

## Commercial Property Responsibilities

- Annual fire safety building inspections, including sprinkler systems.
- Storage/inventory kept a proper distance from the ceiling:
  - ✓ No sprinkler systems: 2 feet from ceiling
  - ✓ With Sprinkler systems: 18 inches from sprinkler head.
- Fire extinguishers displayed openly & easily accessible.
- All fire extinguishers inspected & certified by a licensed company annually. Extinguisher's yellow tag names the last inspection company. A red tag means non-compliance and extinguisher needs to be replaced.
- Restaurant hood suppression systems inspected & serviced twice a year (same tag system). Employees must understand how the hood suppression system work.
- Retail stores require clear aisle paths & all exits unlocked (from inside) when open for business.
- Flammable chemicals properly stored, and pressurized containers (helium & CO2) properly secured from falling.

**PAYETTE FIRE DEPARTMENT**  
600 N. 16TH ST.  
Payette, ID 83661

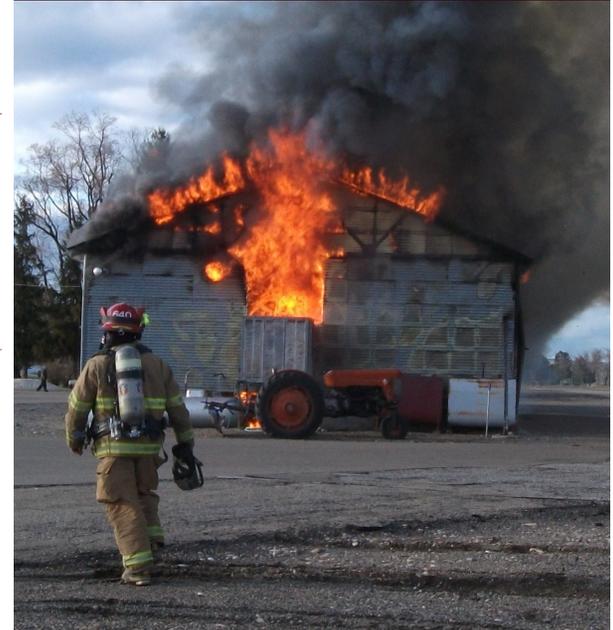


# BUSINESS

## Fire Safety



## Protecting Your Business from Fire



In 2017 there were 1,319,500 fires reported in the United States. These fires caused 3,400 civilian deaths, 14,670 civilian injuries, and \$23 billion in property damage.

**PAYETTE FIRE DEPARTMENT**

# Protecting Your Business

The Payette Fire Department is tasked with inspecting new and existing buildings within the city limits of Payette. Our main focus when performing these inspections is Life Safety. The goal of the inspections are to have safe businesses and to provide risk reduction to building owners, employees, customers, tenants, visitors and firefighters in case of a fire or an emergency in the building. These goals are achieved by seeking code compliance of the applicable fire codes.

The Fire Safety Inspector will review the highlights of the upcoming inspection and schedule a convenient date and time to conduct and complete the required inspection.

This checklist provides an overview of items that should be addressed prior to the inspections, with an opportunity to correct any deficiencies that may exist. This will also assist you in the future to maintain a safe and code complaint business.

The City of Payette requires annual registration of the fire alarm system. If you have not completed an alarm registration form for this year and have an alarm system, please take the time to register the fire alarm system prior to the inspection. The Fire Inspector will need a copy of the registration at the time of inspection.

If you have additional questions as you prepare for the inspection, please feel free to contact the Fire Department. Thank you.

# BUSINESS Fire Safety CHECKLIST

## Fire Safety Plan

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Do you have a Fire Safety Plan?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all employees familiar with the Fire Safety Plan? Do all employees know the procedure to follow when smoke or fire has been detected? | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all employees know where the "meeting place" is located when they leave the building?  | <input type="checkbox"/> | <input type="checkbox"/> |

## General Guidelines

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Are all employees encouraged to keep their areas clean?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you designate smoking areas?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do designated smoking areas have proper receptacles for discarding cigarettes and smoking materials? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are waste containers emptied daily?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are electrical outlets checked regularly to ensure they are not overloaded?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you unplug non-essential electrical devices when not in use?                                      | <input type="checkbox"/> | <input type="checkbox"/> |
| Are extension cords used correctly (temporary use only), and maintained in good condition?           | <input type="checkbox"/> | <input type="checkbox"/> |
| Are exits, stairways and hallways kept clear and free of obstructions?                               | <input type="checkbox"/> | <input type="checkbox"/> |

## Storage

- |  |                          |                          |
|--|--------------------------|--------------------------|
| Are combustibles kept a safe distance, at least 3 feet, from heat sources? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are any hazardous materials properly labeled and stored?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you have current MSDS sheets for hazardous materials?                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all storage items kept from the ceiling at least 18 to 24 inches?      | <input type="checkbox"/> | <input type="checkbox"/> |

## Fire Protection

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| Are exit doors clearly marked, lighted, and unobstructed?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do exit doors open from direction of travel without a key or special knowledge?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Do all employees know how to use a fire extinguisher?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers located and accessible within 75 feet & clearly visible?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers mounted at 48 inches from the floor?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire extinguishers inspected every year by a licensed company?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire alarms/sprinkler systems property inspected yearly and all deficiencies corrected? ( Report should be on site for inspections at all times and sent to the fire department). | <input type="checkbox"/> | <input type="checkbox"/> |
| Are fire doors kept closed or properly held open with a device tied into fire alarm?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Are heat and smoke detectors checked annually?  | <input type="checkbox"/> | <input type="checkbox"/> |
| Do you inspect and check all emergency lighting devices annually?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Are all electrical panels kept free and clear of any obstructions?  | <input type="checkbox"/> | <input type="checkbox"/> |

**NOTE: For every "NO" checked, it indicates where the safety precautions for your business may fall short. Please take immediate actions to correct.**

The Payette Fire Department strives to protect the lives and property of the City by providing the highest level of customer service in fire & safety prevention education.

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**600 N. 16TH ST.**  
**Payette, ID 83661**  
**208-642-6028**  
**208-642-5029 fax**  
**www.payettedps.com/pfd**

