

**Westchester County
Department of Parks, Recreation and Conservation**

Annual Fire Prevention Checklist

YES	NO	N/A	Fire Prevention Checklist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1- Is there at least one fire extinguisher within 75 feet travel distance from anywhere in the business? Ensuring that you and your employees have to travel no more than 75 feet to get to a location of a fire extinguisher ensures that the extinguisher can be quickly accessed.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2- Is the fire extinguisher mounted in a visible and accessible location? Ensuring that a fire extinguisher(s) is mounted visibly saves confusion in an emergency. Also, the fire extinguisher should be mounted near an exit so if you decide not to attempt to extinguish the fire, you can quickly exit the building. Extinguishers having a gross weight not exceeding 40lb shall be installed so that the top of the fire extinguisher is not more than 5 feet above the floor. Extinguishers having a gross weight greater than 40 lb shall be installed that the top of the fire extinguisher is more than 3 ½ ft above the floor. In no case shall the clearance between the bottom of the extinguisher and the floor be less than 4 in.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3- Is the fire extinguisher classification 2A 10BC or greater? (Size can be found on the extinguisher label) The fire extinguisher must be a minimum size rating of 2A- 10BC dry chemical-type fire extinguisher to ensure that it is the proper size to put out a fire, should you have one.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4- Have the fire extinguisher(s) been serviced in the last year? Fire extinguisher(s) in a commercial structure must be inspected by a fire extinguisher company annually to ensure that they are in working order.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5- Is there only one thumb turn or key lock on each exit door? (No slide bolts are allowed to be on the exit doors) Only one locking device is allowed on exit doors, and must require one action to open. This assures that in an emergency, the exit doors work and allows the people in the structure to exit without delay.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6- If the exit door has a keyed lock, do the required exit door(s) have a sign that reads, "This Door to Remain Unlocked During Business Hours"? The signage needs to be affixed on all keyed exit doors to ensure that they remain unlocked at all times when the building is occupied
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7- Are all exits identified with EXIT signs? Exit signs direct occupants to the required exits and, when required, should be illuminated at all times and have a battery back up to provide operation during a power outage. All bulbs in the light shall be working. Replace any burnt out bulbs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8- Is the exit(s) clear of obstructions so during an emergency, people can exit quickly and safely? A path, equal to the width of the exit door, must remain clear and unobstructed at all times to allow persons in the building unrestricted exit.

YES NO N/A

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- ☒ ☐ ☐ **9- Do the electrical panels have a 30-inch clearance in front for easy access?**
A 30 inch clear area needs to be maintained around electrical panels at all times so maintenance can be safely performed. The doors to the electrical panels should remain closed to minimize the chance of sparks being thrown on stored materials in the event of an electrical failure
- ☒ ☐ ☐ **10- Are the electrical panels properly marked to show all circuit breakers that provide power to all emergency lights and exit signs?**
Properly marked breakers will allow you to test emergency lights and exit signs periodically to ensure they will function correctly in the case of an emergency.
- ☒ ☐ ☐ **11- Are all stored materials stacked so they are at least two feet away below the ceiling?**
Storage should be kept in an orderly manner and with at least two feet of clearance to the ceiling for buildings that are not equipped with an automatic sprinkler system. Eighteen inches of clearance is needed in buildings that do have an automatic sprinkler system. These clearances serve two important purposes: 1) They allow an area for smoke to collect in the event of a fire, giving persons in the building adequate time to exit, and 2) They provide a clear area so the spray pattern of sprinkler heads is not blocked allowing the sprinkler system to function properly.
- ☒ ☐ ☐ **12- If you have emergency lighting, does it work?**
Emergency lighting provides occupants the light needed to see the exit in an emergency. The lighting should be checked monthly to ensure that it is working properly.
- ☒ ☐ ☐ **13- Are the areas outside the building free of weeds, debris and trash?**
Keeping the area outside and around the building clear of high grass, weeds, trash, and or debris reduces the fire risk around the outside of your building and provides easy visibility for police offices patrolling the area.
- ☒ ☐ ☐ **14- Are all extension cords used only for temporary wiring?**
Extension cords used for temporary wiring should be a good quality and listed for the appliance for which they are being used. This minimizes the risk of the extension cord overheating and potentially causing a fire.
- ☒ ☐ ☐ **15- Do the electrical receptacles have no more than two items plugged into them?**
Electrical outlets should have no more than one item plugged into them, which may include one multi plug outlet power strip with a circuit breaker for each 2 plugs in the outlet. Following this practice minimizes the chance of circuit overload.
- ☒ ☐ ☐ **16- Are all electrical appliances cords in good shape?**
You can minimize the risk of electrical shock and fire by simply inspecting all appliance cords periodically for signs of fraying or damage, and replacing a cord if needed.
- ☒ ☐ ☐ **17- Are all electrical boxes, switches and outlets equipped with cover to protect the user from shock?**
All electrical outlets must be equipped with a cover plate which protects the employee and customers in your building from dangers of electrical shock and prevents sparks from exiting the outlet junction box in the event of an electrical failure.

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- ☒ ☐ ☐ **18- Are all garbage containers at least 5 feet away from combustible walls, combustible roofs, windows or door openings?**
Your trash cans should be kept a minimum of 5 feet away from exterior walls and roofing overhangs. They should not be stored in the paths of the exits. This minimizes the risk of your building catching on fire in the event of a fire in the trash can. It also ensures that exits are not blocked.
- ☒ ☐ ☐ **19- Are there less than 5 gallons of flammable or combustible liquid being stored on site?**
Small quantities of flammable or combustible liquids must be stored in approved and safety containers that are designed for the type of liquid being stored. Safety containers provide protection from damage and leakage of the materials as well as leakage of vapors.
- ☒ ☐ ☐ **20- If quantities of more than 5 gallons are being stored, are they in noncombustible cabinets or safety cans?**
It is advised that you not store any flammables or combustibles materials in your building but if you choose to do so, smaller quantities must be stored in approved and rated flammable liquid containers or cabinets. If you store larger quantities, fire rated construction requirements for your building are required.
- ☐ ☐ ☒ **21- If you have a sprinkler system in your building, has it been tested and serviced within the past 12 months?**
Your sprinkler system must be checked annually by a licensed fire sprinkler company to ensure that the system is in working order. **This report is to be supplied at time of inspection**
- ☒ ☐ ☐ **22- If your building has a fire alarm system, has it been tested and serviced within the last 12 months?**
Your fire alarm must be checked annually by a licensed fire alarm company to ensure that the system is in working order. **This report is to be supplied at time of inspection.**
- ☐ ☐ ☒ **23- If your building has stand alone smoke alarm(s), have they been checked and tested within the last 30 days?**
Section PM704.2 Smoke alarms; Single or multiple station smoke alarms shall be installed and maintained in Groups R-2, R-3 and R-4 regardless of occupants load at all of the following locations: 1) On the ceiling outside of each sleeping area in the vicinity of bedrooms. 2) In each room used for sleeping purposes. 3) In each story within dwelling unit, including basements and cellars, but not including crawl spaces and uninhabitable attics.
- ☐ ☐ ☒ **24- Have the batteries in your smoke alarms been replaced twice annually? (Change batteries when you change your clocks)**
Always turn off power to the alarm circuit (if applicable) before replacing the battery. Replace battery(s) at least once annually or immediately when the low battery chirp sounds once a minute.

YES No N/A

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- ☐ ☐ ☒ **25- If your building has stand alone carbon monoxide alarm(s), have they been checked and tested within the last 30 days?**
Section 1225.2 Carbon monoxide alarms; Single or multiple station carbon monoxide alarms shall be installed and maintained in all single, multiple and building dwellings at all the following locations: 1) On the ceilings outside of each sleeping area in the vicinity of bedrooms. 2) All facilities that have carbon monoxide producing equipment such as: any structure that uses propane, natural gas, heating oil of any grade, wood, or any type of combustible materials for any primary or supplemental heat source must have a CO alarm(s) installed.
- ☐ ☐ ☒ **26- Have the batteries in your carbon monoxide alarms been replaced twice annually? (Change batteries when you change your clocks)**
Always turn off power to the alarm circuit (if applicable) before replacing the battery. Replace battery(s) at least once annually or immediately when the low battery chirp sounds once a minute.
- ☒ ☐ ☐ **27- Is the area around the furnace, water heater or any other heat producing appliance clear of combustible materials?**
Keeping a minimum 36 inch clear area around any heat producing appliance minimizes the chance of it igniting combustible materials due to the radiant heat the appliance produces.
- ☒ ☐ ☐ **28- If your building has a cooking equipment exhaust hood, has the hood been cleaned within the last 12 months?**
Proper cleaning of the vent hood at least once a year minimizes the chance of fire that could result from excessive grease build up.
- ☒ ☐ ☐ **29- If your cooking equipment exhaust hood has a fire suppression system, has it been service in the last 6 months?**
Proper maintenance of the hood suppression system must be performed every six months by a company licensed to service the system. **The last 2 reports are to be supplied at the time of inspection.**
- ☒ ☐ ☐ **30- Are exhaust fans free of dust, grease and/ or fat build up?**
There are a number of instances where ceiling fans and bathroom heater/light/fan combinations have failed and in some instances caught fire. The build up of dust, grease and fat can lead to air flow through the unit being restricted. This can result in increased operating temperatures and eventually a fire could be the result.
- ☐ ☐ ☒ **31- Are there any missing or damaged ceiling tiles in the building?**
Missing damaged and/or dislodged ceiling tiles negatively affects the integrity of the fire safety system in the building. Replace any damaged tiles and fix any dislodged tiles.
- ☒ ☐ ☐ **32- Does the fire department have an up to date copy of all emergency contacts?**
If the Fire Department does not have valid contact information, please fill out an Emergency Contact Form and either fax it to the Fire department or provide it to the Inspector at the time of inspection.

Facility: Croton Point Park	Building: Mess hall
Inspectors Name: Doug Falcone (please print)	
Inspectors Signature: Doug Falcone	
Date: 3-31-2023	

