

Due The
Week of:

VACAVILLE CITY FIRE DEPARTMENT
Fire Prevention Bureau
Self Inspection Worksheet

Official Use Only:	
Insp. File #	_____
Occ. Class	_____

Name of Business _____ Contact Person _____

Address _____ Business Telephone () _____

After you complete each item, place an (X) on the line at the beginning.

1. _____ Ensure your address is visible on the outside of the building with numbers or letters of at least 3" high of contrasting colors.
2. _____ Check your driveway or alley around your building to ensure weeds and debris is clear.
3. _____ Make sure all exits, aisles, hallways, and stairways are clear of any obstructions.
4. _____ Ensure all exit doors are kept unlocked and unobstructed during normal business hours.
5. _____ Ensure all illuminated exit signs are lighted at all times.
6. _____ Ensure electrical breaker panels or fuse boxes are kept unobstructed and labeled to show which circuit affects what area.
7. _____ Check all electrical breakers to ensure they are free to operate (not taped open).
8. _____ Ensure there are face plates on all electrical outlets and switches.
9. _____ Ensure no extension cords are being used in place of permanent wiring.
10. _____ Make sure no combustible (paper, rags, boxes, etc.) are being stored any closer than 4 feet from gas appliances, (water heater, furnace, etc.)
11. _____ Ensure oily rags are being stored in metal containers with a tight fitting lid.
12. _____ Ensure you have a minimum 2A:10BC fire extinguisher that is properly mounted, and accessible to employees and customers.
13. _____ Ensure all fire extinguishers have been serviced and tagged within the past 12 months.
14. _____ Ensure all personnel at your business has been instructed on the proper use of the fire extinguishers.
15. _____ If you have a fire alarm system make sure to test it monthly. N/A _____
Ensure fire alarm pull stations are unobstructed and visible.
16. _____ If you have an automatic fire sprinkler system ensure it has received a 5 year certification and tag.
17. _____ Ensure the overall business is kept clean without fire hazards.
18. _____ Ensure all flammable/combustible or hazardous materials containers are kept closed and stored according to manufacturers instructions .

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- ✓ **Please ensure all items above have been inspected and properly marked. Ensure to correct any unsafe conditions noted during the inspection**
 - ✓ **Please return the completed WHITE portion of this form and the YELLOW Business Emergency Information Form to the Vacaville Fire Department no later than 2 weeks after receipt.**

Signature of person filling out this form: _____ Date _____

Mail to: Vacaville Fire Prevention Bureau, 650 Merchant St. Vacaville, CA 95688