



*Safeguarding lives, property, and the environment through prevention, education, and emergency response.*

## Pre Inspection Self-Check

- Remove obstructions from exit ways, exit doors, aisles/hallways, and stairways
- Exit doors (other than those with panic hardware) should open easily without use of a key or special knowledge or effort
- Repair exit door hardware that is non-operable or difficult to operate
- Remove combustible storage from enclosures, stairways, and ramps
- Replace extension cords with a power strip which includes a reset switch
- Provide cover plates for all junction boxes, light switches, and plug outlets
- Remove exposed wiring or protect in an approved conduit
- Provide a working space of not less than 30 inches in width, 36 inches in depth, and 78 inches in height in front of electrical service equipment. Remove all storage from designated working space
- Remove combustible storage from boiler rooms, mechanical rooms and electrical equipment rooms
- Install or verify installation of existing portable fire extinguisher in approved location
- Verify maintenance or have portable fire extinguishers serviced by a certified service professional
- Provide clear access to portable fire extinguishers
- Reduce storage to 24 inches below ceiling in a non-sprinklered building or 18 inches below ceiling in a sprinklered building
- Remove combustible rubbish and waste material from the premises
- Provide address numbering at a minimum of 4 inches high with a minimum width of 0.5 inches in a position that is plainly legible and visible from the street or road fronting the property
- Secure compressed gas containers, cylinders and tanks
- Verify exit and emergency exit lighting works. Repair or replace if burnt out, broken or inoperable
- Verify service and maintenance of fire protection systems (alarm, sprinkler, hood, etc.). If needed schedule maintenance and testing and submit reports to Deputy Fire Marshal, Jackie Purviance at Bainbridge Island Fire Department - [jpurviance@bifd.org](mailto:jpurviance@bifd.org)