



Fire Department

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Fire & Life Safety Hazards Checklist

Note: Not all items may be applicable to your property or business as this is a general checklist to encompass all business types.

- **Fire Extinguishers**
 - All fire extinguishers are required to be serviced annually and are to remain in operable condition. (Gauge needle should be in green area).
 - Fire extinguishers should be wall-mounted, clearly visible, along an exit path and placed 3-5 feet from the floor.
- **Fire Sprinkler System**
 - Conduct an annual fire sprinkler inspection.
 - Complete a five-year certification conducted by a licensed fire protection contractor and provide record of certification/inspection to the Fire Department.
 - Maintain at least 18-inches of clearance below all sprinkler heads.
 - Check sprinkler heads for paint, corrosion, or missing escutcheons.
- **Fire Alarm System**
 - Annual test records are required for all fire alarm systems and copies available for inspection.
 - Maintain fire alarm system in operable condition at all times.
 - If a supervisory/trouble/alarm condition is displayed on annunciator panel then notify the alarm company.
- **Kitchen Hood System**
 - Have a licensed fire protection contractor serviced the hood fire suppression systems every 6-months.
 - Inspect that hoods, filters, fans and ducts are cleaned at frequent intervals and verify that they are maintained in a condition free of grease accumulation. (You should have a written record of the cleaning date and the extent of the work.)
 - Commercial kitchens require a fire extinguisher with the required minimum rating of type K.
- **Fire Lanes/Hydrants/Access**
 - Addresses are to be positioned so they are plainly visible and legible from the street and if there are multiple tenants, each suite is labeled.
 - Address/suite numbers should contrast with their background and be at minimum 5" height and .5" stroke width.

- Maintain updated keys in the Fire Department Key Box for emergency access. (If you have changed locks contact the Fire Department for placement of new keys.)
- Private hydrants are to be maintained in working order and tested at regular intervals.
- Designated fire lanes are to be clearly marked and maintained.
- **Exits**
 - Maintain clear/unobstructed exit pathways and doors.
 - Exit doors shall not contain special knowledge hardware, and open towards the path of egress.
 - Maintain illuminated exit signs with backup power where installed.
 - Exit signs & emergency lights are to be illuminated at all times the building is occupied.
- **Electrical**
 - Label circuit breakers and shut off mains as to unit/building served.
 - Extension cords and multiplug devices are for temporary use and should not be plugged into each other.
 - Maintain a minimum 36" clear access to electrical panels and shut off mains.
 - Provide easily visible signage on the door of all enclosed electrical circuit breakers and shut off mains.
 - Provide cover plates for all exposed wiring.
- **Storage/Housekeeping**
 - No storage under stairways unless protected by an automatic sprinkler system.
 - Remove cut/uncut weeds and any dead vegetation.
 - Recycle old mattresses and couches and do not leave them up against walls.
 - Clean lint around dryer base and check that the duct is properly connected and cleaned.
 - Maintain storage 24" below ceiling if building is not sprinklered.
 - Secure compressed gas cylinders.
 - Provide flammable liquids storage cabinet if >10 gallons.
 - Provide seismic strapping/maintain/repair water heaters.
 - Protect/permanently mark gas meters as to units served.
 - Repair/maintain fire rated walls/ceilings/doors.
 - Maintain smoke detectors in an operable condition and make sure they're placed in every bedroom and connecting hallway.

For any questions or assistance please contact the City of San Luis Obispo Fire Department at (805)783-7775 or by email at fdgeneral@slocity.org.