



SELF INSPECTION REPORT

WESTLAKE FIRE DEPARTMENT

2110 Columbia Rd., Westlake, Ohio 44145
Phone (440) 871-3441 Fax (440) 835-6456



Occupancy & Complex Name: _____ Date: _____

Address: _____ Suite/Apt. #: _____ Business Phone: _____

Emergency/After Hours Contact Name: _____ Emergency Contact Phone: _____

Access and Premises	Yes	No	N/A
1. Are address numbers for the building visible from the street?			
2. Are suite numbers posted clearly on interior and/or exterior of the building?			
Knox Box (approved key lock box on exterior of the building)			
3. Is the Knox Box free from obstruction and in good condition?			
4. Are the keys inside the Knox Box current?			
Egress (Exiting)			
5. Are the exit pathways recognizable and clear of all obstruction?			
6. Do all exit doors operate from the inside without the use of a key or any special knowledge?			
7. Are the areas around the inside and outside of all exits free of storage and trash?			
Electrical			
8. Are all electrical outlets, switches, and junction boxes properly covered with cover plates?			
9. Are extension cords being used temporarily, and not as a substitute for permanent wiring?			
10. Is a UL Listed power tap/power strip utilized with a built-in circuit breaker plugged directly into a permanently installed outlet when multiple electrical items are being used?			
11. Is the area in front of the electrical panel(s) clear by at least 30 inches?			
12. Do heat producing appliances have a 3 foot clearance away from all combustibles?			
Emergency Lighting/Egress Illumination/Exit Signs			
13. Are exit lights lit and visible at all times?			
14. Are emergency and exit lights being tested monthly?			
15. Are non-working emergency and exit lights being repaired or replaced as necessary?			
Compressed Gas Cylinders			
16. Are compressed gas cylinders securely attached to a wall?			
Storage			
17. Is storage at least 18" below sprinkler heads or 24" below the ceiling in non-sprinkler areas?			
18. Are electrical, mechanical, and furnace rooms free of all of storage?			
Fire Extinguishers			
19. Are fire extinguishers present, visible, accessible, and mounted on the wall?			
20. Have the extinguishers been serviced by a qualified technician within the last 12 months?			
Interior Miscellaneous			
21. Are all ceiling tiles in place, intact, unstained, and undamaged?			
22. Is storage neat and orderly, with aisles maintained a minimum 36" width throughout facility?			

PLEASE RETURN THIS COMPLETED FORM TO WESTLAKE FIRE PREVENTION
WITH IN 30 DAYS TO: westlakefireprevention@cityofwestlake.org or fax to 440-835-6456