



RICHMOND FIRE DEPARTMENT

FIRE PREVENTION SERVICES DIVISION

ARE YOU READY FOR YOUR FIRE INSPECTION?

You have an upcoming Fire Safety Inspection scheduled with the Richmond Fire Department. During the inspection, we evaluate your property for compliance with important fire and life safety regulations such as exiting, fire alarms, fire extinguishers, storage of combustible materials, electrical hazards, and more.

To help you prepare for your inspection, use this checklist of our top ten most frequently cited delinquencies. Make sure these violations don't exist on your property and it will help you pass your fire inspection the first time and keep your buildings safe year-round!

If you have any questions, please contact the Fire Prevention Bureau at (510) 307-8031.

TOP TEN FIRE CODE VIOLATIONS

- Street address must be clearly marked and visible (in contrasting color) from the street fronting the property.
- Fire hydrants located on your property must be visible and accessible at all times, with three feet of clearance on all sides and no parking within 10 feet.
- Exit doors must open easily from the inside. Locking mechanisms on doors shall not require special knowledge or keys. The only exception is a main storefront door with a sign above that reads "This door to remain unlocked when business is occupied."
- Aisles, walkways, stairways and paths leading to exits must be clear of storage and obstructions.
- Emergency lights and exit signs (that are lighted from within) must work properly and function in both normal and emergency power mode. Lighted exit signs must be illuminated at all times.
- Electrical outlets, junction boxes, and circuit breaker panels must be covered, with appropriate cover plate. Circuit breaker panels require 36 inches of clearance in front of each panel.
- Electrical extension cords cannot be used as a substitute for permanent wiring. Extension cords are only approved for "temporary use" (operating a vacuum cleaner, powering a tool while making a repair, etc.). Multi-outlet power strips with a built-in circuit breaker may be used to protect computers and related equipment.
- Fire extinguishers must be visible, readily accessible, and serviced or purchased within the past twelve (12) months.
- Fire sprinkler systems shall be serviced and tested annually by a licensed fire protection contractor and inspected quarterly.
- Fire suppression systems for commercial cooking operations (hood systems) must be serviced and tested at every six (6) months by a licensed fire protection contractor.