

**The Columbia Fire Marshal's Office**  
**Self-Inspection Checklist**

Building Location \_\_\_\_\_ Date \_\_\_\_\_

Individual Conducting Inspection \_\_\_\_\_

**1. EXITS**

Are exit routes clearly marked with illuminated signage, equipped with emergency lighting and unlocked during business hours?

***Adopted Fire Code mandates all exit doors, corridors and stairwells be kept unlocked and free of any obstructions during hours of operation. Locked exit doors during operating hours are a violation of the law and a court citation could be issued.***

**2. ELECTRICAL HAZARDS**

Extension cords cannot be used as permanent wiring and any surge protectors or multi-plug adapters must be UL listed and used according to the manufactures recommendations.

***Adopted Fire Code also mandates electrical wiring must be properly and permanently installed due to the fire hazard created by temporary wiring being exposed to friction, traffic, etc.***

**3. FIRE PROTECTION**

Have Fire extinguishers had the required annual maintenance service?

Have Sprinkler Systems to include backflow devices, Fire Alarm systems and Hood Fire Suppression systems had required service? (Disregard if you do not have these systems)

***Adopted Fire Code mandates Fire Extinguishers shall be serviced on an annual basis, Sprinkler systems to include backflow devices shall be serviced on an annual basis, Fire Alarm systems on an annual basis and Kitchen Hood Suppression systems on a semi-annual basis. Maintenance of these fire protection systems is critical and vital to the safety of the building occupants and the occupancy itself.***

**4. GENERAL FIRE SAFETY**

A listed hazardous material storage cabinet may be required when storing large quantities of hazardous/flammable chemicals. This would include, but is not limited to, such products as gasoline, thinners, toxins, caustics, oxidizers etc.

***Combustible waste and refuse must be removed daily and more often if necessary for fire safety.***

**This is not a complete listing of items a Fire Safety Inspector may look for, but hopefully, this will help in making your work place safe.**

**If you have questions or concerns, you can contact the Fire Marshal's Office at:  
City Hall Suite 202-204  
707 North Main St.  
Columbia, TN. 38401  
931-560-1740**