



# PROSPER FIRE RESCUE

## FIRE MARSHAL'S OFFICE

PO Box 307  
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### General Structure Annual Inspection Checklist

*This inspection checklist is provided as a courtesy to assist with your Annual Fire & Life Safety Inspection requirements*

Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State & Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date: \_\_\_\_\_

**P F N/A General Housekeeping Precautions**

- Accumulation of combustible waste materials
- Weeds, grass, vines capable of being ignited
- Proper storage of combustible rubbish
- Containers of combustible rubbish in proper locations
- Compliance with open flame, fire & burning
- Vehicle impact protection general
- Fueled equipment (lawn equipment, generators, etc.)
- Storage maintained 18" below sprinkler deflector
- Storage in electrical, boiler, mechanical rooms, etc.

**P F N/A Emergency Planning & Fire Service Features**

- Fire safety, evacuation & emergency preparedness plans
- Fire apparatus access roads
- Fire apparatus access markings
- Fire apparatus access obstructions (vehicles parked in fire lane)
- Access to building openings & roofs
- Address visible from street (6" letters)
- Key box access & verification of necessary keys
- Fire protection water supplies
- Fire protection/utility equipment access/identification

**P F N/A Electrical Equipment & Wiring Hazards**

- Electrical wiring to NFPA 70, current edition
- Proper illumination of elect., boiler, mechanical rooms, etc.
- Working space & clearance of electrical service equip.
- Proper identification & labeling of doors
- Proper use of extension cords
- Unapproved condition (missing covers, switches, outlets, etc.)

**P F N/A Fire Resistance & Rated Construction**

- Penetrations sealed in floors, walls & ceilings (missing tiles)
- Hold open and closer devices (door holders, dampers, etc.)
- Door operations compliant

**P F N/A Fire Protection**

- Fire alarm system maint. in operative condition (current tag)
- Access control drops out upon alarm or power loss
- Offsite monitoring service of systems (current tag)
- Sprinkler system maint. in operative condition (current tag)
- Hood suppression maint. in operative condition (current tag)
- Excessive grease build-up & cleaning records
- Extinguishers maint. in operative condition (current tag)
- Extinguishers unobstructed & unobscured
- Extinguisher hangers, brackets & cabinets
- Access to fire department connections
- Locking FDC connection caps
- Clear space around FDC connections
- Gas suppression maint. in operative condition (current tag)
- Spray booth maint. in operative condition (current tag)

**P F N/A Means of Egress**

- Means of egress obstructed (reduced or blocked)
- Emergency lighting operational under battery power
- Door swing direction
- Door opening force
- Door locks & latches
- Access controlled egress doors
- Panic & fire exit hardware maintenance
- Exit Signs visible and operational under battery power

**P F N/A Other**

- Discontinuing operation of unsafe appliances
- Compressed gas cylinders secured from falling
- Elevator operation, service, signs & keys (TDLR)
- Backflow prevention devices comply with the TCEQ
- Separation of incompatible materials
- Storage cabinets for flammable liquids

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspector's Name: \_\_\_\_\_

Responsible Person: \_\_\_\_\_