



EL CERRITO FIRE DEPARTMENT

10900 San Pablo Avenue

El Cerrito, CA 94530

(510) 215-4450

FAX (510) 232-4917

ANNUAL FIRE SAFETY SELF-INSPECTION PROGRAM – 2019

The El Cerrito Fire Department is beginning its annual Fire Safety Self-Inspection Program for 2019. The Fire Department has implemented this annual self-inspection program to minimize your costs and to increase your participation in our citywide fire prevention efforts. We are encouraging low hazard business occupancies to be inspected by their owners/managers, rather than by the Fire Department. We hope that by assisting you to identify and eliminate common mercantile fire hazards, we will encourage continuing fire safe work environments.

We believe that the self-inspection form and process is self-explanatory, but as always, if you have any questions, please call the Fire Prevention Office (510) 215-4457 or Fire Department at (510) 215-4450. We ask that you return your completed self-inspection form within the next 30 days. Forms may be emailed to selfinspections@ci.el-cerrito.ca.us or mailed to the above address. **If you do not return the completed form in the time allowed we will assume that you wish the Fire Department to perform the inspection.** *Fire Department inspections are billed at \$172.00 per hour with a minimum inspection fee of \$86.00.* In addition to being inspected in 2019, your business may be removed from the self-inspection list for an additional year. The Fire Prevention Officer will review all self-inspection forms for completeness. Incomplete forms may also require a Fire Department inspection. As in past years the Fire Department will spot check about 10% of self-inspection occupancies to assure fire safety compliance.

INSPECTION SHEET INSTRUCTIONS

1. The business owner, manager or lessee/tenant should conduct the inspection.
2. It is important to complete the Business and Emergency Record Form as completely as possible to insure that we have updated contacts in case of an emergency.
3. Walk through the business with the worksheet in hand and answer each question. Insert a check (✓) in the appropriate blank. If not applicable to the business, check N/A.
4. When the inspection is complete *and all corrections are made*, date and sign the form and return it to the El Cerrito Fire Department, 10900 San Pablo Avenue, El Cerrito 94530, Attn: Fire Prevention Officer or via email at selfinspections@ci.el-cerrito.ca.us.
5. Thank you for doing your part in helping to make the El Cerrito Community Fire Safe.

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BUSINESS AND EMERGENCY RECORD

1. This information is valuable to the Fire Department in the event an after-hours emergency requires entrance to the business or contact with the owner/manager.
2. Please complete all sections of the form and return with the self-inspection worksheet. Only the most recent forms are retained, so please do not mark "refer to previous form".

DATE _____

BUSINESS NAME _____ BUSINESS PHONE _____

BUSINESS EMAIL: _____

BUSINESS ADDRESS _____

MANAGER/OPERATOR _____ HOME PHONE _____

MAILING ADDRESS _____ CITY _____ ZIP _____

BUILDING OWNER _____ PHONE _____

MAILING ADDRESS _____ CITY _____ ZIP _____

TYPE OF BUSINESS _____

EL CERRITO BUSINESS LICENSE NUMBER _____ EXP. DATE _____

NOTIFY IN EMERGENCY: (List people who have keys to business)

NAME

PHONE

ALARM SYSTEM INFORMATION

BURGLAR ALARM _____ FIRE ALARM _____ MONITORED BY ALARM CO? _____

ALARM SYSTEM COMPANY _____ PHONE _____

KNOX BOX KEY SYSTEM

DO YOU HAVE A KNOX BOX? _____ ARE THE KEYS CURRENT? _____

FIRE INSURANCE INFORMATION

CARRIER _____ PHONE _____

Name of Business

Address of Business

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Is your address visible on the outside of the building with numbers at least 6 inches high in a contrasting color?	___	___	___
2. Is driveway or alley around your building kept free of weeds, debris, or obstructions?	___	___	___
3. Are all trash containers located at least 5 feet from your building?	___	___	___
4. Are outside waste containers made of non-combustible material?	___	___	___
5. Are all exit aisles, hallways, and stairways clear of any obstructions?	___	___	___
6. Are all exit doors kept unlocked during business hours?	___	___	___
7. Are electrical breaker panels or fuse boxes kept unobstructed and labeled to show what circuit affects what area?	___	___	___
8. Are all electrical breakers free to operate (not taped open)?	___	___	___
9. Are there faceplates on all electrical outlets and switches?	___	___	___
10. Are light duty extension cords used in place of permanent wiring (does not include power strips used for electronic devices)? If so, please remove. Extension cords are not allowed in business occupancies.	___	___	___
11. Are combustibles (paper, rags, boxes, etc.) stored at least 4 feet from gas appliances (water heater, furnace, etc.)?	___	___	___
12. Are oily rags stored in metal containers?	___	___	___
13. Do you have a minimum of one 2A:10BC (5 lbs) fire extinguisher in your business? Are all extinguishers visible and readily accessible for use?	___	___	___
14. Have all fire extinguishers been inspected and serviced by a fire extinguisher company within the last year?	___	___	___
15. Have all your employees been instructed in the use of your fire extinguisher?	___	___	___
16. Would you like information on fire extinguisher care and use?	___	___	___
17. Is the attic access and scuttle opening kept closed as required by Code?	___	___	___

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|--------------------------------|-----------|------------|
| 18. Are all sheet-rocked walls maintained without holes? | ___ | ___ | ___ |
| 19. Is storage kept at least 2 feet below the ceiling? | ___ | ___ | ___ |
| 20. Is the fire alarm system tested monthly? | ___ | ___ | ___ |
| 21. Are the batteries changed annually in the smoke detectors? | ___ | ___ | ___ |
| 22. Does the water heater have a relief valve and gas shutoff valve? | ___ | ___ | ___ |
| 23. Do natural gas appliances have individual gas shutoff valves? | ___ | ___ | ___ |
| 24. Is your occupancy equipped with a fire alarm or sprinkler? | ___ | ___ | ___ |
| 25. Is your building constructed of: | Wood ___ Masonry ___ Brick ___ | | |
| 26. How many stories is your building? | ___ | | |
| 27. Do you use or store any Hazardous Materials?
If so, please list the material and quantity on a separate sheet and return to the Fire Department with this form. | ___ | ___ | ___ |
| 28. Are you aware that the Fire Department conducts classes or has information for the community on the following subjects? If you would like more information on any of these subjects please check (✓) your request. | | | |
| _____ City of El Cerrito Fire Hazard Reduction Requirements | | | |
| _____ CERT (Community Emergency Response Team) Training | | | |
| _____ CPR/First Aid Classes | | | |
| 29. Please conduct a general safety review of the premises and correct any unsafe conditions. | | | |

Signature

Date