



Truckee Fire Protection District

*Proudly providing service to portions of both Nevada and
Placer Counties and the Town of Truckee*

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Deputy Fire Chief
William G. Seline

Board of Directors

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Dear Business Owner/Manager:

FIRE IS A THREAT that no business can ignore. Business owners and employees must make every effort to prevent fires from starting and must be prepared to respond if a fire breaks out. Each year thousands of people unnecessarily die or are injured in business fires that could have been prevented.

Business fire account for 25 percent of all fire deaths and 34 percent of all fire injuries. The leading three causes of business fires are faulty equipment or wiring, unsafe practices and arson. The Truckee Fire District would like to ask for your assistance in making businesses fire safe.

PREVENTION IS THE KEY to a safe business. We have developed a simple Self Inspection form for you to conduct your own fire safety inspection. An explanation of each item is attached for your convenience. We would like to ask you to conduct your own fire safety inspection utilizing the Self Inspection form and return it to the Truckee Fire Prevention Bureau, or email to prevention@truckeefire.org.

Having the correct responsible name and phone number significantly helps is during a response to your business. The responsible you list, needs to be a local contact. Please ensure the top portion of the form is completely filled in.

Your cooperation in conducting this Self Inspection will lower the chances of a fire occurring in your business. Thank you in advance for working together to keep the Tahoe/Truckee area a safe place to work and live.

If you have any questions, please do not hesitate to call 530-582-7850.

Sincerely,

Craig Harvey
Fire Marshal



Truckee Fire Protection District
Self- Inspection Form
Business Occupancies

Business Name:	Business Phone:
Street Address:	
Business Responsible (1):	After Hours Emergency Phone:
Business Responsible (2):	After Hours Emergency Phone:
Property Owner or Property Mgmt. Co:	
Owner/Mgmt. Phone:	
Person & Title Completing Inspection Form:	
Business Fax Number:	Email Address:

Complete the inspection form below:

1. <input type="checkbox"/>	All exit ways maintained clear and free of obstructions, and all exit doors in working condition.
2. <input type="checkbox"/>	Furnace/boiler and electrical rooms are free of combustible storage. Stairwells free of trash and debris.
3. <input type="checkbox"/>	All emergency lighting and exit lights are operational.
4. <input type="checkbox"/>	All required fire extinguishers have a current service tag. Date Serviced: _____
5. <input type="checkbox"/>	All electrical appliances and cords appear to be safe. No splices, multiple receptacles or extension cords.
6. <input type="checkbox"/>	No accumulation of trash or debris in storage rooms or outside of building.
7. <input type="checkbox"/>	Fire Dept. access kept clear. Fire lanes clearly posted and where appropriate, curbing painted red.
8. <input type="checkbox"/>	Address posted on building and visible from street.
9. <input type="checkbox"/>	Reduce storage height to at least two feet below ceiling in building.
10. <input type="checkbox"/>	Electrical panel shall have a minimum of 30" clearance.
11. <input type="checkbox"/>	Do you have rack storage over 12' tall? Yes___ No___
12. <input type="checkbox"/>	Secure compressed gas cylinders.

After your inspection is complete and you have checked off the above items, please sign and date this form. By doing so you are indicating that any deficiencies found have been corrected. If an item does not apply, you may place N/A next to the item with a brief explanation.

If you have any further questions or require more assistance, please contact the Truckee Fire Prevention Bureau at 582-7850. If emailing the form, email to prevention@truckeefire.org. If faxing, fax to 582-7854.

Signature: _____

Date: _____

Assistance Guidelines for Business Self Inspections

1. Truckee Fire District requires exit doors to be identified for public egress. Remove any obstructions from these exits and keep them clear at all times. Exit doors shall be operable from the inside without locks or devices, which would slow or stop those exiting. Check each door by fully opening and allowing it to close, making sure it latches.
2. Remove combustible storage from furnace/boiler rooms and high voltage electrical rooms. Storage shall not be placed in stairwells. Storage shall not be placed under stairs unless fire sprinklers are installed.
3. If your office or store has emergency lights, they are required to be battery operated. Please operate each unit by turning off the power for twenty minutes; this will test the battery strength and help insure proper operation if there is an actual power failure. If the unit fails, let it recharge and repeat the test. If it fails again, repair or replace it. Batteries should be dated with an indelible pen upon installation and replaced at five-year intervals.
4. Verify that a California State Fire Marshal licensed contractor has serviced extinguishers within the last twelve months with a service tag indicating. If a fire extinguisher has been damaged, replace it. Check the operating gauge to see if it is in the proper pressure range, check the green area; if not, have it serviced. Check the extinguisher gauges monthly to see if they remain in the operable range.
5. Receptacles/outlets should not spark. Frayed or damaged appliance cords should be replaced. Extension cords are not permitted in place or permanent wiring.
6. Any trash or debris must be removed from the property.
7. Fire lanes must have signs indicating a No Parking Fire Lane. Any previously painted curbs shall be repainted as necessary.
8. Building address shall be posted and visible from the roadway, adjacent to the building. Numbers must be a minimum of 4 inches high and in a contrasting color from the background.
9. Reduce storage height to at least two feet below ceiling in non-sprinklered room or building. Reduce storage height to at least 18" below level of sprinkler heads in sprinklered room or building.
10. Check your circuit breaker or fuse panels to assure that they are in good condition; no holes or blank slots. Clearance to the front of the electrical panels shall be a minimum of 30".