



Stillwater Fire Department

📍 1510 S. Main St. Stillwater, OK 74074

☎ (405) 742-8308

Self-Inspection Checklist

Occupancy Information

Entity Name: _____ Phone: _____
Address: _____ Email: _____

ACCESS AND PREMISES

YES NO N/A

ADDRESS NUMBERS VISIBLE AND LEGIBLE FROM THE STREET.

ALL TRASH AND RUBBISH PICKED UP AROUND THE PERIMETER OF THE FACILITY.

EGRESS (EXIT)

YES NO N/A

EXIT WAYS AND DOORS EASILY RECOGNIZABLE AND UNOBSTRUCTED.

EXIT DOORS ARE UNLOCKED AND OPERATIONAL FROM THE INSIDE WITHOUT A KEY.

EXIT SIGNS LIGHT UP AND CAN BE SEEN AT ALL TIMES.

EMERGENCY LIGHTING MAINTAINED AND OPERATIONAL. (PRESS THE TEST BUTTON) DO THE LIGHTS COME ON?

ALL ROOMS AND SPACES HAVE ACCESS TO APPROVED EXITS.

COMBUSTIBLE MATERIALS ARE NOT STORED IN THE EXIT OR EXIT ENCLOSURES.

EXITING THE BUILDING DOES NOT PASS THROUGH ANY KIND OF ROOM.

ELECTRICAL

YES NO N/A

ALL ELECTRICAL OUTLETS, LIGHT SWITCHES, AND JUNCTION BOXES ARE COVERED.

EXTENSION CORDS ONLY USED FOR TEMPORARY USE.

ELECTRICAL PANEL LABELED AND LEGIBLE.

BREAKER BOX AND CONTROL PANEL HAS NOTHING AROUND OR IN FRONT THAT PREVENTS ACCESS.

HOLIDAY DECORATIVE LIGHTING SHALL BE USED AS TEMPORARY USE; NO LONGER THAN 90 DAYS.

OPEN WIRING MUST BE COVERED WITH APPROVED COVERS.



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FIRE EXTINGUISHERS

YES NO N/A

FIRE EXTINGUISHER(S) VISIBLE, UNOBSTRUCTED, AND ACCESSIBLE.

EXTINGUISHER(S) INSPECTED & TESTED WITHIN A YEAR FROM ITS LAST INSPECTION AND GREEN TAGGED.

EXTINGUISHER(S) MOUNTED AT LEAST 4 INCHES OFF THE FLOOR AND NO TALLER THAN 5 FEET.

MINIMUM RATING OF FIRE EXTINGUISHER 2A:10BC.

STORAGE/ HOUSEKEEPING

YES NO N/A

COMPRESSED GAS CYLINDERS, CONTAINERS, AND TANKS MUST BE SECURED TO PREVENT FALLING.

NOT MORE THAN 120 GALLONS OF CLASS I (GASOLINE), CLASS II (DIESEL FUEL), AND CLASS III (COOKING OILS) LIQUIDS.

PROPER IDENTIFICATION OF FLAMMABLE LIQUIDS.

WALLS AND CEILING HAVE NO HOLES/ CRACKS/ PENETRATIONS.

ALL TILES IN THE CEILING MUST BE PRESENT.

COMBUSTIBLE MATERIALS STORED AWAY FROM HEATING SOURCES.

COMBUSTIBLE MATERIALS MUST NOT BE ACCUMALTED THROUGHOUT THE PREMISES.

STORAGE DOES NOT EXCEED 2 FEET FROM THE CEILING.

OCCUPANT LOAD (IF PERMISSABLE)

YES NO N/A

OCCUPANT LOAD MUST BE PLACED IN A LOCATION EASILY VISIBLE.

OCCUPANT LOAD MUST BE LEGIBLE AND HAVE A PERMANENT DESIGN.

Please Sign and Date and Return to the Stillwater Fire Department.

Business Owner / Representative Signature

Date

NOTE: The checklist provides general guidance for keeping your business within the city and state fire codes. Don't hesitate to contact the Stillwater Fire Marshall for assistance at (405) 742-8308. Once completing this checklist with either no violations or once you have corrected your violations, please return this checklist to Stillwater Fire Administration by email, fax, or by mail.