



CITY OF UNION CITY
Alameda County Fire Prevention
34009 Alvarado-Niles Rd
Union City, CA 94587
(510) 675-5470



Pre-Inspection Checklist for Businesses

IMPORTANT!

Please use this Pre-Inspection Checklist to prepare for an inspection and to determine if your business will meet basic fire safety requirements.

Please email form to UCFirePrevention@unioncity.org prior to inspection

Building Exterior

- Address numbers are visible from the street or road that fronts the property (contrasting colors required).
- All sides of the building are free from weeds, trash, debris, or combustible storage.
- If you have a dumpster, it is at least 5' away from combustible walls, windows, and building overhangs.
- All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly. Venting to the exterior.
- Provide keys for all locked spaces to be secured in the Knox Box fronting the building.

Building Interior

EXIT PATHS are from any point in the building to the public street.

- All exit doors shall be readily distinguishable and at no time concealed by curtains, drapes, or decorations.
- All exit doors open easily without special knowledge of the latching devices that may interfere with someone getting out.
- The entire width and height of all exit paths is free from any obstruction.
- Exit signs are where they belong to indicate the direction of travel and visible at all times.
- If your building has illuminated exit signs, and/or emergency lights, they must be in working order at all times, including battery backup.
- Provide detailed seating plan and interior layout if occupant load is over 50 people.

CORRIDORS are part of your exiting system, and include exterior exit balconies and stairs.

- There are no obstructions to the corridor's full width and height, such as storage or office machines.
- Rated fire doors that open into the corridors are equipped with self-closures. All fire doors are kept in the closed position, free from obstructions that would block them open.
- Aisles are at least 44" wide in merchandise areas and 24" wide in storage areas, without obstruction.
- All stairs are clear of obstructions.
- No accessory locks allowed on exit door equipped with panic hardware.
- No additional doors permitted over exit door equipped with panic hardware.
- All doors equipped with panic hardware are fully operational and in tact.

(over)

Fire Alarm/Detection Systems are installed in some businesses and recommended in all. If you have one:

- A valid permit is posted at the control panel or placed in the document box.
- The system power light must be in operation.
- No alarm or system trouble lights are lit.
- Call your alarm company to check that the remote reporting function is working. DO NOT ACTIVATE THE SYSTEM TO FIND OUT or RESET THE FIRE ALARM PANEL!
- All smoke detector batteries have been changed in the last six months.
- Copy of annual fire alarm testing report is current and available on-site in the document box.
- All fire and life safety systems including fire alarm, anslu and fire sprinkler system must be maintained current at all times.
- The system shall not be in alarm or have any trouble signals displayed. Panel must be in ALL systems normal status.

Fire Extinguishers / Fire Protection Systems

- All required fire extinguishers are present, including K-Type for kitchen (if needed).
- All fire extinguishers are wall-mounted in plain sight with posted signage.
- A 2A10BC minimum-rated fire extinguisher, which has been serviced and tagged within the last 12 months by a licensed fire extinguisher service company, is provided within 75 feet of all areas.
- All fire extinguisher gauges register in the green.
- All anslu systems are currently serviced and tagged.
- All fire sprinkler systems have a current T-19 / 5yr sticker.
- All warehouse spaces provided with a 4A40BC F/E.

Electrical

- Provide not less than a 30" wide by 36" deep clear area all around your electrical panel(s) so they are easily accessible.
- All circuit breakers are labeled clearly to show what they operate.
- All circuit breakers are free of tape or any other obstructions that may prevent them from functioning properly.
- All electrical outlets, switches and junction boxes have cover plates.
- Extension cords are for temporary electrical power and should be unplugged after each use.
- Extension cords for temporary use are at least the same size as the appliance, and do not pass under rugs, through walls, from ceiling spaces or across traffic paths. All parts of any cord must be visible so that wear or bad spots can be noticed. No spliced or taped extension cords allowed.
- Multiple plug adapters are not allowed.
- No piggy backing of power strips.
- No use of extension cords in lieu of permanent wiring.

Storage

- All storage is neat and orderly.
- There is no storage in equipment rooms, mechanical rooms, electrical rooms, or under open stairways.
- No storage within 2' foot of the ceiling in a non sprinkled bldg or 18" of a sprinklered bldg, and never more than 12 feet high.
- No flammable liquids are stored (in basement areas).
- No more than 10 gallons of flammable liquid is stored in approved safety cans outside of a special flammable liquid cabinet.

Gas

- All water heaters have a pressure-relief valve.
- All natural gas appliances have individual gas shut-off valves.
- All combustibles are stored at least 3 feet away from gas appliances (water heater, furnace, etc.).

Rooms, Spaces, and Walls

- All holes in the walls or ceiling that could allow fire into the hidden spaces have been repaired.
- No new walls have been added that would interfere with exiting, fire alarms, or sprinkler coverage.