



FIRE DEPARTMENT

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GENERAL FIRE INSPECTION REQUIREMENTS FOR EXISTING BUILDINGS

The following check list represents some general fire inspection components, yet does not encompass all aspects of the Connecticut Fire Safety Code. **This checklist is provided to give you the opportunity to correct deficiencies in your facilities prior to a Fire Department inspection.** You may contact the Greenwich Fire Marshal's Office at (203)-622-3950 for assistance.

Exterior of Building

- The address shall be sized (4 inches min.) and located so that it is readily visible from the street. The numbers must also be in contrast to the building color.
- Exits from the building must be clear to an open area, not blocked by parking or vegetation.
- Grounds must be clear of debris.
- Fire department connections should be marked and clear of obstructions.
- Gas meters must be protected (with bumpers) if in an area where it could be damaged.
- Is there a Fire Dept. Key box (ex. Knox box) on the building? If so are the keys correct inside?

Interior of Building

Capacity Signs (as required)

- Capacity signs must be displayed at the main entrance to each space.
- All assemblies must have their capacity rating reviewed. If your facility no longer has a sign or needs a replacement, please contact the Fire Marshal's Office at (203)-622-3950 for a new or updated one.

Exit Doors / Door Hardware

- All doors designated as exits must have a minimum 32" clear width when fully open.
- Exterior doors shall be permitted to have key-operated locks from the egress side provided:

ALL OF THE FOLLOWING ARE REQUIRED:

1. A readily visible, durable sign in letters not less than 1” high on contrasting background that reads as follows is located on or adjacent to the door: **THIS DOOR IS TO REMAIN UNLOCKED WHEN THE BUILDING IS OCCUPIED.**
 2. The locking device is of a type that is readily distinguishable as locked.
 3. A key is immediately available to any occupant inside the building when it is locked.
- ❑ A latch or other fastening device on a door shall be provided with a releasing device that has an obvious method of operation and that is readily operated under all lighting conditions.
 - ❑ The releasing mechanism shall open the door with not more than one releasing operation.

Aisles

- ❑ Aisles leading to an exit door shall not have less than 44” clear width.
- ❑ Aisles shall not be obstructed.
- ❑ Where tables and chairs are used, access shall be maintained to all aisles.

Exit Signage and Emergency Lighting

- ❑ All exits must be clearly indicated with an approved illuminated exit sign.
- ❑ To ensure continued illumination for a duration of not less than 90 minutes, the exit signs and emergency lights must have a back up power source in case of power loss. The back up power source can be from storage batteries, an on-site generator or the like.
- ❑ The entire path (including immediately outside the exit door) must be lighted at all times.
- ❑ Emergency lights must be tested monthly and a log of the test must be kept readily accessible.

Fire Extinguishers

- ❑ Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. Preferably, they shall be located along normal paths of travel, including exits from areas.
- ❑ You must have the proper type of extinguishers. The size, type and location are determined by the hazards they are intended to protect.
- ❑ Insure all extinguishers are inspected, certified and tagged annually by a qualified contractor.
- ❑ At least monthly, the date the inspection was performed and the initials of the person performing the inspection shall be recorded.
- ❑ Records shall be kept on a tag or label attached to the fire extinguisher, on an inspection checklist maintained on file or by an electronic method that provides a permanent record.

- ❑ All fire extinguishers must be accessible and mounted **within the following range**: The bottom of the extinguisher a minimum of 4” off the floor and a maximum of 60” to the handle.
- ❑ Fire extinguishers shall not be obstructed or obscured from view. In large rooms, and in certain locations where visual obstructions cannot be completely avoided, means shall be provided to indicate the extinguisher location.

Compressed Gas Cylinders

- ❑ All compressed gas cylinders in use or storage, (full or empty) shall be adequately secured to prevent falling or being knocked over. We encourage the use of chain(s) for this purpose. Rope and bungee cords have a stretch component and are subject to degradation by fire. The cylinders can also be nested together or in rack storage.

Storage

- ❑ Storage of combustible materials must be kept at least 24” from the ceiling and at least 3 feet from gas fired or heat producing appliances, e.g. furnace/water heater.
- ❑ Combustible or flammable liquids not in retail size containers are prohibited from being in a public assembly building unless properly stored in an approved flammable storage cabinet. This includes fuels contained in weed trimmers, lawn mowers, snow throwers etc.

Electrical

- ❑ Clearance to panel is required. Minimum 2’ from sides and 3’ from front.

Electrical cont.

- ❑ Panel must be mounted securely on the wall.
- ❑ Panel door must close and latch.
- ❑ All openings in panel must be covered.
- ❑ The main disconnect must be labeled.
- ❑ All junction boxes, switches, etc. must have cover plates installed.
- ❑ Extension cords may not be used in lieu of permanent wiring
- ❑ All smoke detectors must be tested and installed properly.

Life Safety System

If applicable

Sprinkler System

- ❑ The sprinkler system (including standpipes or fire pump) must be tested, certified and tagged annually by a licensed contractor.
- ❑ The report must be on file and a copy forwarded to our office.
- ❑ All system components must have proper signage.

- ❑ All control valves must be accessible.
- ❑ All valves must be supervised and / or chained in the open position.
- ❑ Spare sprinkler box must be provided with spare sprinklers and wrench.
- ❑ Fire department connections must be properly marked and have caps in place.
- ❑ Nothing may be attached to any part of the sprinkler system.
- ❑ All sprinkler heads must have a clearance of 18” from any decoration, display or storage.

Fire Alarm System

- ❑ The fire alarm system, must be tested, certified and tagged annually by a licensed contractor.
- ❑ The report must be on file and a copy forwarded to our office.
- ❑ All system components must be maintained and operate properly.

Commercial Cooking Operations

- ❑ All cooking operations must be properly protected with a certified hood and suppression system.
- ❑ Deep fat fryers must have a 16” separation (horizontal or vertical) to open flames
- ❑ The system must be tested and certified biannually (more often for heavy use).
- ❑ The report must be on file and a copy forwarded to our office.
- ❑ Hand pull must be located properly, on the way of the hood area.
- ❑ All cooking equipment and components (hoods, ducts, filters, etc.) must be free of grease.
- ❑ Kitchens utilizing deep fat or oil fryers must have a “K” model, wet chemical extinguisher specifically for the fryers and a 40BC dry chemical extinguisher for all other hazards in the kitchen.

Emergency Generator

- ❑ The emergency generator must be maintained and operate properly.
- ❑ The generator test log must be on site.