b>Electrical</b>			
Are all electrical outlets, switches and junction boxes properly covered with cover plates? <b>IFC 703.2-1</b>			
Are circuit breakers/fuses labeled so as to identify the area protected? <b>NEC 110.22</b>			
Is the area in front of the electrical panel(s) clear, by at least 30"? <b>IFC605.3</b>			
Are extension cords used only for temporary use? (90 DAYS) <b>IFC605.5</b>			
Are extension cord(s) of heavy duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances? <b>IFC605.5</b>			
If extension cords are used verify that they do not pass through walls or ceilings. <b>NEC/300/1D</b>			
If multiple items need to be plugged in, is a proper multi-plug adapter with a built-in circuit breaker, plugged directly into a permanently installed receptacle? <b>IFC605.4</b>			
<b>Emergency Lighting/ Egress Illumination</b>			
If emergency lighting is provided, is it maintained in operable condition? Does the backup-battery work? ( push the test button, the emergency light should illuminate under battery power) <b>IFC1006.3</b>			
<b>Exit Signs</b>			
If exit signs are required, are they illuminated? Does the backup-battery work? (If provided push the test button, the exit sign should illuminate under battery power) <b>IFC1011.1</b>			

<b>Fire Extinguishers</b>			
Are all fire extinguishers visible and accessible (not blocked)? <b>IFC901.6</b>			
Have the fire extinguisher(s) been serviced/ tagged by a qualified technician within the last 12 months? <b>IFC906.2/T</b>			
Is the fire extinguisher(s) properly mounted? Proper locations-near exit doors where possible? <b>IFC906.1</b>			
<b>Fire/Smoke Separations</b>			
Are the fire/smoke separations (smoke doors, fire doors, walls etc.) maintained in working condition? <b>IFC703.2.3</b>			
Verify that ceiling tiles are intact and in place. <b>IFC703.1.2</b>			
<b>Heat producing appliances</b>			
If portable electric heaters are used, are they used safely? Are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles. <b>IFC110.1.1</b>			
<b>House Keeping and Decoration</b>			
Are combustible decorations flame retardant? <b>IFC801.1</b>			
Are oily rags or similar materials stored in metal, metal lined or other approved containers equipped with tight fitting covers? <b>IFC304.3.1</b>			
Is storage maintained a minimum of 18" below sprinkler head deflectors in fire sprinklered areas? <b>IFC315.2.1</b>			
<b>Protection Devices Maintained</b>			
If fire department pull stations are installed are they accessible? <b>IFC901.6</b>			
<b>Storage of Combustibles</b>			
Are the boiler rooms, mechanical rooms and electrical panel rooms maintained free of all combustible materials? <b>IFC110.1.1</b>			
If you have storage of compressed gas containers (such as Co2, helium, etc.) are they chained to prevent falling? <b>IFC3003.3.3</b>			
<b>Storage of Combustible and Flammable Liquids</b>			
Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in approved flammable liquid storage cabinets? <b>IFC110.1.1</b>			

*A "NO" response to any of these questions indicates the presence of a fire code violation. Once all hazards identified as having a "NO" response are corrected, please sign, date, and return this form to us within 15days of date received. Thank you for your cooperation.*

Print name of Responsible person:

Signature:

Date:

Notes and additional comments

If you have any questions feel free to contact the Code Enforcement at 607-425-6351