



The items listed below are examples of what the inspector may look at during your annual inspection. This list does not include all items they may inspect but will provide a food framework for you to prepare for the inspection. Upon the end of the inspection, the inspector will provide the responsible party with a complete inspection report.

- **Exterior of building/suite**

- Address/Suite numbers are clearly visible from the street
- Correct keys in Knox Box
- Fire Department Access- No parking lanes and signage maintained
- Fire Hydrants- accessible, visible and operational
- Fire Department Connection- accessible and visible with proper signage
- Outside utilities (gas/electric meter) are labeled in multi-tenant buildings
- All applicable reports uploaded to www.thecomplianceengine.com by third party vendors.

- **Interior of building/suite**

- Exit Signs are functional, clear and unobstructed
- Emergency Lights- functioning properly
- Fire Extinguisher- Current annual inspection yellow tag on appropriate fire extinguishers
- Fire Sprinkler System- Current annual inspection green tag on sprinkler riser (if responsible)
- Fire Alarm is functional with annual test report available (if responsible)
- Kitchen Hood - cleaned, maintained and operational
- Kitchen Hood Suppression System- Current bi-annual inspection tag on kitchen hood suppression system
- Exits and Exit Access is clear and accessible
- Exit Doors are functional and have correct hardware
- Doors Signage: on the following rooms- Fire Alarm Control Panel (FACP), fire sprinkler/riser, electrical/mechanical
- Electrical/Mechanical/Sprinkler Riser rooms- clear of combustible storage
- Electrical Panel- all circuits labeled, no openings in panel
- Electrical switches, outlets and junction boxes with proper cover plates installed
- Extension cords are not used for permanent wiring, for temporary use only and not used on permanent basis for a permanent power source
- Power strips are for electronics only and cannot be linked together
- Proper storage of flammable or combustible liquids
- General Housekeeping- aisle widths maintained
- Any other obvious potential fire hazards for occupants or firefighters
- All applicable reports uploaded to www.thecomplianceengine.com by third party vendors.