



Are You Ready For Your Fire Inspection?

You have an upcoming Fire Safety Inspection scheduled with the City of Santa Fe. During the Fire Inspection, we evaluate your property for compliance with important fire and life safety regulations such as exiting, fire alarms, fire extinguishers, storage of combustibles, electrical hazards, and more. To help you prepare for your inspection, use this checklist of our top ten most frequently cited deficiencies. Make sure these violations don't exist on your property and it will help you pass your Fire Inspection the first time and keep your buildings safe year-round!

If you have any questions about the upcoming inspection, please do not hesitate to email our Fire Marshal at tdauphine@ci.santa-fe.tx.us or contact our office at 409-925-6412. Thank you.

Top Fire Code Violations

- Street address must be clearly marked and visible (in contrasting color) from the street fronting the property.
- Fire hydrants located on your property must be visible and accessible at all times, with three feet of clearance on all sides and no parking within 10 feet.
- Exit doors must open easily from the inside. Locking mechanisms on doors shall not require special knowledge or keys. The only exception is a main storefront door with a sign above that reads “This door to remain unlocked when building is occupied.”
- Aisles, walkways, stairways, and paths leading to exits must be clear of storage and obstructions.
- Emergency lights and exit signs (that are lighted from within) must work properly and function in both normal and emergency power mode. Lighted exit signs must be lit at all times.
- Electrical outlets, junction boxes, and circuit breaker panels must be covered, and outlets and junction boxes must have the appropriate cover plate.
- Electrical extension cords cannot be used as a substitute for permanent wiring. Extension cords are only approved for “temporary use” (operating a vacuum cleaner, powering a tool while making a repair, etc.). Multi-outlet power strips with a built-in circuit breaker may be used to protect computers and related equipment.
- Fire extinguishers must be visible, readily accessible, mounted and serviced within the past 12 months.
- Fire Alarm and Sprinkler Systems shall be serviced and tested at least once a year by a licensed fire protection contractor.
- Fire suppression systems for commercial cooking operations (Hood Systems) must be serviced and tested at every six months by a licensed fire protection contractor.
- Operational Permits must be current and available upon request of Fire Official.





City of Santa Fe Fire Safety Self Inspection Check List

GENERAL FIRE PRECAUTIONS

- 1. Is general storage clean and not closer than 24" to the ceiling? YES NO N/A
- 2. Are combustible waste materials disposed of properly? YES NO N/A
- 3. Are electrical panels accessible and unobstructed? YES NO N/A
- 4. Are all electrical cords in good shape? YES NO N/A
- 5. Are extension cords used for temporary use ONLY? YES NO N/A
- 6. Are electrical cover plates on all switches, plugs, and junction boxes? YES NO N/A
- 7. Are addresses numbers posted on the building and facing the street, at least 6 inches in height? YES NO N/A
- 8. Are all ceiling tiles in place and all holes in the wall patched to prevent the spread a fire? YES NO N/A
- 9. Are fire lanes visible and unobstructed? YES NO N/A
- 10. Is the yard around your business free of overgrowth or debris? YES NO N/A

MAINTANCE OF EXIT WAYS

- 11. Are exits clear and unobstructed? YES NO N/A
- 12. Are exit doors unlocked? YES NO N/A
- 13. Are exit signs posted over all exit doors and exit ways? YES NO N/A
- 14. Are exit signs properly illuminated by an internal source with battery back up? YES NO N/A
- 15. Are Emergency lights provided at exits, in bathrooms and exit discharge? YES NO N/A
- 16. Are emergency lights functioning? YES NO N/A
- 17. Are door closing devices functioning? YES NO N/A
- 18. Are the exits ADA compliant? YES NO N/A
- 19. Is exit discharge area clear? YES NO N/A

FIRE SAFETY EDUCATION

- 20. Is written fire evacuation plan provided? YES NO N/A
- 21. Do employees have knowledge of:
 - a. Extinguisher location and use? YES NO N/A
 - b. Evacuation procedures? YES NO N/A
 - c. Fire systems?
(alarm, sprinkler, hose) YES NO N/A
 - d. Hazardous materials? YES NO N/A

Fire Protection Equipment

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|--|------------------------------|-----------------------------|------------------------------|
| 22. Are fire extinguishers provided and accessible? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 23. Are fire extinguishers serviced annually and maintained monthly? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 24. Is the building equipped with a fire sprinkler system? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 25. Is the fire sprinkler serviced annually? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 26. Is the building equipped with a suppression system under the kitchen hood? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 27. Is the system serviced bi-annually? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

Fire Alarm System

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|---|------------------------------|-----------------------------|------------------------------|
| 28. Is the building equipped with a fire alarm? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 29. Is the fire alarm serviced annually? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 30. Are smoke detectors operable? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 31. Are manual pull stations accessible? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

Special Problems

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| 32. Are flammable and combustible liquids stored properly? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 33. Are hazardous chemicals stored properly? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 33. Are high pressure cylinders secure from tipping? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 34. Is there a Knox Box near the front door? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |
| 35. Is the current door key in the Knox Box? | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <input type="checkbox"/> N/A |

If you answered "No" to any of the above questions and are not sure how to correct the problem, please contact the City of Santa Fe's Fire Marshal's Office so that we can work with you to resolve the problem.

We look forward to helping you create a fire safe environment.

Tony Dauphine

Fire Marshal

409-925-6412

tdauphine@ci.santa-fe.tx.us