



CUMBERLAND FIRE DEPARTMENT

Bureau of Fire Prevention

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BUILDING OWNER FIRE SAFETY SELF-INSPECTION CHECKLIST

Exit/Means of Egress

Pass Fail

- Exit doors unlocked/unobstructed.
- Exit access is unobstructed.
- Exterior of exit doors are clear.
- Exit doors are operable
- Enclosed exit stairs clear and free of storage.
- Exit lights are operable.
- No added surface bolts/latches/locks on exit doors.
- Exit doors readily distinguishable as such, with no mirrors or other covering over doors.

Fire Protection Systems

- Fire alarm not in active, trouble, or supervisory mode (if so contact fire alarm company).
- Fire alarms, fire sprinklers, and suppression systems are inspected and tested according to their required frequency.
- Sprinkler connection (FDC) is unobstructed, accessible, and properly marked.
- FDC caps in place and FDC couplings freely spin.
- Sprinkler heads are unobstructed with no storage within 18 in. (36 in. for ESFR and Large Drop fire sprinklers).
- Sprinkler heads are free of paint, corrosion, or other debris and have proper fitting escutcheons.
- Sprinkler valve rooms are accessible and free of storage, and their location is identified.
- Fire alarm devices (pull stations, control panels, etc.) are accessible.
- Local fire alarm systems have the pull stations labeled, notifying occupants of such and instructing them to call 911.
- Fire Alarm Control Unit (fire alarm panel) accessible and location identified.
- Fire Alarm Control Unit has a 24-hour contact information sticker for fire alarm company.
- Fire alarm system horns and strobes are not obstructed
- Kitchen hood suppression inspected according to frequency.
- Kitchen hood suppression system remote pull is accessible.
- Kitchen hood vent system inspected and cleaned at required intervals.
- Kitchens have a Class K extinguisher.
- Fire extinguishers are inspected annually, mounted properly, and accessible.
- Travel distance from all portions of the building less than 75' to a fire extinguisher.

Fire Protection Assemblies

Pass Fail

- Fire doors are operable by self-closing and latching.
- Fire doors are not wedged and propped open.
- Roll down fire doors drop tested by outside an agency each year.
- Fire-rated walls, floor, and ceiling construction not breached.

Hazardous Materials

- No open containers of flammable or combustible liquids.
- Safety Data Sheets (SDS) are on site (hard copy or electronic version must be available).
- Compressed gas cylinders secured upright.

Electrical

- Emergency lights tested annually.
- Emergency generator is fully tested annually.
- Extension cords not used in place of permanent wiring.
- Outlet/switch/electrical covers in place.
- Covers for junction boxes, panels, etc. are in place.
- Electrical rooms are identified as such.
- Electrical circuits properly labeled for each circuit.

Housekeeping

- No accumulation of combustible waste.
- Electrical, mechanical, and boiler rooms are accessible and free of storage.
- 3-foot clearance maintained around electrical panels.
- Electrical equipment and motors free of debris and build-up (i.e. sawdust, lint, etc.).

Miscellaneous

- Street address numbers posted and clearly visible.
- No combustible decorative material in exit corridors or assembly occupancies.
- Privately-owned fire hydrants accessible.
- LPG gas tanks, gas meters subjected to vehicle traffic protection from damage.
- Access road(s) unobstructed.
- If the building is equipped with a fire alarm, a CFD Knox Box is installed and updated with proper keys for access to all areas of the building and the fire alarm control unit.

This list is meant to provide property owners with the opportunity to pre-inspect their property prior to the Fire Department Inspectors conducting an on-site visit. This list is not all-inclusive of what inspectors will be checking.

R.I. Gen. Laws § 23-28.2-14

The following categories of violation of the Fire Safety Code are considered criminal violations of the Fire Safety Code and can be subject to the issuance of citations by the Rhode Island State Fire Marshal's Office:

1. Impediments to Egress:
 - a. Exit doors locked so as to prevent egress.
 - b. Blocked means of egress (other than locking and includes any portion of the exit access, exit or exit discharge).
 - c. Marking of exits or the routes to exits has become obstructed and is not clearly visible.
 - d. Artificial lighting needed for orderly evacuation is not functioning properly (this section does not include emergency lighting).
2. Maintenance:
 - a. Required devices, equipment, system, condition, arrangement, or other features not continuously maintained.
 - b. Equipment requiring periodic testing or operation, to ensure its maintenance, is not being tested or operated.
 - c. Owner of building where a fire alarm system is installed has not provided written evidence that there is a testing and maintenance program in force providing for periodic testing of the system.
 - d. Twenty-four-hour emergency telephone number of building owner or owner's representative is not posted at the fire alarm control unit or the posted number is not current.
3. Fire Department Access and Water Supply:
 - a. The required width or length of a previously approved fire department access road (fire lane) is obstructed by parked vehicles or other impediments.
 - b. Fire department access to fire hydrants or other approved water supplies is blocked or impeded.
4. Fire Protection Systems:
 - a. Obstructions are placed or kept near fire department inlet connections or fire protection system control valves preventing them from being either visible or accessible.
 - b. The owner, designated agent, or occupant of the property has not had required fire extinguishers inspected, maintained, or recharged.
5. Admissions supervised:
 - a. Persons responsible for supervising admissions to places of assembly, and/or any sub-classifications thereof, have allowed admissions in excess of the maximum occupancy posted by the State Fire Marshal or his or her designee.

The terms used in the above categories of violation are defined in the definition sections of NFPA 1 and NFPA 101 as adopted pursuant to § 23-28.1-2.