

# Retail Store Fire Protection & Life Safety Inspection Checklist

Please use this **Retail Fire Protection & Life Safety Inspection Checklist** to perform all necessary in-house fire safety inspections. If you cannot check a box in one or more of the sections, correct the issue(s) immediately.

**1. Daily: check building access** (doors, windows, overhead doors) and outdoor areas for obstructions and fix any issues right away.

- The building address is easily seen from the street.
- All exterior doors work as designed for those coming in and those exiting.
- Exterior doors are not blocked by things like shopping carts, deliveries, trash receptacles.
- External fire department connections (FDCs) are easily accessible.
- Fire hydrant paths are unobstructed, providing access for fire trucks.
- There are no accumulations of combustible materials in outside area.
- All exterior areas are properly illuminated.

**2. Daily: inspect all fire doors and emergency exits.**

- Emergency exit doors are clearly marked and unlocked during open hours.
- Fire exits and doors are accessible and in working order.
- All emergency exit doors, hallways, pathways, stairways are clear of debris/storage.
- Fire doors open from the inside without keys or special tools.
- All fire doors are self-closing and latching.

**3. Daily: evaluate retail store areas where fire hazards can cultivate;** correct those that are not able to be checked off the list.

- Trash/waste is properly stowed in trash/recycling bins, not piled up in any area, especially doorways.
- Cigarette butts and containers are away from the building, shrubbery, and flammable materials.
- Combustible materials/liquids are stored securely in an approved cabinet per NFPA/OSHA regulations.
- Exits do not have combustibles (or anything else) stored in their path.
- Breakrooms are clean, trash is in bins, electrical appliances are protected with GFCI, nothing hot is on without someone in attendance.
- Nothing is hanging from fire sprinkler piping or sprinkler heads in locker rooms or anywhere else in the store.
- Fire pump rooms and riser rooms are 100% free of anything other than fire protection equipment.
- All supplies/stock/merchandise is at least 3 ft. from heating units and ductwork.
- Gas cylinders are secured to prevent tipping.

**4. Check electrical systems;** some monthly, some daily, as noted.

- Extension cords are not in permanent use (daily).
- Any extension cords in use are heavy-duty and grounded (daily).
- All breakroom electrical appliances are plugged into GFCI and clear of debris (daily).
- There are no malfunctioning or hot electrical wires (daily).
- Each electrical panel has 30 inches in width, 36 inches in depth, and 78 inches in height; nothing obstructs access to panels (weekly).
- All power strips have built-in circuit breakers (monthly).
- All electrical outlets have cover plates (monthly).
- Circuits are properly labeled on all panels (every 6 months/year).

**5. Follow fire safety signage regulations** for non-illuminated, flickering, blocked exit signs, and faulty lighting, and look for the following:

- Exit signs are properly lit and unblocked (check daily for good fire prevention practice, monthly for code compliance).
- Emergency lighting units are functional (check monthly for good prevention, annually for code compliance).
- Exit signs backup batteries work. Change annually on the same day each year for dependability.

**6. Inspect all fire extinguishers.** OSHA and NFPA require monthly inspections by a trained staff member to ensure the pressure gauge is on full (needle to green), the hose is intact, and the pin is securely in place. Also, confirm:

- All fire extinguishers are present, visible, accessible; none are missing (weekly).
- All fire extinguishers are stored off the floor but not above five feet (weekly).
- There is nothing within a 36-inch radius of each extinguisher (weekly).
- Extinguishers are spaced up to 150' away in an open store floor plan (weekly).
- Extinguishers have inspection tags with up-to-date signatures (monthly).
- Extinguishers meet the necessary classification for each area (Class A, B, C, K) (monthly).

**7. Make sure all smoke alarms and carbon monoxide alarms are working** properly.

- Each smoke alarm and carbon monoxide detector has been hand-tested (weekly).
- No alarms are chirping (if they are, start by replacing batteries; then entire alarm if needed).
- Each alarm has two sources of power – electrical and backup batteries (monthly).
- Detectors are less than 10 years old (monthly).

**8. Daily: inspect the fire alarm system.**

- All fire alarm pull stations are accessible with nothing in the way of viewing them or activating them.

- 9. Inspect fire sprinkler systems and fire suppression systems.** During daily fire prevention rounds, check:
- Nothing is hanging from the sprinkler systems' or suppression systems' heads or pipes.
  - Pipes and heads or nozzles are not bent, dirty, corroded, or damaged in any way.
  - Fire sprinkler heads and suppression system nozzles are unobstructed; there is no signage/merchandise/debris within 18 inches.

- 10. Record-keeping.** As you make your daily, weekly, and monthly rounds, review previous fire protection inspection, testing, maintenance, and repair records to confirm a regularly recurring process is in place and that inspections are up to date.

Record-keeping is mandatory per NFPA and AHJ. If you can't produce the required documentation during a regulatory inspection, it is a fire code violation.

- Look at inspection tags/stickers on fire protection equipment to confirm all required inspections have occurred.
- Verify emergency telephone numbers are conspicuously posted.
- Your retail store's written Fire Safety Plan is up to date and accessible to all employees.

Actions Taken Today:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_

Once this fire safety checklist is complete, file with other inspection reports either electronically or in a Fire Safety file for easy reference.

If you have questions about this checklist or need more fire protection and inspection information, [contact AIE today, 800-892-9863](tel:800-892-9863).

*The Retail Fire Protection Inspection Checklist information is compiled from decades of expertise and follows regulations, standards, and codes from sources such as The National Fire Protection Association (NFPA), the Occupational Safety and Health Administration (OSHA), state and regional Authorities Having Jurisdiction (AHJ), the International Code Council (ICC), and insurance companies. This form is not to be considered legally binding advice, used as a substitute for professional advice, and/or take the place of local AHJ forms. When in doubt, reach out to AIE for confirmation, 800-892-9863.*