



FIRE DEPARTMENT

Fire Prevention Division

623 SW D Ave.

Lawton, OK 73501

(580) 581-3299

Fire and Life Safety Checklist

Please have these items addressed before scheduling the fire and life safety inspection.

Your business might not have all these items, just address the ones that are applicable to your business.

OUTSIDE:

- Address numbers must be clearly posted and located on the street side.
- Fire Lanes shall remain clear at all times.
- Fire Lanes shall be properly and clearly marked.
- Accumulation of weeds, vegetation, etc. is not allowed.
- 3-foot clearance in all directions shall be maintained and clear from all obstructions of a fire hydrant.
- Knox box if required shall be installed and provided, the proper key must be in the Knox box.

ELECTRICAL:

- Service Panel/Electrical Panel must have 36" clearance at all times.
- Electrical Panel/Junction Boxes must remain closed or covered at all times.
- Electric Panel must be clearly marked to identify each breaker.
- Cover plates must be installed on all outlets and switches.
- Multi-plug adaptors and power strips must be *listed* in accordance with UL 1363 and have over current protection.
- Extension cords not permitted as permanent wiring.
- Electric motors shall be free from accumulations of oil, dirt, waste and debris
- Illumination shall be provided for service equipment areas, electrical panels, and control centers.

LIFE SAFETY:

- Exit Lighting shall be illuminated at all times.
- Emergency lighting must be provided inside and outside and properly illuminate the area during power loss.
- Exit doors shall remain in working order, stay unblocked, and remain unlocked at all times the building is occupied.
- Exit hardware must be in working order and approved by the Fire Marshal.
- Where required Panic or fire exit hardware installed and in working order.
- Exit access and aisles must remain clear at all times.
- Exit doors shall swing in direction of egress on rooms or areas containing more than 50 persons.

FIRE SEPERATION:

- Fire doors shall be in working order and not blocked in the open position at any time.
- Openings in firewalls shall be covered by the approved method designed by the listed wall.
- Suspended ceiling tiles shall be in place and in good condition.
- Stairwell doors must be in working order and not blocked in the open position at any time.

HVAC/ HEATING/ COOKING EQUIPMENT

- Mechanical room/equipment free from storage of combustibles and waste materials
- Portable Heaters must be listed and have a working tip-over automatic shut off.
- Portable Heaters shall be located at a minimum of 36" from all combustible materials.
- Commercial cooking equipment and Hood system ducts shall be free of grease and be cleaned regularly.

FIRE PROTECTION SYSTEMS:

- Fire Alarm system shall be maintained and inspected annually by a service company.
- Fire Sprinkler system/Fire Pump shall be maintained and inspected annually by a service company.
- Sprinkler heads that are damaged or have paint on them are to be replaced.
- Commercial cooking extinguishing systems shall be maintained and inspected every 6 months unless otherwise noted by the AHJ.
- Fire Extinguishers shall be maintained and inspected annually by a service company.
- Fire Extinguishers are to be correctly mounted to the wall.
- FDC is correctly marked.

GENERAL:

- Improper storage of combustibles i.e. Mechanical/Sprinkler rooms.
- Compressed Cylinders secure from tipping.
- Occupant Sign Posted
- No accumulation of rubbish/brush.
- Proper placards posted if needed.
- MSDS paperwork available upon request.
- Fire Evacuation Plan available upon request.

Please reach out to our office if you have any questions.

Keep in mind that this checklist does not reflect all of the possible violations that may still be identified during your inspection.