



**City of Mills
Fire Department**
300 Lakeview Drive
Mills, WY 82604
307-439-1246

Self-Assessment Fire Inspection Checklist

BUSINESS INFORMATION

BUSINESS NAME:

ADDRESS:

CITY:

POINT OF CONTACT:

TELEPHONE:

EMAIL ADDRESS:

BUILDING ACCESS AND OUTDOOR PREMISES

- The building address can be clearly seen from street (4" high numbers minimum)
- The exterior access is not blocked or inaccessible
- The Fire Department connection is easily accessible
- The lockbox is easy to find and contains all necessary keys
- The fire hydrants are easy to find and not blocked off
- Dumpsters must be a minimum of 5' from building and overhangs

CHECK EXITS AND ESCAPE ROUTES

- The exit doors are easy to identify, access, and they work
- The exit doors all open from the inside without keys or specialist knowledge
- There are no obstructions in exits, aisles, corridors or stairways
- There is no storage of any kind beneath the exit stairs
- The exit signs have a minimum of 6" high letters with a contrasting background / lighted signs must work

ASSESS THE ELECTRICAL SYSTEM

- The electrical receptacles all have covers
- The circuits are all properly labelled on all panels
- There is 30 inches wide, 36 inches deep, and 78 inches high of access in front of each electrical panel
- Extension cords are not in use for permanent fixtures
- The extension cords are all grounded
- The power strips all have built in circuit breakers
- All wiring is properly maintained in good condition and protected from damage

HEATING PRODUCING DEVICES AND APPLIANCES
1. <input type="checkbox"/> Only U-L Listed heaters should be used, and not permanently
2. <input type="checkbox"/> Electrical portable heaters should have 36 inches of space on either side
3. <input type="checkbox"/> Gas-fired heat producing devices requires 36 inches distance from combustibles
4. <input type="checkbox"/> Gas-fired heat producing devices should have vents
5. <input type="checkbox"/> Light fixtures must have all combustibles cleared

INSPECT ALL FIRE EXTINGUISHERS
1. <input type="checkbox"/> There are fire extinguishers within 75 feet of all areas of the building
2. <input type="checkbox"/> The extinguishers are visible and readily accessible
3. <input type="checkbox"/> The extinguishers meet the necessary standards and specialized ones are present also
4. <input type="checkbox"/> The extinguishers are stored off the floor but not above 5 feet
5. <input type="checkbox"/> The extinguishers have inspection tags valid from the previous 12 months

ASSESS THE MAINTENANCE OF BUILDING AREAS
1. <input type="checkbox"/> Trash and waste should be taken out daily,
2. <input type="checkbox"/> Keep attic and scuttle covers closed and ceiling tiles in place
3. <input type="checkbox"/> Seal unapproved openings with approved materials
4. <input type="checkbox"/> Oily rags or similar materials require disposal in approved metal containers
5. <input type="checkbox"/> Combustible materials need to be stored securely and orderly
6. <input type="checkbox"/> Exits do not have combustibles stored in their path
7. <input type="checkbox"/> Storage height must be a minimum of 2 feet below ceiling
8. <input type="checkbox"/> Combustible or flammable liquids are all stored in approved containers
9. <input type="checkbox"/> Post and enforce no smoking signs in combustible or flammable areas (white lettering 3" tall on red backing)
10. <input type="checkbox"/> Combustible or flammable liquids are all stored in approved containers
11. <input type="checkbox"/> Compressed gas canisters are secured standing upright

By signing below, I acknowledge that I am authorized to sign this Self-assessment for my annual fire inspection within the City of Mills, I authorize members of the Mills Fire Department to perform unannounced inspections of my business, during Normal business hours, so long as to not disrupt the day to day operations of my business.

AUTHORIZATION	
SIGNATURE:	DATE: