



PATRICK CONNOR

NEWARK CITY FIRE CHIEF

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Self-Inspection Program

Dear Owner/Occupant:

In an effort to ensure the safety and security of our local business, their customers and employees, the Newark Fire Department is instituting a self fire inspection program. This program will supplement the inspection program already used by fire prevention inspectors.

Full Inspections will be performed by fire department inspectors in businesses with higher risks, hazards, and occupancies. These inspections will be performed during normal business hours with as minimal disruptions of business as possible. Violations noted during the inspection will be communicated to the responsible party and remedied on the spot or will be given a time frame to correct the violations and a re-inspection will be scheduled.

Self-Inspections will be utilized for low risk/low occupancy businesses and performed by the business owner or occupant. The inspection will follow a provided checklist. Once the checklist is completed it can be mailed back to the Newark Fire Department or an online checklist can be submitted electronically at www.newarkohiofire.org. A fire prevention inspector will follow up on reported violations to ensure they have been corrected.

The fire prevention bureau will determine which inspection is appropriate for each business. Any business assigned a self-inspection may opt out of the self-inspection and request a full inspection performed by the fire department. If the self-inspection form is not submitted in a timely manner or improperly completed, this will result in the ability to self-inspect being revoked in the future and result in a full inspection being conducted by Newark Fire Department inspectors.

Business Name:	
Street Address:	
1.Owner/Operator Contact	Phone:
2. After Hours Contact	Phone:
3. Email:	Date:
<i>If you do not feel comfortable doing your inspection, please place an "X" in the box to the right to request a standard inspection.</i>	

<i>Begin the Self Inspection</i>	Yes	No	N/A
<u>Building Exterior</u>			
Are address numbers clearly visible from the street?			
Are all sides of the building free from weeds, trash, debris, or combustible storage?			
Are all dumpsters and containers stored at least five (5) feet away from combustible walls, openings, and roof eaves?			
Are all vents of heat producing appliances (furnace, hot water, dryer, etc.) in good repair and functioning properly?			
Is there a minimum of three (3) feet clearance around fire hydrants?			
If your business has a Knox Box are the keys up to date?			
<u>Interior</u>			
Have breaches, missing ceiling tiles, holes in the walls or ceiling been repaired?			
Have any new walls been added that would interfere with exiting, fire alarm, or sprinkler coverage?			
Do all natural gas appliances have individual shut offs?			
<u>Egress/Exiting</u>			
Are all exit doors free of locking bolts, bars, padlocks and capable of operation from the inside without the use of a key or special knowledge?			
Are the exit ways and doors easily recognizable, unobstructed and maintained?			
Do all exit door self-closure devices operate and the door fully close and latch when released?			
Do doors open with relative ease?			
Are all exit paths clear of obstructions, displays, and combustible materials? (Note: Exit paths are from any point in the building to the public way)			
<u>Emergency Lighting/Egress Illumination</u>			
If emergency lighting is present, is it maintained and operable?			
Are all egress paths illuminated at all times when the building is occupied?			
	Yes	No	N/A
<u>Exit Signs</u>			
If exit signs are present, are they illuminated at all times?			
Does the exit sign battery backup work? (Push the test button, sign should light)			
<u>Electrical</u>			
Do all electrical switches, outlets and junction boxes have cover plates and not broken?			
Is there a minimum of 36 inches clear space in front of electrical panels?			
Are all circuit breakers labeled and the door closed?			

Are open spaces in electrical panel properly covered?			
Are extension cords used only for temporary use (less than 30 days)?			
Do electrical cords pass under rugs, through walls, or across traffic paths? Cords must be visible at all times.			
Are UL listed surge strips used in place of extension cords?			
Are all appliances such as refrigerators, coffee pots, space heaters etc plugged directly into a wall outlet?			
Do space heaters have tip over protection?			
<u>Housekeeping and Storage</u>			
Is storage of combustibles neat and orderly and no higher the two (2) feet below the ceiling?			
Are equipment rooms, mechanical rooms, electrical rooms and under stairways free of combustible storage?			
Are all combustibles stored at least three (3) feet from heat producing appliances?			
Are flammable liquids properly stored?			
Are compressed cylinders properly stored and secured?			
<u>Fire Alarm Systems</u>			
If the building is equipped with a fire alarm, has the system been tested/serviced by a licensed contractor within the last 12 months?			
Have batteries in smoke detectors been changed in the last six (6) months?			
<u>Fire Extinguishers</u>			
Is the travel distance to any fire extinguisher less than 75 feet?			
Have the fire extinguishers been service and tagged by a licensed service company within the last twelve (12) months?			
Are all fire extinguishers visible and unobstructed and mounted no higher than sixty (60) inches from the floor?			
Are all fire extinguishers at least rated at 2A-10BC minimum size and type?			
<u>Fire Suppression Systems</u>			
If the building is equipped with a sprinkler system, has it been tested and serviced by a licensed contractor in the past twelve (12) months?			
Is there a minimum of 18 inch clearance below the sprinkler head to top of storage?			
If equipped with a Fire Department Connection on the exterior is it labeled and clear of obstructions?			
For commercial cooking, has the hood system been serviced within the last six (6) months?			

Note: You will be contacted by an NFD Inspector for all “No” responses to address violations. All violations must be corrected within 30 days of the completed inspection date. If violations are not remedied, you will be subject to a re-inspection by the Fire Department.

Upon completion of this form: It shall be mailed to the address at the top of this form to attention of Fire Prevention. Forms can also be found online at www.newarkohiofire.org and submitted via email. Forms shall be completed within 30 business days from receipt. Failure to return the form in the allotted time will subject you to a full inspection by the Fire Department.

1. No Misrepresentations, False Statements, Inaccurate Information. You hereby represent to the Fire Department that you provided information for the completion of your business inspection without intentionally or negligently making false statements or

misrepresentations of any kind during the course of the Inspection. Further, you agree to be responsible for any damages or claims made against the Fire Department that arise from or are caused by your providing false or inaccurate information or making misrepresentations during the course of your Inspection.

2. Indemnity. You agree to indemnify and hold the Fire Department, its officers, employees and agents, harmless from any third-party claim or cause of action, including reasonable attorneys' fees and costs, arising, directly or indirectly, out of your access to or use of Fire Department affiliated web sites, emails or inspection results in connection with your Inspection, the information contained therein, and results thereof, or your violation of any law or the rights of any person.

*Printed Name of Person
Performing Inspection*

Date

Signature of Responsible Person

Date
