



Sumter Fire Department

315 N. Lafayette Dr.
Sumter, SC 29150
(803)436-2600



SELF-INSPECTION WORKSHEET

Exits/Mean of Egress

- | | | | |
|--|-----|----|-----|
| 1. Are exits pathways and exit doors easily recognizable, unobstructed and unlocked when building is occupied? | YES | NO | N/A |
| 2. Are all exit signs illuminated and emergency lighting systems working properly? | YES | NO | N/A |
| 3. Are all exits or fire doors in good repair and do they close or latch properly? | YES | NO | N/A |
| 4. Does panic hardware operate properly? | YES | NO | N/A |

Building Exterior

- | | | | |
|--|-----|----|-----|
| 1. Is the address visible from the street and minimum 4" numbers used? | YES | NO | N/A |
| 2. Is the fire lane clear and unobstructed for emergency vehicle access? | YES | NO | N/A |

Building Maintenance

- | | | | |
|--|-----|----|-----|
| 1. Are ceiling tiles in place and in good condition? | YES | NO | N/A |
| 2. Are all holes in the floors, walls and ceilings patched correctly? | YES | NO | N/A |
| 3. Are stairways and areas under open stairs kept free of all storage? | YES | NO | N/A |

Electrical

- | | | | |
|--|-----|----|-----|
| 1. Is there a 36" clearance in front of all electrical panels? | YES | NO | N/A |
| 2. Are all spaces in the electrical panel labeled and filled with breakers or filler blanks? | YES | NO | N/A |
| 3. Are all covers for electrical junction boxes, outlets and light switches in place? | YES | NO | N/A |
| 4. Are there extension cord used as a permanent power source? | YES | NO | N/A |
| 5. Are extension cords plugged directly into wall outlets and not into other cords? | YES | NO | N/A |

Storage

- | | | | |
|---|-----|----|-----|
| 1. Is the storage of combustible material neat and orderly? | YES | NO | N/A |
| 2. Is all storage at least 2' from the ceiling? | YES | NO | N/A |

Fire Protection Systems (if applicable)

- | | | | |
|---|-----|----|-----|
| 1. Is the fire alarm system control panel in the "Normal" operation mode? | YES | NO | N/A |
| 2. Has the fire alarm system been tested in the last 12 months by a certified alarm company? | YES | NO | N/A |
| 3. Are the control valves for the sprinkler system in the "Open" position? | YES | NO | N/A |
| 4. Has the sprinkler system been inspected/tested in the last 12 months by a certified sprinkler company? | YES | NO | N/A |
| 5. Is the kitchen hood and exhaust system cleaned on a regular basis? | YES | NO | N/A |

- | | | | |
|--|-----|----|-----|
| 6. Has the kitchen hood extinguishing system been tested and inspected in the last 6 months by a certified contractor? | YES | NO | N/A |
| 7. Are smoke alarms provided in every room where people sleep?..... | YES | NO | N/A |
| 8. Are the smoke alarms checked regularly for proper function? | YES | NO | N/A |

Fire Extinguishers

- | | | | |
|---|-----|----|-----|
| 1. Are fire extinguishers mounted in a highly visible & accessible location and not obstructed from view? | YES | NO | N/A |
| 2. Are fire extinguishers tagged and inspected by a licensed extinguisher company in the last 12 months? | YES | NO | N/A |
| 3. Are all employees familiar with the location and proper use of the fire extinguishers? | YES | NO | N/A |

Miscellaneous

- | | | | |
|--|-----|----|-----|
| 1. Are all electrical, mechanical, elevator, sprinkler riser rooms labeled and easily identifiable? | YES | NO | N/A |
| 2. Are all compressed gas cylinders secured to prevent falling? | YES | NO | N/A |
| 3. Are all combustible and flammable liquids stored in approved containers? | YES | NO | N/A |
| 4. Are all lint traps on clothes dryers cleaned daily to avoid build up? | YES | NO | N/A |
| 5. If you have a generator to provide emergency power to your building, has it been serviced and tested by a qualified contractor in the last 12 months? | YES | NO | N/A |