



BUREAU OF FIRE PREVENTION

Commercial Business (Residential and Non-Residential)

Fire Safety Checklist for Voluntary Self-Inspections

1. Address numbers shall be visible and legible from the street or road fronting the property.
2. Fire lane, if provided, shall be unobstructed and maintained. Striping shall be easily visible and legible on both sides of fire lane.
3. No obstructions to Fire Protection systems, such as Fire Hydrants, Fire Department Connections (FDC), Standpipes, Riser Rooms, etc.
4. FDC caps are present to protect FDC inlets. If not, Knox locking caps are required (www.knoxbox.com).
5. All fuel-fired appliances & piping/tubing are in safe condition; no storage within 3 ft. of heaters. Gas meters, regulators, and piping exposed to vehicular traffic are protected from damage.
6. Business has a current Certificate of Occupancy and is posted near front entrance. If not, contact Development Services for assistance with obtaining current C.O. at 817-392-2222 or <https://www.fortworthtexas.gov/departments/development-services/permits/certificate-of-occupancy>.
7. All exits, hallways, corridors, etc., used in connection with an exit shall be free from obstructions and/or storage to allow egress of all building occupants at all times. All exit doors shall be unlocked from the egress side and working properly.
8. Exit signs and emergency powered lighting shall be tested/maintained - replace light bulbs as needed.
9. All storage rooms or storage areas shall be clean and orderly. Storage shall be kept a minimum of 2 feet below ceilings in non-sprinklered areas or 18 inches below sprinkler heads throughout. Special sprinklers, like ESFR, require greater distances (minimum 36 inches clear).
10. Flammable/combustible liquids shall be limited in quantity and stored in approved containers/locations. No more than 10 gallons of gasoline is allowed to be stored for maintenance purposes in listed container(s). Listed flammable liquids cabinets are always recommended for flammable liquids/paint storage.
11. Fueled equipment (lawn mowers, weed eaters, etc.) shall not be stored, operated, or repaired inside of buildings, except for exterior storage sheds.
12. Electrical wiring and equipment shall be in safe condition – no open junction boxes or exposed connections. All electrical power wiring shall be installed by state-licensed electrician.
13. Electrical extension cords and flexible cords shall not be used as a substitute for permanent wiring. Multi-plug adapters other than power/surge strips are not allowed.
14. Boiler, mechanical, electrical panel, and elevator equipment rooms shall not be used for the storage of combustible materials.
15. Minimum 3 ft. deep clearance required in front of all electrical panels and around all heating equipment.
16. Maintain all fire walls with no unprotected penetrations, as well as fire doors. Replace any missing ceiling tiles.
17. Rooms containing controls for building systems and services, sprinkler equipment, or other fire detection, suppression, or control elements shall be identified/labeled and have unobstructed access



BUREAU OF FIRE PREVENTION

for the use by the fire department.

18. Portable fire extinguishers are always required (generally one 2A:10B:C for each 3,000 sq. ft., with a maximum travel distance of 75 feet), except apartments are allowed to have one 1A:10B:C extinguisher in each individual dwelling unit if preferred over extinguishers in the hallways/corridors.
19. Fire extinguishers shall be maintained, inspected, and serviced annually with dated service tag by state-licensed extinguishing contractor.
20. Fire alarm system, if installed, shall be operable and have a current BLUE ITM tag on panel door by state-licensed fire alarm contractor.

Smoke and CO alarms: All residential occupancies are required to have smoke alarms installed and maintained – replace batteries/test alarms when the time changes, and replace smoke alarms every 10 years. Carbon monoxide (CO) alarms are required in any residential, daycare, educational (K-12), or hospital occupancy having gas- or fuel-fired appliances or an attached garage and are recommended for all occupancies having these same appliances/attached garage.

21. Kitchen hood extinguishing system, if installed, has been inspected/tagged by state-licensed extinguishing contractor within last six months. Hood shall be clean, and free of grease build-up. There shall be a “K” Class Wet Chemical Extinguisher within 30 feet.
22. Fire sprinkler system, if installed, shall be inspected annually and have a current BLUE ITM tag by state-licensed sprinkler contractor. Verify that sprinkler riser control valves and exterior vault (backflow preventer) control valves are supervised open.
23. All occupancies should have an emergency response/escape plan and practice that plan.

More fire safety tips available at: <https://www.fortworthtexas.gov/departments/fire/education>.

We have a Q&A section on our website that might answer any questions you have at:

<https://www.fortworthtexas.gov/files/assets/public/v/1/qanda-for-bfp.pdf>.

You can always contact us with any questions about any of the above fire safety issues at your business/property by contacting: fireinspections@fortworthtexas.gov.

The Fort Worth Fire Department greatly appreciates your interest and help in fire and life safety!