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| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |
| 1. Is your local fire department well acquainted with your facilities, its location and specific hazards?
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| 1. If you have a fire alarm system, is it certified as required?
 |  |  |  |
| 1. If you have a fire alarm system, is it tested at least annually?
 |  |  |  |
| 1. If you have interior standpipes and valves, are they inspected regularly?
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| 1. If you have outside private fire hydrants, are they flushed at least once a year and on a routine preventive maintenance schedule?
 |  |  |  |
| 1. Are fire doors and shutters in good operating condition?
 |  |  |  |
| 1. Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?
 |  |  |  |
| 1. Are fire door and shutter fusible links in place?
 |  |  |  |
| 1. Are automatic sprinkler system water control valves, air and water pressure checked weekly/periodically as required?
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| 1. Is the maintenance of automatic sprinkler systems assigned to responsible persons or to a sprinkler contractor?
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| 1. Are sprinkler heads protected by metal guards, when exposed to physical damage?
 |  |  |  |
| 1. Is proper clearance maintained below sprinkler heads?
 |  |  |  |
| 1. Are portable fire extinguishers provided in adequate number and type?
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| 1. Are fire extinguishers mounted in readily accessible locations?
 |  |  |  |
| 1. Are fire extinguishers recharged regularly and noted on the inspection log?
 |  |  |  |
| 1. Are employees periodically instructed in the use of extinguishers and fire protection procedures?
 |  |  |  |

**Fire Extinguishers:**

❑ Discharged hose/nozzle is in good shape and not clogged, cracked, or broken.

❑ It is mounted in an easily accessible area, with nothing stacked around it.

❑ Safety Pin is in place and not damaged.

❑ Pressure gauge is in the green and not damaged or showing “recharge”.

❑ Label is readable and displays the type of extinguisher and the instructions for use.

❑ It is not rusty, or has any type of corrosion build up.

❑ Extinguisher was turned upside down at least three times. (Shaken)

❑ The location of the extinguisher is easily identifiable. (Signs)

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| Audited by (print) |  | Date |  | Signed |