



EL CENTRO FIRE DEPARTMENT

1910 N. Waterman Ave., El Centro, CA 92243
 Business: 760.337.4530 Fax: 760.337.4501

SELF INSPECTION FORM

OCCUPANCY INFORMATION: (PLEASE PRINT)

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS EMAIL: _____

PHONE #: _____ **FAX #:** _____ **DATE OF INSPECTION:** __/__/__

OTHER BUSINESSES AT THE SAME ADDRESS ARE:

_____, _____, _____

This inspection pertains to your suite or space only and does not include any area in common with other tenants or with the building owner. If any item that is the landlord's contract responsibility is not in compliance, it must be corrected before submitting the completed inspection.	YES	NO	N/A
General Housekeeping:			
Is your business address clearly visible from the street, on a contrasting background?			
Is driveway or alley around the building kept clear for fire apparatus?			
Are all sides of the building, driveway or alley around the building kept clear of weeds and or debris?			
Are large capacity trash containers kept at least five feet from the building and in the closed position?			
Comments:			
Exits:			
Are the exits and doors easily recognizable, and unobstructed (are exit signs lit if appropriate)?			
All the exit doors functional? Are doors able to open from the inside without a key and or special knowledge?			
Are the exits and hallways free from the storage of combustibile materials?			
Are doors with self-closing hinges maintained in the closed position (not blocked open)?			
Exit Signs:			
If exit signs are installed in your business are they maintained illuminated or self-luminous?			
Does the back-up battery work? (Push the test button) The exit sign should illuminate under battery power.			
Emergency Lighting/Egress Illumination:			
If emergency lighting is provided, is it maintained in operable condition?			
Is the means of egress in the building illuminated when occupied?			
Comments:			

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Electrical:			
Are all electrical outlets, switches, and junction boxes properly covered with cover plates?			
Are all circuit breakers/fuses within your business clearly labeled and in the on position?			
Is the area maintained clear at least 30" on all sides of the electrical panel?			
Are extension cords used only for temporary use?			
If multiple items need to be plugged in, is a power strip utilized with a built-in circuit breaker and is the power tap plugged directly into a permanently installed receptacle?			
Are all wires and power strips protected from physical damage, kept out of walkways, doorways, and are not run thru holes in walls or ceilings?			
Comments:			
Fire Protection Equipment:			
Are fire extinguishers provided and accessible? (NOT BLOCKED)			
Extinguishers must be mounted no higher than 5' and no lower the 3' measured from the top of the extinguisher.			
Have fire extinguishers been serviced / tagged within the last 12-months (Date on tag) ____/____/____			
Is the pressure gauge of the fire extinguisher(s) in the operable (Green) range?			
Comments:			
Interior:			
All breaches, missing ceiling tile/holes in the walls or ceiling that could allow fire into the hidden spaces have been repaired or replaced?			
No new walls have been added without the necessary permits.			
Comments:			
Storage:			
All storage / housekeeping is neat and orderly.			
There is no storage in equipment rooms, mechanical rooms, and electrical rooms or under open stairways.			
Storage is piled no higher than 2 feet below the ceiling & never more than 12 feet high or no higher than 18 inches below the ceiling in buildings with sprinkler systems.			
Flammable liquids are stored only in approved cabinets.			
No more than 10 gallons of flammable liquid is stored in approved safety cans.			
All combustibles are stored at least 3' away from any heat sources including gas appliances, space heaters, etc.			
All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair & functioning properly.			

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Fire Sprinkler Systems:			
The sprinkler system has been tested by a licensed contractor at least once in the last 5 years.			
You have received documentation from him/her verifying the test.			
I have recorded quarterly inspection information on the sheet.			
The sprinkler system has been inspected at least once in the last year.			
Comments:			
Gas:			
All water heaters have a pressure-relief valve.			
All water heaters have a seismic restraint.			
All natural-gas appliances have individual gas shut-off valves.			
Comments:			

A "NO" response to any of these questions indicates the presence of a fire code violation. Once all hazards identified as having a "NO" response are corrected, please sign, date and return this form to the El Centro Fire Department. Always remember to keep a copy of this inspection for your records.

Please consider this inspection form as an official order for compliance with all applicable codes and ordinances of the City of El Centro.

I hereby certify that the above information, to the best of my knowledge is true and correct:

Name (Please Print): _____ Title: _____

Signature: _____ Date: _____

If you wish to decline participation in the Self-Inspection Program and would rather have the fire department perform the inspection for you, please indicate that in the comment section below. A representative from our office will contact you at a later date for billing (\$126.00) and scheduling.

Additional Comments:

Please return the Business Emergency Contact Sheet & the Self Inspection Form to:

El Centro Fire Department
1910 N. Waterman Ave., El Centro, CA 92243
Bus. 760.337.4530 FAX 760. 337-4501 or
Email to: cserrano@ci.el-centro.ca.us