



Aspen Fire Protection District

Department of Fire Prevention
420 E Hopkins Ave., Aspen, CO 81611
970-925-5532

Fire Prevention Self-Inspection Checklist

Fire inspectors look at many items in your place of business. The following is a list of code requirements that will be checked during a Fire and Life Safety Inspection. This list is not intended to be a comprehensive list of all fire code provisions, but does include the most common code violations.

OK	NO	Exits & Fire Escapes
		Hallways and corridors must be clear and unobstructed for exiting
		Exits / exit doorways must be easily recognized and kept clear of all obstructions
		Emergency lighting must be maintained and operable
		Exit signs must be illuminated
		Proper lock/hardware must be installed on exit doors (No flush bolts, hasps, etc.)

OK	NO	Fire Protection, Fire Systems & Equipment
		Fire rated, self-closing doors must close completely and latch (cannot be propped open)
		Fire resistance rated walls and ceilings are required to be maintained: ceiling tiles in place; no holes in walls; etc.
		Fire alarm pull stations cannot be obstructed from view
		Fire alarm system annual testing must be current, and system operable
		Sprinkler system annual testing must be current, and system maintained
		A minimum of one size 2A:10B:C or larger portable fire extinguisher must be mounted within 75 feet of travel from anywhere on the same floor
		Fire extinguishers must be mounted on approved bracket or within approved cabinet, in a visible and easily accessible location. Access cannot be blocked or impeded
		Fire extinguishers must be serviced annually and equipped with an inspection tag from a qualified company

OK	NO	Restaurants / Cooking / Assembly
		Occupancy Load Sign posted must be posted in each assembly room/area
		A Class K fire extinguisher must be mounted within 30 feet of commercial cooking equipment where vegetable or animal oils are used.

		Commercial cooking hood and duct fire protection system's semi-annual inspection, testing & maintenance report must be current and available on site
		Hoods, grease removal devices, fans, ducts and other appurtenances must be cleaned to bare metal -- cleaning has been recorded, and records state the extent, time and date of cleaning. Records are maintained on premises. Maximum frequency is 6 months. More frequent inspection & cleaning may be required.
		Personnel trained in manual operation of hood fire protection system.

OK	NO	Electrical Equipment
		A working space of not less than 30" wide (or width of equipment), 36" deep and 78" high is required in front of electrical service equipment. No storage within this designated work space
		Extension cords and flexible cords cannot be used as a substitute for permanent wiring
		Use of extension cords is limited to one portable appliance per cord and must be plugged directly into an electrical outlet
		Power strips, extension cords or other electrical cords cannot extend through walls, ceilings and floors or under doors or floor coverings
		Electrical cords must be maintained in good condition without splices, deterioration or damage
		Power strips must be plugged directly into electrical outlet (not to an extension cord or another power tap)
		Unfused, multiplug adapters cannot be used (power strips are acceptable)
		Electrical panel boxes, receptacles, light switches must have proper covers on/or closed -- No missing/broken electrical cover plate(s)

OK	NO	Storage / Combustible Material / Housekeeping
		Maintain storage at a minimum of 2 feet below the ceiling in nonsprinklered buildings and a minimum of 18 inches below level of sprinkler heads
		Storage of combustible materials is not permitted in: <ul style="list-style-type: none"> • exits, exit stairways, or exit enclosures, • boiler rooms, mechanical rooms or electrical equipment rooms
		Combustible materials in buildings must be maintained in orderly manner
		Storage of combustible materials in attic, under-floor and concealed spaces is prohibited unless it is protected by a 1-hour fire-resistive construction
		Materials susceptible to spontaneous ignition, such as oily rags, can only be stored in a listed disposal container (self-closing lids)
		Compressed gas containers must be secured to prevent falling

OK	NO	Fire Service Access
		Address numbers and suite numbers are visible for emergency response
		Fire lanes cannot be obstructed
		Three feet of clear space must be maintained around circumference of fire hydrants and at fire department connections
		Doors to fire alarm panel, sprinkler risers/controls & electrical room must be labeled

Business Name: _____ Business Phone#: _____

Business Address: _____ E-Mail: _____

Business Owner: _____ Phone # / Email: _____ / _____

Emergency Contact (1): _____ Phone # / Email: _____ / _____

Emergency Contact (2): _____ Phone # / Email: _____ / _____

 Business Owner/Representative Signature Date

Note: A copy of this Fire Inspection Checklist will be maintained in our records for your business. Please use this checklist as tool to prepare for future Fire & Life Safety Inspections. If you have any questions or concerns, do not hesitate to contact the Fire Marshal's office at 970-925-2690. Thank you.