

Dear Business Owner or Manager:

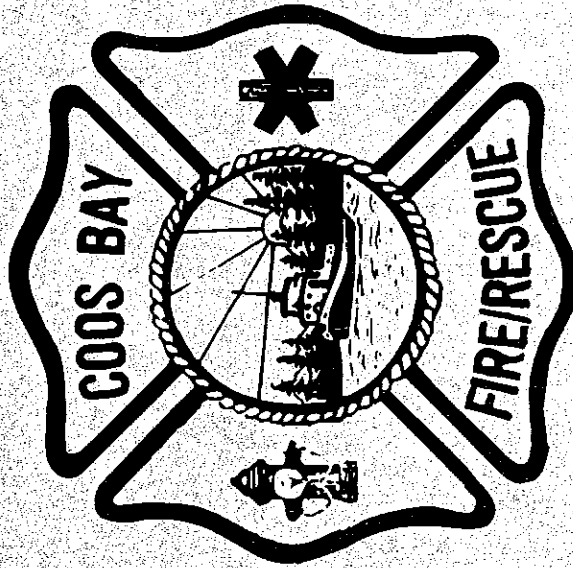
Your business has been selected to participate in our "self-inspection" program. This means that you may use this form to conduct your own fire and inspection for this calendar year. The fire department will then conduct a regular on-site inspection in the following year. It is important that you fill out this self-inspection form and return it to us within 30 days.

If you prefer to have the fire department conduct the on-site inspection, or if you have any questions about the program or form, please call 541-269-1191. Thank you for taking this responsibility seriously.

**INSTRUCTIONS**

1. Fill in the information about your business and include persons to notify in the event of an emergency in the space provided.
2. Read the questions on the reverse side of this form.
  - If the answer to the question is yes, put a check (✓) in the box provided.
  - If the answer to the question is no, correct the issue as soon as possible.
  - If the item does not apply to your business, please mark the box with N/A.
3. Refold and tape the completed form so that the Coos Bay Fire Department and address information is in the recipient space. Write your business address in the "sender" area and attach a stamp in the upper right-hand corner. To eliminate the expense of mailing, you may hand deliver the form directly to the Coos Bay Fire Department at 450 Elrod, Coos Bay, Oregon.

**Fire & Life Safety  
Self-Inspection  
Checklist**



City of Coos Bay  
Fire & Rescue Services  
Prevention Division  
450 Elrod  
Coos Bay, Oregon 97420

Coos Bay Fire Department  
Prevention Division  
450 Elrod  
Coos Bay, Oregon 97420

Place  
Postage  
Here

Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Owner/Manager: \_\_\_\_\_  
 Emergency Contact #: \_\_\_\_\_

**EXTERIOR** . . . . .

- Are address numbers for the building or your business space clearly visible from the street or driveway?  
Please help us easily find your business, night or day. Numbers should be at least 4 inches high on a contrasting background.
- Can emergency vehicles gain access to your business without being obstructed by parked vehicles?
- Is the trash dumpster for your business more than 5 feet from the building's exterior wall, roof overhang or any opening like a window or door?
- Is the area around your building free of trash or combustible debris?

**ELECTRICAL** . . . . .

- Are all circuit breakers within the electrical panel identified?  
If you need to turn the power off to a certain part of your business or piece of equipment, it is necessary to have the circuit breaker identified.
- Is there a clear area in front of the circuit breaker panel?  
Local and State fire codes require 30 inches of clearance in front of breaker panels. Easy access to the panel may help reduce unnecessary fire spread.

- Are the electrical appliances and the cords supplying power to them in good working condition?  
Frayed power cords and worn or poorly maintained electrical equipment can start a fire.

- Do all your electrical extension cords have a circuit breaker?  
Lightweight electrical extension cords are not allowed for use in commercial businesses. If you need an extension cord, use the type equipped with an internal circuit breaker.

- Is there a cover on all electrical switches, outlets and junction boxes?

**FIRE EXTINGUISHERS** . . . . .

- Is there a portable fire extinguisher mounted where it is visible and accessible within your business?
- Have all fire extinguishers been inspected within the last 12 months?  
You can inspect your own extinguishers, but if must be done once a year. Additionally, it must be serviced every six years by a qualified service technician.

- Do you and your employees know how to use your fire extinguisher?  
The Coos Bay Fire Department offers classes on extinguisher use and maintenance. For more information, contact the fire department.

**EXITING** . . . . .

- Is there a clear aisle or passageway to all exit doors?  
Building occupants must be able to get to the exit doors without having to detour or watch out for tripping hazards.

- Are all the doors used for exiting unlocked whenever you are open for business?  
All doors used for exiting purposes must be operable without the use of a key any time the building is occupied.

- If the power goes out, can you, your employees and customers see well enough to exit the building safely?  
It may be necessary to install emergency lighting that will work automatically when the power goes out. You should have a working flashlight handy.

- Can you see these exit doors or signs indicating their location from everywhere within your occupancy?  
Exit doors must be clearly labeled with signs having letters six inches high.

- Are the lighted exit signs in your business working?  
If the exit signs are lighted, the bulbs must be replaced whenever they burn out.

**MISCELLANEOUS** . . . . .

- Are there less than 10 gallons of flammable liquids stored or used within your business?  
If you don't need them, properly discard them or give them to someone who can use them.
- Do you have copies of the Material Safety Data Sheets for each of the chemicals used in your business on file for you and your employees?
- If you have a compressed gas cylinder within your business, is it secured so it can't fall or be knocked over?