



P.O. Box 3507 \* 2900 Trail Dairy Circle  
 N. Ft. Myers, FL 33918-3507  
 (239) 997-8654 (239) 995-3757 fax

<b>General information and housekeeping</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is the address or unit number visible from the street?			
Is the address or unit number visible from the back of your building?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is the area around your business free of weeds and debris?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are the gas shut off and electrical meters visible and clear of storage and other material?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is all rubbish removed on a regular basis?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are combustibles at least 36" from furnaces, electrical, and gas appliances?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are oily rags kept in a metal container with secure lid?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are portable heating and cooling units properly installed and UL approved?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Do you have a fire department Knox Box mounted on the building?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Do you have updated keys in your Knox Box?	<b>YES</b>	<b>NO</b>	<b>N/A</b>

<b>Electrical</b> Are electrical panel locations clearly marked and free from obstructions?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are all openings in the electrical panel properly covered?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are all circuits in the panel clearly labeled?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are electrical outlets, switches, and electrical wiring covered with a switch plate or cover?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are all switch face plates in good condition?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is any electrical wiring frayed, worn, or spliced?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are ground fault indicator (GFI) outlets installed where water is or maybe present?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are any electrical circuits overloaded?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are any extension cords being used in place of permanent wiring?	<b>YES</b>	<b>NO</b>	<b>N/A</b>

<b>Exits</b> Are exit and fire doors unlocked, accessible, and operational when the building is occupied?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are illuminated exit signs in place and operating?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is emergency lighting in place, operating, and tested regularly?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are hallways, exit corridors, and stairways clear of obstructions?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is there an evacuation plan in place?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Is the evacuation plan posted?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does all panic hardware on exit doors operate smoothly?	<b>YES</b>	<b>NO</b>	<b>N/A</b>

<b>Fire Protection</b> Are fire extinguishers present, properly mounted, and free from obstructions?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are fire extinguisher locations properly identified with signs?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are fire extinguishers serviced yearly? Last service date: _____	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Have all employees been trained in the proper use of fire extinguishers?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
If equipped, is the building fire alarm system and/or fire sprinkler system inspected annually as required by the fire code? <i>Note:</i> Panel may not be left in trouble, supervisory, or test mode. Last inspection dates: _____	<b>YES</b>	<b>NO</b>	<b>N/A</b>
_____ If equipped, are all fire suppression system valves secured in the open position and free from obstructions?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
If present is there at least 18" of clearance between sprinkler heads and storage?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
If sprinkler heads aren't present is there at least 24" of clearance between the ceiling and storage.	<b>YES</b>	<b>NO</b>	<b>N/A</b>
If present is the fire department connection clearly marked and free from obstructions?	<b>YES</b>	<b>NO</b>	<b>N/A</b>

<b>Hazardous Materials</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are all hazardous materials kept in properly labeled containers?			
Are all containers sealed with the proper lids to prevent spills and leaks?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are all compressed gas cylinders properly secured to prevent them from falling over?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are all flammable materials stored in an approved container and away from ignition sources?	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Are Safety Data Sheets for all hazardous materials available and easily accessible?	<b>YES</b>	<b>NO</b>	<b>N/A</b>

*Please feel free to complete the form before your annual fire inspection.*

*If you have questions or concerns do not hesitate to contact us, or we can review during your annual fire inspection.*

*Fire Prevention Division (239) 731-1931*