



# Valley Regional Fire Authority Office of the Fire Marshal

2905 C Street SW, Auburn, WA 98001  
 Phone: (253) 288-5870 ♦ Fax: (253) 288-5970  
[www.vrfa.org/FireMarshal](http://www.vrfa.org/FireMarshal) ♦ [Fire.Marshall@vrfa.org](mailto:Fire.Marshall@vrfa.org)



Acceptance Testing/Inspection Checklist for:

## Fire and Life Safety Pre-Inspection Checklist

Instructions: Please fill out your business and emergency information then answer "YES" or "NO" to each question or select "NA" if the question does "NOT APPLY". All "NO" answers require corrective action prior to scheduling a fire department inspection. On the bottom of the last page, note the corrective action taken for each "NO" response. When the worksheet is complete and all corrections have been made, sign and date the bottom of the worksheet then call the Valley Regional Fire Authority Fire Marshal's Office at (253) 288-5870 to schedule your inspection.

Business License number	Business Name	Business Phone Number
Owner Name and Phone Number		Business Address
Mailing Address (if different than above)		Type of Business Conducted
24 hour Fire/Emergency Contact Name and Phone Number		

	Housekeeping	Yes	No	N/A
1.	Flammable and combustible liquids like gasoline, oil, etc. are stored in approved containers in a separate storage area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	All compressed gas cylinders are secured to prevent falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are exterior gas meter shut off valves accessible and protected from vehicle damage (using bollards or other permanent barrier); are shut off valves visible and clear of obstruction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Spaces including stairways, hallways, mechanical rooms, and around heating devices are kept free of accumulated combustibles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Piled storage has at least 18" clearance from sprinkler heads or 24" from an un-sprinkled ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Lint collector on the clothes dryers is cleaned regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Outside dumpsters are kept at least 5 feet away from combustible walls, windows, doors and the lid is closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Fire Protection	Yes	No	N/A
1.	Fire extinguishers have been inspected and tagged annually by a certified technician. Date of last inspection: <input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is a fire extinguisher mounted or secured on a wall (preferably near an exit) so that the top of the extinguisher is not more than 5 ft. above the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Fire extinguishers are conspicuously mounted within a 75 foot travel distance from anywhere in your business. Verify with the Fire Marshal's office on exact requirements prior to purchasing new extinguishers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Alternative extinguishing system(s) have been inspected and tagged every six months? Date of last inspection: <input style="width: 100px;" type="text"/> <span style="background-color: yellow;">*see page 2 for alternative system types*</span>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Grease collector over kitchen equipment is cleaned on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Has the fire protection system (fire alarm, sprinkler, etc.) been serviced in the past year? Date of last service: <input style="width: 100px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Fire hydrants and/or sprinkler connections/standpipe hook-ups are kept clear and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Exits	Yes	No	N/A
1.	Required exit ways and doors are easily recognizable, unobstructed and unlocked during business hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Illuminated exit signs and emergency lighting systems are functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Automatic closing fire doors are kept unblocked and functional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Electrical	Yes	No	N/A
1.	Electrical panel has minimum of 30" of clearance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	All circuits are labeled and breakers are free from tape or other devices that keep breakers from operating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	All electrical covers for outlets, switches and junction boxes are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	All electrical devices are properly grounded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Multi-outlet adapters have their own fuse or breaker and are UL listed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Extension cords are used only as temporary wiring (less than 90 days)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is electrical in good condition? Inspect any wiring for fraying, wear and/or splices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Heating	Yes	No	N/A
1.	Heaters have at least 36" of clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Heating equipment is in good working order and free of lint and dust accumulations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are portable heaters equipped with automatic safety shut-off devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	The boiler has been inspected within the last two years Date: <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Miscellaneous	Yes	No	N/A
1.	The business address is posted so that it is clearly visible from the street and meets all requirements of the applicable city code	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Is all construction and remodeling at the business complete and approved through the appropriate permit process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*Alternative extinguishing systems include: -Commercial kitchen hood and duct UL 300; -Flammable finishes spray booth; -FM-200 Clean Agent; -Halon; -Carbon Dioxide; -Dry Chemical.			

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Signature of Responsible Party

\_\_\_\_\_  
Print Name of Responsible Party

\_\_\_\_\_  
Date

Corrective Actions Taken	Date completed