



OAK HARBOR FIRE DEPARTMENT  
 BUREAU OF FIRE PREVENTION  
 855 EAST WHIDBEY AVENUE  
 OAK HARBOR, WASHINGTON 98277  
 (360) 279-4700 • www.oakharbor.org • (360) 279-4707



**FIRE & LIFE SAFETY INSPECTION**

*A service of the Oak Harbor Fire Department to help businesses remain compliant with Fire Prevention Codes adopted by the City of Oak Harbor to save **lives and property***

Business Address \_\_\_\_\_  
 Business Name \_\_\_\_\_ Business Phone \_\_\_\_\_  
 After Hours Contact Name \_\_\_\_\_ After Hours Phone \_\_\_\_\_  
 Printed Name \_\_\_\_\_ Signature \_\_\_\_\_  
 Annual \_\_\_\_\_ New Occupancy \_\_\_\_\_ Special \_\_\_\_\_

**FORM FOR INFORMATION ONLY**

**The circled life safety/code violations(s) need your immediate attention:**

- A. EXITS**
  1. Egress doors shall be readily openable from the egress side.
  2. Unlock all exit doors during business hours.
  3. Fire and smoke barrier doors must remain unobstructed and ready for immediate use.
  4. Ensure exits, aisles, corridors, and stairways are free from obstructions.
  5. Repair or maintain exit doors and hardware.
  6. Remove combustible storage from beneath exit stairs.
  7. Provide exit signs with letters at least 6" high on a contrasting background.
  8. Exit signs must function in emergency/test mode.
- B. EMERGENCY EGRESS LIGHTING**
  9. Provide lighting for exits, aisles, corridors, and stairways.
  10. Ensure lighting unit functions in emergency/test mode.
- C. FIRE EXTINGUISHERS**
  11. Provide fire extinguisher(s) readily available for use.
  12. Post signs for extinguisher(s) not readily visible.
  13. Mount extinguisher, with top no higher than 5' above floor.
  14. Extinguisher(s) are past due for annual service.
- D. FIRE PROTECTION FEATURES AND SYSTEMS**
  15. Provide a current entrance key for Knox Box.
  16. Address numbers must be a minimum 5" high and easily visible from the street.
  17. Fire lane(s) must be accessible and free of obstructions.
  18. Provide access to all fire protection equipment.
  19. Fire Alarm System is past due for annual service.
  20. Sprinkler System is past due for annual service.
  21. Standpipe is past due for five (5) year inspection.
  22. Install approved protective cover(s) on fire department connections.
  23. Kitchen hood suppression system past due for servicing.
  24. Identify Sprinkler Riser Room access with a sign.
  25. Identify Fire Alarm Control Panel room access with a sign.
- E. FIRE/SMOKE PROTECTION FEATURES**
  26. Fire/Smoke barrier construction must be intact.
  27. Keep ceiling tiles in place.
  28. Keep attic and scuttle covers closed.
  29. Artwork in school corridors must be less than 20% of wall area.
  30. Artwork in school classrooms must be < 50% of wall area.
- F. FLAMMABLE LIQUIDS**
  31. Storage in excess of 10 gal. shall be in an approved cabinet.
  32. Storage of flammable liquids must not obstruct egress route.
  33. Use only approved safety cans for portable dispensing.
  34. Discontinue use of Class 1 liquids (i.e. gasoline) for cleaning.
  35. Fueled equipment must be stored in approved structure.
- G. ELECTRICAL**
  36. Discontinue use of extension cords in lieu of permanent wiring.
  37. Replace missing faceplates on outlet boxes.
  38. Wiring must be protected from damage.
  39. Maintain at least 30" clearance in front of electrical panel.
  40. Discontinue use of non-approved multi-plug adapter.
  41. Portable heater must be plugged directly into a wall receptacle.
  42. Major appliance must not be powered by an extension cord.
- H. HOUSEKEEPING**
  43. Oily rags must be stored in approved container.
  44. Provide approved waste containers for combustible waste.
  45. Arrange storage in orderly manner to provide egress and fire department access.
  46. Combustible materials must be separated/shielded from heat source.
  47. Reduce storage height to a minimum of 24" below ceiling in non-sprinkled room.
  48. Remove storage within 18" directly below sprinkler head.
  49. Boiler, mechanical and electrical panel rooms shall not be used for storage
  50. Chain all compressed gas cylinders in upright position and provide protective caps.

**REMARKS**

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Inspector – Printed Name \_\_\_\_\_ Inspector – Signature \_\_\_\_\_ Date \_\_\_\_\_

REINSPECTION DATE \_\_\_\_\_ Inspector's Contact Information \_\_\_\_\_

## Fire & Life Safety Inspections for Commercial Buildings

### Explanation of Common Code Violations noted by Fire Inspection

1. Exit doors must be free to open without delay in the event of an emergency.
2. Locked exit doors make it impossible for occupants to escape safely and quickly.
3. Clear exit access is essential to prevent panic or accidental falling of occupants during evacuation.
4. Well maintained exit doors and panic hardware provide safe and easy egress from a building.
5. Items stored beneath stairs present a fire risk that can endanger persons using that escape route.
6. Clearly identified exits enable persons to quickly and safely leave the building in an emergency.
7. Exit signs and emergency illumination are essential during evacuation. The exit sign will indicate to occupants the correct door to reach safety.
8. Well lighted exit ways prevent panic and provide safer egress for occupants.
9. Extinguishers provided need to be appropriate to the type of hazard.
10. Extinguishers must be easily within reach of all occupants, but not where they will be subject to damage.
11. Where extinguishers are not clearly visible, signs help occupants find the equipment in a hurry.
12. Annual maintenance will provide for properly charged and serviced extinguishing devices and assure proper operation if needed to fight a small fire.
13. Address numbers are critical to help emergency personnel find people who may need some sort of aid. The numbers must contrast with their background for greatest visibility.
14. Large fire apparatus need room to effectively maneuver in the event of an emergency.
15. Fire protection equipment must have clear access and be operational at all times to be effective in an emergency.
16. Life safety and fire protection equipment must be properly inspected and tested from time to time to assure its effective operation.
17. Protective covers must be installed to the supply connection to prevent accumulations of debris that might inhibit the system's effectiveness.
18. Fire and smoke doors should not be blocked open or obstructed or fire and smoke will easily travel through the opening and cause excessive risk to life and property.
19. Flame, smoke, and hot gases can easily travel through holes and pipe cases, thus creating more damage and hazard to occupants.
20. Ceilings are an integral part of the building's fire protection. If kept in place, the ceiling will protect roof structures from premature collapse.
21. Safety containers for oily and greasy rags are designed to prevent spontaneous ignition of their contents. Other highly flammable wastes must be separated from sources of ignition.
22. Heavy duty or metal containers are necessary to confine a fire in the receptacle to prevent it from spreading to the building.
23. Good housekeeping makes an area safer for occupants and contributes less fuel to a fire. When storage is orderly, firefighters can easily get fast access to minimize damage and loss.
24. Storage too close to sprinkler heads will not allow the water to spray and properly penetrate the fire and extinguish it.
25. In the event of a fire, firefighters may need to open a hole in the roof to let heat and smoke out. Storage and other obstructions will prevent rapid ventilation efforts.
26. Combustible materials in these equipment rooms often get put too close to sources of heat and a fire may result.
27. Dumpsters are common fire targets of vandals. Moving the dumpster away from your building will reduce the risk of a fire spreading to the building.
28. Compressed gas cylinders, empty or full, can take off like a rocket in any direction if they fall and rupture.
29. In the event of a fire, flammable liquids can readily accelerate its spread. Confining the stored liquids to secure cabinets will limit this fire exposure.
30. Safety containers for flammable or combustible liquids are designed to prevent flammable fumes from escaping or accidental spills.
31. These liquids are highly volatile and can be easily ignited by sparks, pilot lights, or other sources of heat.
32. The accelerating effect of flammable liquids in a fire can quickly make safe exit impossible.
33. Temporary wire does not afford the durability, safety, and protection from shock or fire that is found in the construction of an enclosed electrical system.
34. Outlet covers protect people from being shocked by exposed wires, prevent spread of electrical current, and heat and flame during short circuits.
35. Access to electrical panels must be cleared to allow for general inspection and emergency shutdown.
36. Worn or broken wires and plugs present a fire hazard and risk of electrical short circuit that can result in a fire.
37. Multi-plug adapters invite the overuse of the circuit that can result in overheating and a fire.