



SANTA FE COUNTY FIRE DEPARTMENT

Fire Prevention Division

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PRE-FIRE INSPECTION CHECKLIST

This is a list of common fire and life safety code items that this office looks for when performing a business fire inspection. A business fire inspection is required annually. By ensuring that you are in compliance with the items on this list you are taking an active approach to making your facility and/or business safer for your employees, customers and guests.

We would like to thank you for your cooperation and look forward to working with you in the future.

1. Access and Addressing (1997 Uniform Fire Code 901.4.4 & 902.4):

- Fire access roads shall not be obstructed in any manner, including customer or delivery parking. Signs may be required to maintain fire access.
- The Fire Department shall be notified immediately whenever any emergency access keys are changed.
- Approved building numbers or addresses shall be placed on all buildings in such a position so that they are plainly visible and legible from the street or road fronting the property. These numbers shall contrast with their background and be at least 5 inches in height.
- Knox lock or box (if applicable). Are the keys or codes in the box up-to-date? Is the lock on the gate installed properly?

2. Storage and Accumulation of Rubbish and Vegetation (1997 Uniform Fire Code 1103.2 – 1103.2.4):

- Combustible rubbish kept or accumulated within or adjacent to buildings or structures shall be stored in approved containers or in rooms or vaults constructed on non-combustible materials. Cut or uncut weeds, grass, vines, and other vegetation shall be removed when determined to be a fire hazard.

3. Flammable Decorative Materials (1997 Uniform Fire Code 1001.5):

- Cotton batting, paper, foam, plastics, straw, vines, leaves, trees or other highly flammable materials shall not be used for decorative purposes, unless they are made flame resistant as required.

4. Storage of Combustible Materials (1997 Uniform Fire Code 1103.3.2.2):

- All combustible storage shall be a minimum of 24 inches (2 feet) from the ceiling. If sprinklered, there shall be a minimum of 18 inches from the sprinkler head deflector to the top shelf.

5. Fire Protection Systems (1997 Uniform Fire Code 1001.5):

- Any sprinkler, fire hydrant, or fire alarm systems, smoke or heat detectors and ventilators, smoke removal systems and other fire protective systems or extinguishing systems or appliances shall be maintained in an operative condition at all times and shall be replaced or repaired when defective. (1997 Uniform Fire Code 1001.5)
- Automatic fire extinguishing systems shall be inspected and tested at least annually.
- Reports of inspections and tests shall be maintained on the premises and made available to the chief when requested.

6. Fire Extinguishers (1997 Uniform Fire Code 1001 and 1002):

- All businesses are required to have fire extinguishers. The size, type and number of extinguishers will be determined by the fire department.
- All fire extinguishers shall have a current service tag and shall be serviced annually by a qualified fire extinguisher company (NFPA 10) and inspected monthly by your staff.
- Extinguishers shall be installed/mounted in conspicuous locations and be readily accessible. The top of the extinguisher shall not be higher than 48 inches from the floor. A good idea is to see if you can reach the extinguisher from a sitting position (ie: wheel chair accessibility).

7. Obstruction and Marking of Fire Protection Equipment:

- There shall be a minimum of a 3 foot clearance maintained around fire hydrants. (1997 Uniform Fire Code 1001.7)
- Hydrants shall be clearly marked. (1997 Uniform Fire Code 1001.8)

8. Fire Department Connections (FDCs), Standpipes and Sprinkler Systems (NFPA 25):

- All sprinkler and standpipe systems must be functional at all times.
- Sprinkler system shut off valves must be locked or chained in the OPEN position at all times.
- The fire department must be notified whenever work is needed on the sprinkler system.
- All sprinkler and standpipe systems shall be inspected, tested and certified annually. A certificate of completion shall be forwarded to the Santa Fe County Fire Prevention Division.

9. Fire Alarm Systems (NFPA 72):

- All fire alarm systems must be functional at all times.
- All fire alarm systems are required to be inspected, cleaned and tested annually. A certificate of completion shall be forwarded to the Santa Fe County Fire Prevention Division.

10. Smoking Areas (1997 Uniform Fire Code 1109.4.1):

- Due to the hazardous nature of some stored materials or the hazards of certain industrial processes, the fire department may designate a No Smoking area. No Smoking signs shall be posted in these areas and the no smoking ban shall be enforced by the management.

11. Commercial Cooking Hood Systems:

- Any fire extinguishing system must meet NFPA 96 and UL 300 requirements.
- Extinguishing systems shall be serviced at least every 6 months or after activation of the system. Inspection shall be by qualified individuals, and a Certificate of Inspections shall be forwarded to the Santa Fe County Fire Prevention Division upon completion. (1997 Uniform Fire Code 1006.2.8).
- Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals necessary to prevent the accumulation of grease. Cleanings shall be recorded, and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises.

12. Heat Producing Devices:

- The clearance between stored materials and unit heaters, radiant space heaters, duct furnaces, and flues shall not be less than 3 feet in all directions and the device shall be in good working order. (NFPA 231-4.2.4)
- Hot water heaters must be kept free from combustible storage. Clearance from electric water heaters is no less than 24 inches and gas water heaters no less than 36 inches.
- Chimneys and fire boxes shall be inspected and cleaned annually to prevent the build-up of creosote.

13. Storage and Handling of Combustible Materials (1997 Uniform Fire Code 1103.1):

- Combustible materials shall not be stored in exits, exit enclosures, equipment rooms, attics, under floors and in concealed spaces.

14. Posting of Room Capacity (1997 Uniform Fire Code 2501.16):

- Any room having an occupant load of 50 or more where fixed seats are not installed, shall have the capacity of the room posted near the main exit of the room.
- The Santa Fe County Fire Prevention Division can help you with calculating the capacity based on the use and square footage of the room.
- Extra chairs or standing room shall not be permitted in aisles or exit passages.
- Additional requirements may be necessary depending on the occupancy, use and size of the facility.

15. Exits and Aisles:

- All exits shall remain free of any material or matter (1997 Uniform Fire Code 1203).
- Exit doors shall be maintained in an operable condition. Exit doors shall be able to be opened from the inside without use of a key or any special knowledge or effort. They shall not be locked, bolted, barred, latched, or otherwise rendered unusable (1997 Uniform Fire Code 1207).
- All exit aisles, corridors, stairways and other areas necessary for exiting shall be illuminated, as required (1997 Uniform Fire Code 1211, 1212).
- Aisles and stairs must be maintained open, continuous and unobstructed.
- Fire doors shall not be blocked open or obstructed.

16. Extension Cords and Multi-plug Adapters:

- Multi-plug adapters shall be UL listed (1997 Uniform Fire Code 8507).
- Extension cords shall not be used as a substitute for permanent wiring (1997 Uniform Fire Code 8506).
- Extension cords cannot run through walls, ceilings door jams, window casings, or under carpets. They shall not go through suspended ceiling grids or be attached to window casings or steel posts with tape or string.

17. Flammable Liquid Storage (1997 Uniform Fire Code Article 79):

- Flammable liquids shall be stored in approved tanks, closed containers, safety cans, flammable storage cabinets or H-2 rooms.
- Dispensing of class 1 liquids shall be from approved upright pump or fixed dispensers and shall be in an approved location.
- Storage containers: No container over 5 gallons, maximum of 120 gallons per cabinet of which not more than 60 gallons to be class 1 or class 2.
- LP Gas – provide 10 feet clearance from weeds and combustibles (1997 Uniform Fire Code 8209).
- Cleaning rags or cloths soiled with flammable or combustible liquids must be kept in a metal container with a tight fitting or spring loaded lid.
- Flammable liquids can not be stored near heating appliances or near exit passages, exit doors or stairways.

18. Storage of Stock or Trash:

- Stock piles shall be orderly. Aisles are to be maintained throughout the stock room (1997 Uniform Fire Code 1103.3.2.1).
- Stock of stock is not allowed in exit passages or under stairways.
- Combustible trash must be removed from buildings daily (1997 Uniform Fire Code 1103.2.1.5).
- Fireplace ash must be placed in noncombustible, covered containers and kept at least 24 inches from any combustible surfaces (1997 Uniform Fire Code 1109.6).

19. Meters, Motors, Compressors and Electrical Panels:

- Meters shall be kept clear, accessible and protected from vehicular damage.
- All working motors and compressors shall be maintained in a clear manner.
- Electrical breakers or fuses must be marked. Taped open breakers are prohibited. Breakers are not to be used as switches. All empty breaker spaces shall be covered with a blank cover. Panel doors and covers shall be kept closed and accessible at all times.
- Storage is not permitted within 30" of electrical panels.