

# Marysville Fire Marshal's Office

## Pre – Inspection Fire Prevention Checklist

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- Fire lanes shall be maintained, legible and shall not be obstructed at any time.
- Address numbers shall be visible and legible from the main road. There are specific sizing requirements for businesses (minimum size is six inches) contact the fire marshal at 360-363-8500.
- Sprinkler systems must be inspected and tested annually by a certified and licensed sprinkler company.
- Alarm systems must be inspected and tested annually by a certified and licensed company.
- Fire extinguishers must be installed in accessible locations and must be serviced annually by a certified fire extinguisher company. Fire extinguishers should also be checked monthly and tag initialed.
- Commercial kitchen hood suppression systems must be serviced every six months and hood screen shall be kept clean of grease and residue.
- Fire code operational permits shall be renewed annually and posted in a conspicuous location.
- Remodeling of existing structures requires a building permit if there is alteration to walls, doors, plumbing, or electrical wiring (Contact Community Development at 360-363-8100).
- There should not be any combustibles located near heating units. (This includes furnaces, kilns or any heating device and the closet or storage room where they are housed.)
- All exit lights must be lighted at all times and the battery backup systems shall be functional and tested monthly.
- Doors must be open and close properly. (Never chain doors.)
- Hallways and exits must remain free of obstructions.
- Compressed gas cylinders shall be chained up to prevent falling over.
- Decorations must not cover doors or be hung from the ceiling.
- There should be no storage in the electrical rooms, mechanical rooms or boiler rooms.
- Storage of wood, paper or cardboard must be kept to a minimum of 30” from the electrical panels. (There must be a clear pathway to and in front of the main electrical panels in the boiler rooms and closet areas.)
- No storage is allowed under unprotected egress stairs, stairwells, stair towers and exit enclosures.
- Storage must be kept a minimum of 18” below the bottom of sprinkler heads.
- Storage must be kept a minimum of 24” below the ceiling.
- Emergency lighting must be in working order and should be tested monthly.
- All flammable and hazardous materials must be stored correctly. (MSDS sheets are to be well marked and located in a designated area.) Spills shall be absorbed immediately and disposed of by an approved method.
- Open containers of flammable or combustible materials are prohibited.
- Extension cords must be use for temporary use only. Power strips plugged directly into an outlet are permissible.
- Open junction boxes and open wiring are prohibited.
- Multi-plug electrical adaptors are prohibited. Power strips are an acceptable alternative.
- Fuel equipment, like lawnmowers, shall be stored in outside buildings such as a shed and shall not be stored inside buildings.
- Trash containers over 40 gallons require lids and should be kept covered at all times.

This list is not all inclusion for a fire inspection and should not be used as such. The purpose of this list is to help businesses prepare a fire safety plan for the property and should only be used as a reference. Any specific questions should be directed to the fire marshal at 360-363-8500.