



# City of Palm Springs

Fire Department

Fire Prevention Bureau

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## *Fire Prevention Checklist*

Make fire prevention a high priority for your business. Always be on the look-out for fire hazards and make sure you have the proper fire safety equipment. When you are ready to open for business, go online and submit a "[Request a New Business Fire Inspection Form](#)" on the City of Palm Springs website located under the Fire Department webpage; and you will be contacted by the Fire Prevention Bureau to schedule an appointment. The checklist of items below does not cover every possible fire threat but is intended to provide you a better awareness of potential hazards in your business.

### *Fire Extinguishers and Fire Extinguisher Systems- In Accordance with the 2016 California Fire Code Section 906.*

- Fire extinguishers must be serviced annually by a State Fire Marshal-licensed company as well as when discharged or tampered with and shall be fitted with an annual maintenance tag.
- Extinguishers shall have minimum rating of 2A:10B:C and be located at an exit or on an exit path, within 75 feet of travel, on every level or as otherwise required by the Fire Department.
- Extinguishers mounted so the top is not more than 5 feet from the floor and at least 4 inches off of the floor.

### *Hood and Duct Fire Protection System Coverage- In Accordance with the 2016 California Fire Code Section 609*

- Automatic fire extinguishing system used to protect ventilating hoods and ducts for commercial cooking surfaces, deep fat fryers, char broilers, upright broilers, and grills must be serviced and cleaned every 6 months by a California State Fire Marshal – licensed company.
- “K” type extinguishers are required for kitchens with deep fat fryers and shall be installed within 30 feet of commercial cooking equipment.

### *Electrical- In Accordance with the 2016 California Fire Code: Section 605*

- Extension cords are not allowed to be used in lieu of permanent wiring. Multi-plug adapters with built in circuit breakers are permitted and shall be plugged directly into a permanently installed outlet.
- Appliances such as, coffee makers, microwaves, toasters, refrigerators and compressors must be plugged directly into a permanently installed outlet.
- Electrical cords shall not be affixed to structures, extended through walls, ceilings, floors, under doors or floor covering, nor shall such cords be subjected to environmental damage or physical impact.
- Spliced or damaged electrical cords, wires, plugs, or outlets are prohibited.
- Maintain a minimum clearance of 30 inches wide by 36 inches deep by 78 inches high around circuit breaker panels.

### *Fire-Resistive Barriers- In Accordance with the 2016 California Fire Code Section 703*

- Fire rated doors and fire dampers are to be maintained and fully operational.
- Fire-resistive walls and ceilings are to be maintained without holes, breaks, or missing panels.

### **Aisles- In Accordance with the 2016 California Fire Code Section 1018**

- Provide and maintain exit aisles at a minimum of 36 inches when displays or fixtures are placed on only one side of the aisle and 44 inches when placed on both sides of the aisle where public has access.

### **Exits- In Accordance with the 2016 California Fire Code Chapter 10**

- Exit corridors and aisles are to remain unobstructed, free of any storage at all times.
- Exit doors are able to be opened from inside without a key, special knowledge, or effort if panic hardware is installed.
- Main entry door, ONLY, may have deadbolt lock but is to remain unlocked during business hours, without fail.
- Signage must be posted on egress side on or adjacent to the door stating “This door to remain unlocked when building is occupied” in 1 inch letters.
- Exit signs in place to clearly indicate exit path, minimum 4-inch letters with ¾-inch stroke.
- Exit signs are illuminated when building is occupied for all buildings with a posted occupant load 50 or more persons.
- The occupant load of the room or space shall be posted in a conspicuous place, near the main exit or exit access doorway from the room or space for all buildings with an occupant load of 50 or more persons.

### **General Fire Safety- In Accordance with the 2016 California Fire Code Chapter 3**

- All storage must be maintained at least 24 inches below ceiling in non-sprinklered buildings and 18 inches below sprinkler head deflectors if fire sprinklers are present.
- Combustibles shall not be stored in furnace, boiler, mechanical, electrical rooms or below stairs.
- Clearance must be maintained between heat-producing equipment and combustibles.
- Storage must be maintained in neat and orderly manner to minimize fire spread.
- Dumpsters shall not be stored in buildings or placed within 5 feet of combustible walls, openings or combustible roof eave lines unless protected by an approved automatic sprinkler system.
- Dumpster covers must be kept closed.
- Compressed gas cylinders are properly secured to prevent falling and contents clearly labeled.

### **Flammable Liquids- In Accordance with the 2016 California Fire Code Chapter 34**

- Fire Department restrictions regarding flammable liquids shall be continually observed.
- Business owner must know all restrictions, quantity limits and safe practices regarding flammable liquids stored at business location.

### **Hazardous Materials- In Accordance with the 2016 California Fire Code Chapter 27**

- Business owner must have current Safety Data Sheets (SDS) available at business.
- Business owner must have a Hazardous Materials Management Plan (HMMP) on file if hazardous materials are in excess of 50 gallons or 500 pounds. The business must be permitted by Riverside County Department of Environmental Health.

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