



**EAST LAKE TARPON
SPECIAL FIRE CONTROL DISTRICT**
3375 Tarpon Lake Blvd.
Palm Harbor, FL 34685
727-784-8668 fax: 727-474-5830
www.elfr.org

**BOARD OF
FIRE COMMISSIONERS**
Randy Burr
Jim Dalrymple
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Self-Fire Inspection Form

Occupancy name:			
Address:			
Occupancy phone:			
Email:			
After hours emergency contact 1:			
Phone number emergency contact 1:			
After hours emergency contact 2:			
Phone number emergency contact 2:			
<p>All businesses are encouraged to complete and submit this inspection form. Please complete all the questions on the form. Walk through your occupancy to ensure the safety requirements on the checklist are fulfilled. If an item complies, check the “YES” box. If an item is non-compliant, either remedy the problem before submitting this form or check the “NO” box and we will follow up in ensuring the hazard is corrected. If an item does not apply, check the “N/A” box.</p> <p>When completed, please electronically sign, date, and email the completed document to jletzring@elfr.org or print the document and drop off at 3375 Tarpon Lake Blvd Palm Harbor, FL 34685.</p> <p>The self-inspection list is intended to cover the most common items/hazards we encounter while performing fire inspections in low hazard occupancies. It is not intended to replace the Florida Fire Prevention Code requirements not addressed on the form. If you have specific code related question not addressed on this form, please call 727.784.8668 ext-205.</p>			
<u>ACCESS & PREMISES</u>	YES	NO	N/A
Are address numbers for the building clearly visible from the street?			
Is exterior fire department access unobstructed?			
Is combustible vegetation removed to not create a fire hazard?			
Is there maintained a minimum 3' clearance around fire hydrants?			
If your business has a Knox key box, are the keys up to date?			

<u>EGRESS</u>	YES	NO	N/A
Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?			
If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS".			
Are the other required exit doors readily openable from the inside without the use of a key or special knowledge or effort?			
Are the exits and exit enclosures free from the storage of combustibile materials?			
Are doors with self-closing hinges maintained in the closed position (<i>not blocked open</i>)?			
Are the exit ways and doors easily recognizable, unobstructed, and maintained functional?			
If the main exit door is provided with key-locking hardware as allowed by code, is there a sign above the door that states "THIS DOOR MUST REMAIN UNLOCKED DURING BUSINESS HOURS".			
<u>ELECTRICAL</u>	YES	NO	N/A
Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?			
Are circuit breakers/fuses labeled to identify the area protected?			
Is the area maintained clear at least 30" in front of electrical panel(s)?			
Are extension cords used only for temporary use?			
Are extension cord(s) of heavy-duty construction, maintained in good condition, and only used as temporary wiring, or to service small portable appliances?			
Are extension cord(s) grounded when serving grounded appliances?			
Are extension cord(s) plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cord(s), serve only 1 portable appliance?			
Is the ampacity of the extension cord(s) greater than the rated capacity of the portable appliance supplied by the cord(s)?			
If multiple items need to be plugged in, is a power tap utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			

Are all electrical outlets, switches and junction boxes properly covered with cover plates and is the electrical system safe from any apparent shock and/or other electrical hazards?			
<u>EMERGENCY LIGHTING</u>	YES	NO	N/A
If emergency lighting is provided, is it maintained operable condition?			
Is the means of egress illuminated when the building or structure is occupied?			
If emergency lighting is provided, is it maintained operable condition?			
<u>EXIT SIGNS</u>	YES	NO	N/A
If exit signs are required, are they maintained illuminated or self-luminous?			
Does the backup-battery work (<i>push the test button and the exit sign should illuminate under battery power</i>)?			
If exit signs are required, are they maintained illuminated or self-luminous?			
<u>FIRE ALARM SYSTEM</u>	YES	NO	N/A
If the building is equipped with a fire alarm system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?			
<u>FIRE DRILLS</u>	YES	NO	N/A
If fire drills are required, are they conducted successfully at varying times and under varying conditions and are records maintained on the premises? (<i>Assembly occupancies-quarterly for employees only, Educational occupancies-monthly complete evacuation, Institutional occupancies-quarterly for each shift for staff only, Hotels/Apartment houses/Congregate residences with >10 occupants-quarterly each shift for staff only</i>)			
If required, are Evacuation Plans posted?			
If required, do you have Fire Safety Plans?			
<u>FIRE EXTINGUISHERS</u>	YES	NO	N/A
Is there access to fire extinguisher(s) rated minimum 2A-10BC?			

Is the travel distance from all portions of the building less than 75' to a fire extinguisher?			
Are all fire extinguishers visible and accessible (<i>not blocked</i>)?			
Have all fire extinguishers been serviced and tagged by a licensed fire extinguisher service company within the last twelve (12) months?			
Are the fire extinguisher(s) properly mounted? (<i>Proper locations-near exit doors where possible, not exceeding maximum travel distance, properly mounted maximum 5' high if <40 lbs., maximum 3 ½' high if >40 lbs. In all cases, minimum 4" above the ground</i>).			
<u>FIRE/SMOKE SEPARATIONS</u>	YES	NO	N/A
Are the fire/smoke separations (<i>automatic smoke doors, fire doors, firewalls, etc.</i>) maintained and in working condition?			
<u>FIRE SUPPRESSION SYSTEMS</u>	YES	NO	N/A
Is the top of storage maintaining a minimum 18" below head deflectors in fire-sprinklered areas?			
If the building is equipped with a fire suppression (sprinkler) system, has the required test/service been performed by a licensed contractor within the last twelve (12) months?			
In commercial cooking applications, has the hood suppression system been serviced in the last six (6) months and is the hood cleaned at intervals to prevent the accumulation of grease?			
<u>HEAT PRODUCING APPLIANCES</u>	YES	NO	N/A
If portable electric heaters are used, are they used safely? Also, are they plugged directly into wall outlets and kept a minimum of 3' away from combustibles? (<i>Open flame unvented heaters are prohibited for use in a commercial occupancy</i>).			
Is the clearance between ignition sources, such as light fixtures, heaters, and flame producing devices, and combustible storage maintained in an approved manner?			
<u>HOUSEKEEPING</u>	YES	NO	N/A
Is combustible rubbish that is stored in containers outside of vaults or rooms removed from the building a minimum of once each working day?			
Are oily rags or similar materials stored in metal, metal-lined or other approved containers equipped with tight-fitting covers?			
Are combustible decorations flame retardant?			

<u>MECHANICAL HAZARDS</u>	YES	NO	N/A
Is the venting for exhaust products of combustion intact for gas appliances (<i>like water heaters, furnaces, etc.</i>)?			
Are safe clearances maintained between gas fired appliances (<i>such as water heaters, furnaces, etc.</i>) and combustible materials?			
<u>SMOKE DETECTION</u>	YES	NO	N/A
In rental houses, apartments, lodging houses and hotels, are smoke detector(s) installed either hard-wired with a “hush” feature or 10-year battery powered with a “hush” feature (<i>ionization detectors only, addressable fire alarm systems exempt</i>)			
If smoke detection is required in common areas such as corridors or part of the fire alarm system, have they been tested in the last year by a qualified service company?			
<u>STORAGE OF COMBUSTIBLES</u>	YES	NO	N/A
Is the storage of combustible materials neat, orderly and piled no higher than two (2) feet below the ceiling?			
Are equipment rooms, mechanical rooms, electrical rooms, and areas under open stairways maintained clear of combustible material storage?			
Are all combustibles storage at least three (3) feet away from gas fired appliances (<i>water heaters, furnaces, etc.</i>)?			
Are dumpsters that are 1.5 cubic yards or more not stored inside the building and placed more than 5’ from combustible walls, openings or combustible roof eave lines?			
<u>STORAGE OF COMPRESSED GAS</u>	YES	NO	N/A
If you have compressed gas containers (<i>such as co2, helium, etc.</i>) are they chained to prevent falling?			
<u>STORAGE OF FLAMMABLE & COMBUSTIBLE LIQUIDS</u>	YES	NO	N/A
Are quantities in excess of 10 gallons of flammable and combustible liquids used for maintenance purposes and the operation of equipment stored in liquid storage cabinets?			

1. No Misrepresentations, False Statements, Inaccurate Information. You hereby represent to the East Lake Tarpon Special Fire Control District that you provided information for the completion of your business inspection without intentionally or negligently making false statements or misrepresentations of any kind during the Inspection. Further, you agree to be responsible for any damages or claims made against the East Lake Tarpon Special Fire Control District

that arose from or were caused by you providing false or inaccurate information or making misrepresentations during the course of your Inspection.

2. Indemnity. You agree to indemnify and hold the East Lake Tarpon Special Fire Control District, its officers, employees and agents, harmless from any third party claim or cause of action, including reasonable attorneys' fees and costs, arising, directly or indirectly, out of your access to or use of East Lake Tarpon Special Fire Control District affiliated web sites, e-mails or inspection results in connection with your Inspection, the information contained therein, and the results thereof, or your violation of any law or the rights of any person.

Person Performing the Inspection: _____

Date: _____