

INSPECTIONS... ...WHAT TO EXPECT

- A uniformed Scottsdale Deputy Fire Marshal, Fire Inspector or Firefighter will:
 - ◆ Visit your facility during normal business hours.
 - ◆ Always be courteous and considerate of your time.
 - ◆ Comply with the best time to conduct the required inspection.
 - ◆ Always clearly state inspection results in writing with a re-inspection date assigned, if required.
- Information may be left to enable you to self-inspect your premise in order to be ready for the official inspection.
- A time extension may be granted by the Fire Marshal upon written request providing a reasonable explanation.

UNDERSTANDING THE RESULTS

- The Inspector is there to help you and will be glad to explain the results and answer any questions you may have.
- At any time, you may contact us at the Fire and Life Safety Division by calling (480) 312-1855.

The Scottsdale Fire Department is confident that through education and awareness your place of business can be a fire safe facility.

BE PREPARED

- Post your building's evacuation plan
- Know at least two ways out of your work area/building
- Conduct regular fire drills
- Know where the fire extinguishers are located and how to use them
- In case of a fire, ALWAYS use the stairs to exit; DO NOT use the elevator
- Avoid blocking exits
- Keep hallways, stairways, and exits clear of trash, cleaning supplies, and other storage
- Report locked or blocked exit doors to building owner and the Fire Department

To schedule a CPR, CCC, or First Aid Class call Scottsdale Parks and Recreation at (480) 312-7957

IN CASE OF AN EMERGENCY
CALL 9-1-1

SCOTTSDALE FIRE NON-EMERGENCY
DISPATCH CALL (480) 312-8911



FIRE INSPECTIONS

*Are you up to
Code?*

A Guide to Fire Inspections

The City of Scottsdale Fire
Department
8401 East Indian School Road
Scottsdale, Arizona 85251
Phone: (480)312-8000
<http://www.scottsdalefd.com>

ANNUAL INSPECTIONS

Why?

It is the law. State and local fire code requires that every business receive a fire inspection regularly. These inspections will greatly reduce the occurrence of injury and fire in your business.

What You Can Do?

The best way for you to prepare for your upcoming inspection is to follow the preventative measures outlined in this brochure.

How We Can Help?

You can contact our Fire and Life Safety Division to set up a General Inspection or get your questions answered by calling (480) 312-1855. We also offer assistance in Evacuation Preparedness and classes on Fire Safety in the Workplace.



Fire Alarm and Riser Room doors should be labeled.

GOOD HOUSEKEEPING:

- Remove trash daily to a covered and locked dumpster that is away from your building.
- Keep hallways, corridors and aisles clear of storage and clutter.
- Keep EXIT doors clear and free of clutter.
- Ensure EXIT signs are illuminated. Check EXIT signs and egress lighting monthly.
- Remember to unplug small appliances when not in use (i.e., coffee pots).
- Do not use electrical extension cords for permanent operations. For heavy duty equipment please consult an electrician. A store bought circuit breaker strip plug can be used for minor electrical equipment.
- Keep all storage down 24" from the ceilings (18" below fire sprinkler equipped areas).
- Do not store combustibles within 36" of a heat producing appliance (i.e. water heater).
- Keep outside brush and weeds away from the building.
- Store flammable and combustible liquids in proper storage containers and cabinets.
- Dispense flammable and combustible liquids in a properly ventilated area using safety cans or original containers. Always follow proper bonding and grounding procedures.
- Keep fire sprinkler control valves, fire hydrants, and fire department connections accessible. Maintain a 36" clearance to these connections.
- Do not store items in the Riser Room, Fire Alarm Control Panel Room, or Electrical Room.

Assign someone to check these things each day and create a maintenance log.



Suite numbers should be clearly marked on both front and rear doors.

FIRE ALARMS and FIRE PROTECTION SYSTEMS:

The following items offer the best early warning and quickest response to a fire:

- A fully functional fire sprinkler system connected to a central station monitoring (tested annually by a licensed firm).
- A fire detection system connected to a central station monitoring (tested annually by a licensed firm).
- Portable fire extinguishers that are wall mounted near exits, highly visible, unobstructed and located no more than 75' from anywhere in the building (service annually by a licensed firm).
- A hood and duct fire system over commercial cooking appliances (tested semi-annually by a licensed firm).



Fire Department Connections clearly marked

ON THE OUTSIDE:

- Clearly marked and visible fire lanes.
- Knox box and Knox lock system.
- Clearly labeled Alarm, Riser, and Utility Rooms.
- Clear and visible street numbers and suite numbers.
- Fire Department Connections clearly labeled.



Unobstructed Fire Hydrant

Clearly marked Fire Lanes