



# FRESNO FIRE DEPARTMENT SELF-INSPECTION PROGRAM (SIP)

## EMERGENCY CONTACT INFORMATION FORM

Occupancy: xxxxx            PIN: xxxxxx

Address of Business: \_\_\_\_\_

Apt/Suite Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Owner/Corp. Name: \_\_\_\_\_

Owner/Corp. Phone: \_\_\_\_\_

Manager's Name: \_\_\_\_\_

Manager's Home Phone: \_\_\_\_\_

First Person to Notify in Emergencies: \_\_\_\_\_

Phone: \_\_\_\_\_

Second Person to Notify in Emergencies: \_\_\_\_\_

Phone: \_\_\_\_\_

Building Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Insurance Company/Agent Name: \_\_\_\_\_

Insurance Company/Agent Address: \_\_\_\_\_

Insurance Company/Agent Phone: \_\_\_\_\_



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## SELF-INSPECTION CHECKLIST

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CONTACT NAME/PHONE NUMBER: \_\_\_\_\_

		Yes	No	Date Violation Corrected
	<p>Has a representative of your insurance company come to your business and conducted an on-site, fire and life safety inspection in the past 12 months?</p> <p>If yes, please include a copy of that inspection form when returning the self-inspection checklist.</p>			
	<p>What is the current use of the building?</p> <p>Describe here:</p>			
	Have you made any additions/modifications to the structure or added racks for storage?			
	Have all excessive amounts of combustible waste materials (empty cardboard boxes, trash, etc.) stored inside or outside of the building been removed?			
	In buildings without a sprinkler system: Are materials stored a minimum of two feet below the ceiling?			
	In buildings with a fire sprinkler system: Are materials stored a minimum of 18 inches from the bottom of the sprinkler head?			
	Is the building address clearly visible and large enough to be seen from the street?			
	<p>Do you have a lock box for Fire Department access on your building? If so, have you recently changed the locks to the building?</p> <p>If yes, you will need to contact the Fire Department to have the new keys installed in the lock box.</p>			
	Do the electrical panels have 30 inches of clearance in front for easy access?			
	Do all of the electrical junction boxes, outlets and switches have cover plates on them?			



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	Have all extension cords been removed?			
	Do all the multi-plug power strips have surge protection built in and are they free from damage/splicing?			
	Are all the multi-plug power strips plugged directly into a permanently installed outlet?			
	<p>Has the commercial hood system been cleaned as required in the California Fire Code*?</p> <p><u>*High-volume cooking</u> (24hr cooking/charbroiling/wok cooking) – every 3 mos.  <u>Low-volume cooking</u> (churches/seasonal business/senior centers) – every 12 mos.  <u>Cooking w/solid fuels</u> (wood) – every month  <u>All others</u> – every 6 mos.</p> <p>Date of cleaning:</p> <p>Cleaning company: <input type="checkbox"/> N/A</p>			
	<p>Has the commercial hood extinguishing system been serviced in the past 6 months?</p> <p>Date of service:</p> <p>Servicing company: <input type="checkbox"/> N/A</p>			
	Have all holes in the walls, ceilings, or doors been properly repaired?			
	<p>In assembly occupancies: have all decorative materials (i.e. curtains) been flame retardant treated?</p> <p><input type="checkbox"/> N/A</p>			
	<p>Has the fire sprinkler system been tested in the past 12 months?</p> <p>Date of test:</p> <p>Testing Company: <input type="checkbox"/> N/A</p>			
	Have all painted, damaged, or obstructed sprinkler heads been repaired/replaced?			



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		Yes	No	Date Violation Corrected
	<input type="checkbox"/> N/A			
Has the fire alarm system been tested in the past 12 months?				
Date of test:				
Testing company:	<input type="checkbox"/> N/A			
Do your fire extinguishers have a minimum 2A:10B:C rating?				
Is there at least one fire extinguisher within 75 feet travel distance from all areas of the building?				
Have all fire extinguishers been serviced within the past 12 months?				
Date of service:				
Servicing company:				
Is there clear access to the fire sprinkler riser(s), fire hydrants, fire department connection (FDC), and all fire lanes?	<input type="checkbox"/> N/A			
In assembly occupancies: Do you have the maximum occupancy clearly posted near the main entrance?	<input type="checkbox"/> N/A			
Is there a clear and unobstructed path to all of the exits?				
Is all of the emergency lighting functioning properly?				
Are all of the exit doors unlocked and unobstructed when the building is occupied?				
Are all of the exit signs clearly visible and continuously lit?				
Are all of the compressed gas cylinders properly secured to prevent falling?	<input type="checkbox"/> N/A			
Is your business license posted in a clearly visible location?				

