



How to Prepare for a *Fire Safety Inspection*

Created 1/20/2023, Updated 8/6/2025

The State of California mandates local fire agencies to inspect structures (including schools) for fire and life safety. The Cosumnes Fire Department ("Fire Department") inspects all hotels, multifamily dwellings, residential board and care facilities, places of assembly (churches, mosques, synagogues, temples, chapels, restaurants with high capacity, bars/nightclubs, movie theaters), manufacturing/processing, swimming, etc., within its jurisdiction.

Businesses can self-assess by using the checklist below and making corrections before their scheduled Fire Department inspection.

Check	Inspection Item
	The Compliance Engine
	The testing contractor has entered Fire system(s) inspection, testing, and maintenance reports into the Compliance Engine (TCE). https://www.cosumnescsd.gov/1291/Maintaining-Commercial-Fire-Systems-TCE
	Access/Exterior
	The fire lane is identified, clear of all obstructions, painted red, and marked "NO PARKING FIRE LANE."
	The address is visible from the street.
	Knox Box houses current keys, and gates open freely.
	3-foot clearance around hydrants/shutoff valves.
	Exiting
	Aisles, corridors, stairs, and exits are clear of obstructions, storage, or tripping hazards.
	Exit doors open without keys, special knowledge, or effort, and exits are unobstructed.
	Sign over the main exit door stating, "This door to remain unlocked when building is occupied".
	Exit door hardware is fully functional.
	There are no obstructions that will keep the fire door from self-closing and latching.
	There are no locks/latches on doors with panic hardware.
	Area under unprotected stairways is clear of stowed items.
	Emergency lighting and exit signs are operable.
	Fire Extinguishers
	Fire extinguishers are adequately hung and visible with the current inspection date.



Check	Inspection Item
	Fire extinguishers are serviced regularly and tagged by state-licensed company T-19 596.
	There is clear access to fire extinguishers.
	Signs are posted indicating fire extinguisher location (where needed).
	Fire Protection Equipment
	Maintenance, repairs, paint, inspections, and/or testing sprinkler/standpipe systems/hydrant/FDC/PIV have been performed and are current.
	There is a 3-foot minimum clearance for access/use of fire appliances and/or equipment.
	All control valves are secure in the open position using approved locks/electronically supervised.
	There are no damaged, painted, or missing sprinkler heads, FDC caps, heat detectors, etc.
	Provide 5-year certification and inspection reports for quarterly/annual testing for fire sprinkler/standpipe system (per NFPA 25).
	Sprinklers are present in all areas.
	Location of riser/control valves identified with signage.
	Provide spare sprinkler heads (min 6) and a compatible wrench in the fire control room.
	Service automated fire extinguishing system semi-annually.
	Kitchen hoods are kept free of grease.
	Fire Alarm Systems
	The Fire Alarm Control Panel (FACP) location is identified, and the panel is in "Normal" mode without trouble/supervisory alarms.
	Fire drills, annual fire alarm testing, and monitoring are documented on-site.
	Alarm systems have been maintained, repaired, inspected and/or tested.
	All fire alarm pull boxes are in working condition.
	Smoke/heat detectors have been maintained and are in working condition. A site plan of the campus shows fire alarm zones at the FACP.
	Electrical
	Extension cords are not being used in lieu of permanent wiring.
	Fixed stationary appliances have permanent wiring.
	All junction boxes have cover plates.
	There are no exposed wires.
	There is a 30" clear space around the electrical panel.
	Wiring is maintained, in good condition, and protected from damage.
	Electrical Rooms are clear, and "No Storage" signs are posted.
	Flammable Liquids/Compressed Gases



Check	Inspection Item
	A flammable liquid storage cabinet is provided, or storage is 10 gallons or less.
	No excess flammable and combustible liquids.
	Flammable and combustible liquids are not stored by exits, stairs, or corridors.
	Spilled flammable liquids have been cleaned-up.
	There are lids on all stored hazardous materials (not in immediate use).
	Fueled equipment is not stored, operated, or repaired within the building.
	Compressed gas cylinders are secure and identified by product name.
	Storage & Housekeeping
	Storage areas are orderly.
	No combustible storage in the boiler, mechanical, and electrical rooms.
	Minimum 2-foot clearance between stored items and ceiling in non-sprinklered building.
	Minimum 18-inch clearance between stored items and ceiling in sprinklered building.
	Oil and paint rags are stored in metal containers with self-closing, tight-fitting lids.
	Washers and dryers are free of lint/debris.
	Dumpsters are 5 feet away from combustible walls, eaves, or openings.
	There is a minimum 30 feet clearance between buildings and combustible growth.
	Classrooms
	Wall coverings in the classroom do not exceed 50%.
	Fire alarm pull boxes are visible and accessible.
	All evacuation routes are clearly posted.
	Public Assembly Areas/Corridors
	Occupant load signs are clearly posted, and evacuation routes are clearly posted in assembly areas and corridors.
	All decorations, drapes, and/or curtains are flame-treated with appropriate labels.
	Wall coverings in corridors shall not exceed 20%.

Thank you for reviewing this checklist and making corrections before your Fire Department Fire Safety Inspection.