

**Fire Chief**  
**Chris Armstrong**



## Self-Inspection Worksheet

1. Is your address visible on the outside of the building with numbers at least 4 inches high in a contrasting color?

Yes    No    N/A

2. Is driveway or alley around your building kept free of weeds, debris, or obstructions?

Yes    No    N/A

3. Are all trash containers located at least 5 feet from your building?

Yes    No    N/A

4. Are outside waste containers made of non-combustible material?

Yes    No    N/A

5. Are all exit aisles, hallways, and stairways clear of any obstructions?

Yes    No    N/A

6. Are all exit doors kept unlocked during business hours?

Yes    No    N/A

7. Are electrical breaker panels or fuse boxes kept unobstructed and labeled to show what circuit affects what area?

Yes    No    N/A

8. Are all electrical breakers free to operate (**not taped open**)?

Yes    No    N/A

9. Are there face plates on all electrical outlets and switches?

Yes No N/A

10. Are any extension cords used in place of permanent electrical wiring? **If so, please remove. Extension cords are not allowed in business occupancies.**

Yes No N/A

11. Are combustibles (paper, rags, boxes, etc.) stored at least 3 feet from gas appliances (water heater, furnace, etc.)?

Yes No N/A

12. Are oily rags stored in metal containers?

Yes No N/A

13. Do you have a **minimum of one 10lb ABC** fire extinguisher in your business?  
Are all extinguishers visible and readily accessible for use?

Yes No N/A

14. Have all fire extinguishers been inspected and serviced by a fire extinguisher company within the last year?

Yes No N/A

15. Have all your employees been instructed in the use of your fire extinguisher?

Yes No N/A

16. Would you like information on fire extinguisher care and use?

Yes No N/A

17. Is the attic access and scuttle opening kept closed as required by Code?

Yes No N/A

18. Are all sheet rocked walls maintained without holes?

Yes No N/A

19. Is storage kept at least 2 feet below the ceiling?

Yes No N/A

20. Is the fire alarm system tested monthly?

Yes No N/A

21. Are the batteries changed biannually in the smoke alarms?

Yes No N/A

22. Does the water heater have a relief valve and gas shutoff valve?

Yes No N/A

23. Do natural gas appliances have individual gas shutoff valves?

Yes No N/A

24. Is your occupancy equipped with a fire alarm or sprinkler systems, and are they serviced annually?

Yes No N/A

**If you have any questions, please email the Fire Marshal's Office at [FireReview@hallcounty.org](mailto:FireReview@hallcounty.org).**