



# VILLAGE OF SALEM LAKES FIRE & RESCUE

11252 254<sup>th</sup> Court, Trevor, WI 53179

262.843.2439 phone

262.298.5649 fax

*COMMITTED TO SERVE PROFESSIONALLY, WITH HONOR, INTEGRITY AND COMPASSION*

## FIRE SAFETY INSPECTIONS

Fire safety inspections ensure the safety of our local places of employment, schools, residents, and visitors. The Wisconsin Department of Commerce requires these inspections to be conducted twice a year for most occupancies. We utilize Wisconsin Administrative Code, Chapter SPS 314 (Fire Prevention), and NFPA 1 as the sources for code enforcement.

**BUILDING FIRE CODE CHECKLIST:** The following is a list of general items checked to assure that your building is in compliance with building and fire codes. Although it does not include every regulation nor does it necessarily apply to your building, these are the most common problems and therefore need to be checked on a regular basis.

### FIRE EXITS

- All required exit doors kept unlocked while building is occupied
- No storage or trash blocking aisle to exits or exit doors
- Exit doors open easily
- Exit lights operating properly
- Battery in exit lights – test monthly by pushing test button on light or by turning off circuit breaker on electrical panel
- Exit signs not blocked from view by stock or other signs
- Have you conducted a fire drill?
- Emergency lights function properly - check the same way as exit lights

### FIRE EXTINGUISHERS

- Fire extinguisher(s) serviced within the past year (must have tag on bottle from service company)
- Safety pin in handle
- No damage evident to bottle
- Needle on pressure gauge in “good” or “ok” range or pointing straight up
- Fire extinguisher shall be a minimum of 5lbs rated 2A:10BC (automotive and high risk buildings have a 4A:40BC rating)
- Fire extinguisher(s) located in the correct location(s): visible and accessible to anyone unfamiliar with the building
- Buildings with a hood extinguishment system require inspection every 6 mo. by an extinguisher maintenance company

### ELECTRICAL SAFETY

- Extension cords are not allowed for permanent use - use permanent outlets or surge protectors (multi-tap plugs or brown or white zip cords are not permitted)
- Covers on all electrical junction boxes and outlets
- 3 feet clearance in front of and 30 inches to one side on all electrical panels
- Any electrical work must be done by a licensed electrician
- Electrical panel breakers are labeled for the area that they correspond with

Continued on page two...

## **HOUSE KEEPING**

- Address of building is visible and clear of brush
- All trash and combustible material at least 18 inches from heating appliances such as a furnace and space heaters
- Unvented kerosene heaters are not permitted inside commercial buildings
- All compressed gas cylinders are secured to a wall with chains unless in use and the cap is secured to it
- All flammable or combustible liquids must be stored in UL approved safety cans
- All oily rags must be stored in UL approved cans (are they stored outside after business hours?)
- All outside trash must be in closed metal containers at least 10 feet from building
- No smoking signs installed where required
- No storage in or under stairwells
- Carbon Monoxide Detectors are required for all buildings with any gas appliance

## **BUILDINGS EQUIPPED WITH AUTOMATIC FIRE SPRINKLER SYSTEM**

- System must be tested each year by a sprinkler company
- Are the risers and valves labeled? Do not touch any valves unless you are trained to do so
- Keep clearance of at least 18 inches between all sprinkler heads and the stock level in your store or warehouse
- If you make alterations or additions to your store such as ceilings, walls, or shelving, contact the Office of Fire Prevention to be certain that it will not interfere with the sprinkler system
- Keep at least 3 feet clearance of all storage from around sprinkler control valves
- Be very cautious when operating a forklift or moving stock in the vicinity of sprinkler heads as not to damage them
- Do not store anything in front of the outside sprinkler connection
- Be sure protective covers are on outside fire department sprinkler connection
- Are the fire department connections identified properly?
- Be sure fire hydrants are not blocked

## **BUILDINGS EQUIPPED WITH AUTOMATIC FIRE ALARMS**

- Has the fire alarm been tested within the last year?
- Are the records of this test kept on premises for review?
- Are the employees familiar with the functions of the alarm panel?
- Fire panels should not be re-set until the fire department has determined a cause
- Is there a Zone Map for the devices used in the system?
- Have any alterations or additions of the system been approved by the fire department?
- No storage within 3 feet of fire alarm panel
- Is the system being monitored 24/7?

If your building is equipped with fire protection whether it is by sprinkler, fire alarm or a combination of the two, we ask that if you do not already have a Knox Box on the premises, to purchase one for it. This box is designed to securely hold any necessary keys, cards, etc. to gain entry without having to break doors or windows. We also store contact information in case of activation of the fire protection system.

For more information on the Knox Box system please contact the Village of Salem Lakes. By using this form as a check sheet, the items that are found can be corrected before your next fire inspection. For more information or questions concerning Wisconsin Fire Codes or Local Ordinances, please contact the Village of Salem Lakes Fire/ Rescue.