

NEWBERRY SPRINGS FIRE DEPARTMENT
FIRE PREVENTION | COMMUNITY SAFETY

Commercial Fire & Life Safety Self-Inspection Checklist

For business owners, managers and facility representatives - 2025 California Fire Code

How to use this checklist. Walk through the business and mark each item OK, Needs Attention, or N/A. Correct unsafe conditions promptly and keep inspection/service records available. This educational self-assessment does not replace an official fire inspection, permit, approved plans, occupancy-specific requirements, or a determination by the Fire Code Official.

Property / Business Information

Business / Occupancy Name:	Date:
Street Address:	Occupancy Group (if known):
Owner / Manager:	Phone / Email:
Primary Use of Space:	Posted Occupant Load (if applicable):

1. Exterior, Addressing & Fire Department Access

Safety Item	OK	Needs Attention	N/A
Building address is clearly visible and legible from the street or fire department approach, contrasts with the background, and is maintained.	☐	☐	☐
Address characters are at least 4 inches high with a minimum 1/2-inch stroke unless a larger approved size is required for visibility.	☐	☐	☐
Fire apparatus access roads, drive aisles and designated fire lanes are free of parked vehicles, storage, dumpsters and other obstructions.	☐	☐	☐
Required gates or emergency access features operate properly and do not delay fire department access.	☐	☐	☐
Fire hydrants are visible, unobstructed and have at least 3 feet of clear space around the circumference.	☐	☐	☐
Fire department connections (FDCs), if provided, are visible, accessible and not blocked by landscaping, storage or parked vehicles.	☐	☐	☐
A clear working space is maintained around FDCs; wall-mounted connections have at least 36 inches of width, 36 inches of depth and 78 inches of height unless otherwise approved.	☐	☐	☐
Key box / Knox Box, if required or installed, is accessible, undamaged and contains current building-access keys as required.	☐	☐	☐

Reference: 2025 CFC §§503, 505.1, 506, 507.5.4-507.5.5, 509 and 912.4.2.

2. Means of Egress, Exit Doors & Occupant Load

Safety Item	OK	Needs Attention	N/A
Required exits, aisles, corridors, stairways and exit discharge paths are continuously clear of storage, furniture, displays and other obstructions.	☐	☐	☐

Safety Item	OK	Needs Attention	N/A
Required egress doors open readily from the egress side without a key, tool, or special knowledge or effort except where specifically permitted by code.	☐	☐	☐
Exit doors are not concealed by curtains, decorations, displays or similar materials.	☐	☐	☐
Exit signs are visible and illuminated where required; directional signs clearly indicate the path to an exit where the exit is not immediately apparent.	☐	☐	☐
Emergency egress lighting is operational where required. Required emergency power is capable of supporting egress illumination for at least 90 minutes.	☐	☐	☐
Panic / fire-exit hardware, where installed or required, operates freely and has not been modified, chained or blocked.	☐	☐	☐
The number of occupants does not exceed the permitted or posted occupant load.	☐	☐	☐
Rooms used for assembly, classroom, dining, drinking or similar purposes with an occupant load of 50 or more have a legible occupant-load sign near the main exit where required.	☐	☐	☐
Exit access is maintained during business hours; merchandise, displays and equipment do not reduce required aisle or egress width.	☐	☐	☐

Reference: 2025 CFC Chapter 10, including §§1004, 1008, 1010, 1013 and 1032; CCR Title 19 §§3.11, 3.27 and 3.30.

3. Portable Fire Extinguishers

Safety Item	OK	Needs Attention	N/A
Portable fire extinguishers are provided for the occupancy and hazards present.	☐	☐	☐
Extinguishers are in their designated locations, conspicuous, readily accessible and not blocked by furniture, storage or displays.	☐	☐	☐
Pressure gauge / indicator is in the operable range; safety seals and tamper indicators are intact; there is no obvious damage, corrosion, leakage or clogged nozzle.	☐	☐	☐
Extinguishers are properly mounted or secured; the bottom is at least 4 inches above the floor and mounting height is appropriate for the extinguisher weight.	☐	☐	☐
The annual maintenance tag is current and legible.	☐	☐	☐
Monthly inspection records are current, either on the extinguisher tag/label, a checklist, or an approved electronic record.	☐	☐	☐
Special hazard extinguishers are provided where required, including Class K extinguishers for commercial cooking operations.	☐	☐	☐

Reference: 2025 CFC §906; CCR Title 19, Div. 1, Ch. 3, including §§567.6, 574.1, 574.5, 575.1 and 596.3.

4. Fire Sprinkler, Standpipe, Alarm & Other Protection Systems - If Installed

Safety Item	OK	Needs Attention	N/A
Fire sprinkler control valves are in the normal/open position, accessible, identified and not obstructed.	☐	☐	☐
Sprinkler heads are not painted, damaged, loaded with dust/grease, or obstructed by decorations, shelving or storage.	☐	☐	☐
Storage is maintained at least 18 inches below sprinkler deflectors unless a specific code exception applies.	☐	☐	☐
Fire department connections, fire pump rooms, riser rooms and other fire-protection equipment are identified and readily accessible.	☐	☐	☐
Fire alarm control panel indicates a normal condition; trouble, supervisory or alarm conditions are promptly investigated and corrected.	☐	☐	☐
Manual pull stations, notification appliances, smoke detectors and other fire alarm devices are visible and unobstructed.	☐	☐	☐
Required inspection, testing and maintenance reports for sprinkler, alarm, standpipe and other fire-protection systems are current and available.	☐	☐	☐
Any impaired fire-protection system is reported and managed in accordance with required impairment procedures, including fire watch where ordered.	☐	☐	☐

Reference: 2025 CFC §§901, 903, 907, 912 and 315.3.1; CCR Title 19, Div. 1, Ch. 5. System-specific NFPA standards apply.

5. Electrical, Heating & Portable Appliances

Safety Item	OK	Needs Attention	N/A
Electrical wiring, cords, plugs, receptacles, switches and equipment show no exposed conductors, scorch marks, broken covers or other visible damage.	☐	☐	☐
Junction boxes, switches and receptacle boxes have approved covers; open splices or exposed wiring are not present.	☐	☐	☐
Required working space in front of electrical panels and service equipment is clear of storage and obstructions.	☐	☐	☐
Combustible materials are not stored in electrical equipment rooms, boiler rooms or mechanical rooms.	☐	☐	☐
Extension cords are used only temporarily with portable appliances and are not used as permanent wiring or routed through walls, ceilings, floors, doors or floor coverings.	☐	☐	☐
Power strips / relocatable power taps are listed, used within their rating, and are not improperly daisy-chained.	☐	☐	☐
Portable electric space heaters, where permitted, are listed, plugged directly into an approved receptacle and kept at least 3 feet from combustible materials.	☐	☐	☐

Safety Item	OK	Needs Attention	N/A
Portable electric cooking appliances, where used, are listed and are not connected to extension cords; combustibles are kept at least 3 feet away where required.	☐	☐	☐
Multiple electrical power sources, disconnects and service equipment are labeled where required.	☐	☐	☐
No electrical equipment, appliance or wiring that creates an obvious fire or shock hazard remains in use.	☐	☐	☐

Reference: 2025 CFC §§601-603, 315.3.3, 4102 and 4105; 2025 California Electrical Code (Title 24, Part 3).

6. Storage, Housekeeping & Combustible Materials

Safety Item	OK	Needs Attention	N/A
Storage is orderly and stable; aisles and access to exits, electrical equipment, fire extinguishers and fire-protection equipment are maintained.	☐	☐	☐
In sprinklered areas, storage is generally maintained at least 18 inches below sprinkler deflectors unless a specific exception applies.	☐	☐	☐
In nonsprinklered areas, storage is generally maintained at least 2 feet below the ceiling unless a specific exception applies.	☐	☐	☐
Combustible materials are not stored in exits, stair enclosures, boiler rooms, mechanical rooms, electrical equipment rooms or fire command centers.	☐	☐	☐
Combustible waste, cardboard and rubbish are removed regularly and are not allowed to accumulate near ignition sources.	☐	☐	☐
Storage is separated from heaters and heat-producing equipment so ignition cannot occur.	☐	☐	☐
Outdoor combustible storage does not block fire department access, hydrants, FDCs or required egress.	☐	☐	☐
High-piled or rack storage has not been added, increased or rearranged beyond approved conditions without required review.	☐	☐	☐
Indoor displays and merchandise arrangements maintain free and immediate access to exits.	☐	☐	☐

Reference: 2025 CFC §§304, 314, 315 and Chapter 32 where high-piled combustible storage applies.

7. Commercial Cooking Operations - If Applicable

Safety Item	OK	Needs Attention	N/A
Commercial cooking appliances producing grease-laden vapors are located under the approved Type I hood / exhaust system as required.	☐	☐	☐
Hood, filters, fans and ducts are not excessively contaminated with grease and are cleaned at the required frequency.	☐	☐	☐
The hood / duct inspection-cleaning service tag is current and inspection/cleaning records are retained.	☐	☐	☐

Safety Item	OK	Needs Attention	N/A
Automatic cooking fire-extinguishing system service is current and system components are unobstructed.	☐	☐	☐
Manual activation device for the cooking suppression system is visible, accessible and unobstructed.	☐	☐	☐
Fuel and electrical shutoffs associated with the cooking suppression system remain accessible and have not been bypassed.	☐	☐	☐
Class K extinguisher is available for cooking-oil/grease hazards and is readily accessible.	☐	☐	☐
Cooking equipment has not been moved or replaced in a way that leaves appliances outside the protected hood/suppression coverage.	☐	☐	☐

Reference: 2025 CFC §§606, 904 and 906; California Mechanical Code; applicable NFPA 96 / NFPA 17A requirements as adopted.

8. Hazardous Materials, Flammable Liquids & Compressed Gas - If Applicable

Safety Item	OK	Needs Attention	N/A
Containers are closed, in good condition and labeled so their contents and hazards can be identified.	☐	☐	☐
Safety Data Sheets (SDS) are available to employees and emergency responders as required by applicable workplace / hazardous-material rules.	☐	☐	☐
Flammable and combustible liquids are stored and used away from ignition sources and in approved locations/containers or cabinets where required.	☐	☐	☐
Compressed-gas cylinders are secured against falling and protected from damage.	☐	☐	☐
Incompatible hazardous materials are separated or otherwise protected as required.	☐	☐	☐
Required hazard identification / NFPA 704 placards and warning signs are present and legible where required.	☐	☐	☐
Quantities of hazardous materials have not increased beyond approved or permitted amounts without required review.	☐	☐	☐
Spills, leaks, damaged containers or other unsafe hazardous-material conditions are corrected immediately and appropriate emergency procedures are followed.	☐	☐	☐

Reference: 2025 CFC Chapter 50 and applicable Chapters 51-67. Additional CERS/HMBP, workplace and environmental requirements may apply.

9. Fire Doors, Decorations, Open Flames & Special Operations

Safety Item	OK	Needs Attention	N/A
Fire doors and smoke doors are not wedged or blocked open unless held open by an approved automatic-release device.	☐	☐	☐
Fire-rated doors, closers, latches and hardware operate properly and have not been drilled, modified or damaged in a way that could affect the rating.	☐	☐	☐

Safety Item	OK	Needs Attention	N/A
Decorations, displays and combustible furnishings do not obstruct exits, exit signs, sprinklers, fire alarms or fire extinguishers.	☐	☐	☐
Candles, open flames, torches and similar devices are not used unless permitted and all required safeguards are in place.	☐	☐	☐
Hot work such as welding, cutting or brazing is performed only under required permits / controls and with appropriate fire prevention measures.	☐	☐	☐
Powered micromobility devices and lithium-ion batteries are charged only with listed equipment and are not charged or stored in required exit paths.	☐	☐	☐
Temporary heating/cooking equipment is listed, used in approved locations and maintained with required clearances from combustibles.	☐	☐	☐
Special events, tents, temporary structures or unusual operations are not conducted without required approvals or permits.	☐	☐	☐

Reference: 2025 CFC Chapters 3, 8, 31, 35 and 41; §322 for powered micromobility devices where applicable.

10. Records, Emergency Planning & Management Practices

Safety Item	OK	Needs Attention	N/A
Current fire-protection inspection, testing and maintenance reports are retained and available for review where required.	☐	☐	☐
Portable fire extinguisher monthly inspection and annual maintenance records are current.	☐	☐	☐
Employees know how to report a fire or emergency, activate the fire alarm where provided, and call 9-1-1.	☐	☐	☐
Employees are instructed not to block exits, fire lanes, extinguishers, electrical panels, sprinklers, FDCs or other emergency equipment.	☐	☐	☐
Emergency plans, evacuation procedures, fire drills, crowd-manager duties or fire-safety plans are maintained where required for the occupancy/use.	☐	☐	☐
Changes in use, occupancy, storage arrangement, hazardous-material quantities or fire-protection systems are reviewed before implementation when permits/approval may be required.	☐	☐	☐
Known fire/life-safety deficiencies are assigned to a responsible person and tracked until corrected.	☐	☐	☐

Reference: 2025 CFC Chapters 4 and 9; occupancy-specific emergency planning requirements vary by use.

Business Action Plan

Immediate / Today	
Within 7 Days	
Within 30 Days	
Service / Contractor Needed	
Fire Department Question / Follow-Up	

Self-Inspection Summary

Items Needing Attention:		Follow-Up Date:	
Responsible Person:		Manager Initials:	

Do not delay correction of serious hazards. Examples include blocked or locked required exits, an active fire-protection system impairment, damaged/overheating electrical equipment, leaking flammable gas or liquid, unsafe cooking suppression conditions, or any condition presenting an immediate threat to occupants. For an active fire, gas leak, hazardous-material release, or immediate danger, evacuate as appropriate and call 9-1-1.

Primary References

- 2025 California Fire Code (Title 24, Part 9), including Chapters 3, 4, 5, 6, 8, 9, 10, 31, 32, 35, 41 and 50-67 as applicable.
- 2025 California Building Code (Title 24, Part 2), especially Chapter 10 means-of-egress provisions where referenced by the Fire Code.
- California Code of Regulations, Title 19, Division 1 - portable fire extinguishers and automatic fire-extinguishing system inspection/testing requirements.
- 2025 California Electrical Code (Title 24, Part 3) and California Mechanical Code (Title 24, Part 4), as applicable.
- NFPA standards referenced by the adopted California codes for specific fire-protection systems and operations.

Newberry Springs Fire Department | Fire Prevention | Commercial Self-Inspection Resource