



City of Hopewell Fire & Rescue



Fire Marshal's Office

200 S. Hopewell St Hopewell, VA 23860

Phone: 804-541-2290

BUSINESS PRE-FIRE INSPECTION CHECKLIST

ACCESS & PREMISES	YES	NO	N/A
Address numbers for the building are clearly visible from the street			
Exterior fire department access is unobstructed			
Storage shall be neat and orderly			
There is 3 FT. clearance maintained around fire hydrants			

Egress (Exiting)	YES	NO	N/A
Exit ways & doors are easily recognizable, unobstructed, & maintained			
Exit doors are unlocked & operable from inside w/o the use of a key or any special knowledge or effort			
If exit signs are required, are they maintained illuminated or self-luminous			
Does the backup batter work? (Press the test button, the exit sign should stay illuminated under battery power)			
If emergency lighting is provided, is it maintained in operable condition			
The means of egress is illuminated when the building or structure is occupied			

Manual/Portable Fire Extinguisher	YES	NO	N/A
Shall be visible, unobstructed, & accessible			
Shall be inspected & tested annually			
Shall be mounted or in extinguisher cabinets			
Required fire extinguisher minimum size 2:A-10:BC			

Electrical	YES	NO	N/A
All electrical outlets, switches, & junction boxes are properly covered with cover plates			
Circuit breakers/fuses are labeled so as to identify the area protected			
36" clearance is maintained in front of & around the electrical panel			
Extension cords shall not be used as permanent wiring			
If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker & is the power tap plugged directly into a permanently installed receptacle?			
Multiplug adaptors, such as cube adaptors, infused plug strip, or any device not complying with NFPA 70 shall be prohibited			
Space heater(s) shall not be operated within 3 FT. of combustible material & shall be plugged directly into a permanently installed receptacle			

Flammable/Combustible Liquids & Gases	YES	NO	N/A
Proper storage & containers shall be utilized			
Containers shall have appropriate warning(s)			
Storage protected from sources of ignition			
Covers & caps shall be tightly in place			
Compressed cylinders shall be properly stored and secured			
Compressed gas shall have appropriate warning(s)			

Cooking Operations	YES	NO	N/A
Hood suppression system maintained & operable			
Hoods, ducts, & filters shall be free of grease & dust			
Hood suppression systems shall be inspected every 6 months			
Required class K extinguisher(s) shall be within 30 FT of the cooking medium			

Sprinklers/Standpipe Equipment	YES	NO	N/A
Water supply valve shall be open/sealed			
Sprinkler heads shall have proper clearance & unpainted			
Standpipe valves shall be accessible & free of defects			
FD connection shall be unobstructed & free of defects			
Fire pumps shall be maintained & operable			
Label sprinkler & alarm equipment doors/room			
Periodic testing shall be documented & current			

Alarm Equipment	YES	NO	N/A
System shall be on & operable			
Detectors & signaling devices shall be free of defects			
Periodic testing shall be documented & current			

Note: This checklist is not all inclusive, and serves to provide general guidance for assistance in maintaining your business within city and state fire prevention code standards. Please refer to the 2015 State Fire Prevention Code and Chapter 15 Article II of the City of Hopewell Ordinance's for further guidance. Please feel free to contact the Hopewell Fire & Rescue Fire Marshal's Office for assistance at (804)541-2290.