



Self -Inspection Checklist

Occupancy Information: (Please Print)	
Business Name: _____	Business Phone: _____
Business Address: _____	Email: _____
Business Owner: _____	Phone # / Email: _____ / _____
Emergency Contact: _____	Phone #: _____

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 RECOGINIZABLE 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 BUILING 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 TEMORARY USE.			
ELECTRICAL PANEL LABELED AND LEGIBLE.			



ELECTRICAL (CONTINUED)	YES	NO	N/A
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.			
FIRE EXTINGUISHERS	YES	NO	N/A
FIRE EXTINGUISHER(S) VISIBLE, UNOBSTRUCTED, AND ACCESSIBLE.			
EXTINGUISHER(S) INSPECTED AND 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OCCUPANT LOAD MUST BE LEGIBLE AND HAVE A PERMANENT DESIGN.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Sign and Date and Return this back to the Stillwater Fire Department

Business Owner/ Representative Signature

Date

NOTE: The checklist serves to provide general guidance for assistance in keeping your business within the city and state fire codes. Please feel free to contact the Stillwater Fire Marshall for any assistance at (405) 742-8308. Once completing this checklist with either no violations or once you have corrected your violations, please return this checklist back to Stillwater Fire Administration by email, fax, or by mail.