



## FRONT RANGE FIRE RESCUE

PO Box 130, Milliken, CO 80543

970-587-4464 / Fax: 970-587-0324

*Courage ★ Compassion ★ Professionalism*

*Serving Johnstown, Milliken and Weld County for more than 100 years*

Dear Business/Building Owner:

Front Range Fire Rescue (FRFR) is committed to providing citizens and visitors of our communities with safe places to live, work and do business. We are asking for your help in keeping your community safe from fire and life hazards. One of the ways that we can accomplish this is through our new Self-Inspection Program.

We hope this program will help you to identify and correct any potential safety issues in your building, so you may be able to avoid the negative consequences of an emergency or disaster. The checklist has been attached below this letter for your convenience. If you are a tenant within a larger building, please only complete the inspection form for your business space. You may see items on the list that are not applicable to your space. That's OK! Simply mark them as N/A and move on to the next item. We would greatly appreciate it if you could provide us with contact information for the owner of the building, if it's not you. If you are the owner of a building with multiple tenants, please complete this form for the entire building, including all tenant spaces. Please also provide us with a list of all suite/space numbers, and include the business name and phone number for each tenant.

When you've completed the form, please feel free to mail to our office at the PO Box listed at the top of this letter. You are also welcome to scan it and email it to [Plans@FRFR.co](mailto:Plans@FRFR.co). If you are uncomfortable completing the checklist on your own, please feel free to call our office and request help from a fire inspector (970-587-4464).

### **How to complete the "Self-Inspection Form":**

1. Be sure to complete all the information at the top of the form: business name and address, owner information, and emergency contact information.
2. Read the checklist before you start trying to answer it. Cues about what to look for can be found on the 3<sup>rd</sup> page of this document.
3. Walk through your building or business and answer each question by checking the appropriate box in the columns on the left.
4. If any answer lies within a shaded area, the item is a potential safety hazard and should be promptly corrected. Once you correct the item, you can mark that on the right side of the page. *It is very important that you indicate any hazards you find, even if you make the correction immediately.* When you tell us you've found and corrected a problem, we can more accurately measure the effectiveness of this program.

Thank you for helping us keep your community safe!

Tyler Drage  
Deputy Chief/Fire Marshal  
Front Range Fire Rescue



# Front Range Fire Rescue Business Self-Inspection Form



*Please return this completed form to:*  
Front Range Fire Rescue  
P.O. Box 130, Milliken, CO 80543  
*Or email it to: Plans@FRFR.co*

Business Name

Business Phone Number

Physical Address (Street, City, State, Zip)

Mailing Address (if different than Physical Address)

Business Owner Name

Home Phone

Cell Phone

Emergency Contact Name

Home Phone

Cell Phone

This form has been developed to assist business owners/operators with providing for safety in and around their buildings. Please take a few minutes to walk around your business and building as you answer each of the questions below. If you encounter an item that does not apply to your business, that's OK. Simply mark that as "N/A."

If you mark something in a shaded box, please refer to the explanations on the next page for information on how to make corrections. When you've corrected the item, please complete the column on the right. Once the form is complete, please return it by mail to the PO Box at the top of this page, or scan and email it to Plans@FRFR.co.

YES	NO	N/A

1. Building / business address is plainly legible and visible from the street.
2. Dumpster is at least 5 feet away from the building or otherwise secured.
3. Gas meter and piping are protected from vehicular damage.
4. Building exterior is kept free of accumulated combustible waste material.
5. Interior storage of combustible materials is orderly.
6. Storage is kept 18 inches below sprinkler heads / 24 inches below the ceiling if building is not sprinklered.
7. There is nothing combustible stored in boiler, mechanical and/or electrical rooms.
8. There is nothing stored underneath unprotected stairways.
9. Clear space is maintained around electrical panels.
10. Each electrical circuit is labeled for the area served.
11. All multi-plug adapters in use have built-in surge protection.
12. Extension cords are not used in place of permanent wiring.
13. There are no open electrical junction boxes or exposed wiring.
14. Fire extinguishers have been serviced within the past 12 months and are properly mounted.
15. There is a fire extinguisher available within 75 feet of any point in the building.
16. Compressed gas cylinders are secured against tipping.
17. Exit paths are clear and allow easy access to doorways.

DATE CORRECTED

Self-Inspection Completed By (please print)

Signature

Date



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### EXPLANATIONS FOR EACH ITEM ON THE SELF-INSPECTION CHECKLIST

- 1. Building / business address is plainly legible and visible from the street.**  
Each building and business must have its street address clearly marked in numbers at least 4-inches tall on the street-side of the building. This helps emergency responders and delivery drivers locate you more easily.
- 2. Dumpster is at least 5 feet away from the building or otherwise secured.**  
Dumpster fires may quickly spread to adjacent buildings. You can reduce this risk by moving your dumpster at least 5 feet from your building. If this is not possible, find a way to secure the lid closed or hide the dumpster behind a locking fence.
- 3. Gas meter and piping are protected from vehicular damage.**  
If a vehicle strikes your gas meter or piping, it may cause a gas leak or other emergency. Please install crash protection to prevent vehicles from impacting your gas meter and the pipes that deliver gas inside your building.
- 4. Building exterior is kept free of accumulated combustible waste material.**  
Storing and/or accumulation of waste materials outdoors increases your risk of experiencing a fire.
- 5. Interior storage of combustible materials is orderly.**  
Practicing good housekeeping and reducing the amount of stored combustible materials can help reduce your fire risk.
- 6. Storage is kept 18 inches below sprinkler heads / 24 inches below the ceiling if building is not sprinklered.**  
If your building has a fire sprinkler system, please make sure that you keep all stored items at least 18 inches below the lowest sprinkler head. If there is no fire sprinkler system in the building, storage needs to be at least 24 inches below the ceiling. Maintaining this storage height helps firefighters attack a fire in the room.
- 7. There is nothing combustible stored in boiler, mechanical and/or electrical rooms.**  
These rooms are frequently used to store miscellaneous items such as paper products, cleaning supplies, and excess paperwork. However, these rooms have high fire hazard and should not be used for storage. Please avoid storing combustible products in these rooms or within 3 feet of furnaces, hot water heaters, etc.
- 8. There is nothing stored underneath unprotected stairways.**  
Storage is only allowed under interior stairways when they are protected on the enclosed side by one-hour fire resistive construction (for example, 5/8" drywall).
- 9. Clear space is maintained around electrical panels.**  
It is important to maintain enough clear space around your electrical panels to allow a person to walk up to the panel and open the door. A good rule of thumb is to clear an area 30 inches wide in front of the panel and do not store anything where it will not allow the door to open fully.
- 10. Each electrical circuit is labeled for the area served.**  
For your own safety, it is advisable to accurately mark each electrical circuit with the description of the area, or the device, it serves. This can help isolate problem circuits and make repairs easier and safer.
- 11. All multi-plug adapters in use have built-in surge protection.**  
It is not uncommon to need to plug in many different electrical devices at one location. The easiest and safest way to do this is to plug a "power strip" or surge protector into the wall outlet. The power strip has many plugs, allowing you to power many different devices. Be sure not to overload the power strip by adding more power strips or extension cords.
- 12. Extension cords are not used in place of permanent wiring.**  
Extension cords are intended to provide temporary electrical power for short-term projects. If you are using extension cords to provide power for permanent fixtures or long-term projects, it is much safer to have an electrician provide you with proper electrical service to the area.



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**13. There are no open electrical junction boxes or exposed wiring.**

Not only is an exposed wire or open junction box a fire hazard, it is also a major safety hazard. Any exposed wiring should be properly tested before you touch it. Improve your safety by making sure that all electrical boxes, cords, etc. are properly protected and maintained. If you have questions, please contact a licensed electrician.

**14. Fire extinguishers have been serviced within the past 12 months and are properly mounted.**

Hopefully you do not have to use your fire extinguisher for many months, or ever. In order to help ensure that it will function properly in an emergency, please have a fire extinguisher service company inspect and service your fire extinguisher at least once every 12 months. Refer to the local phone book to find a fire extinguisher service company. Oftentimes, fire extinguishers are placed on the ground or on a nearby counter. This may make it difficult for some people to quickly find and use the extinguisher. Please mount the extinguisher to the wall using the mounting bracket that came with it.

**15. There is a fire extinguisher available within 75 feet of any point in the building.**

A fire extinguisher is a relatively inexpensive device to help reduce the risk of fire damage to your building. It is recommended to have enough fire extinguishers that there is no place within your business / building that is greater than 75-foot walking distance to the nearest fire extinguisher.

**16. Compressed gas cylinders are secured against tipping.**

If you keep any compressed gas cylinders in your business, be sure to secure them against a wall or provide some other means to keep them from tipping over. If they tip over, the valves can become dislodged and cause serious injury.

**17. Exit paths are clear and allow easy access to doorways.**

Make sure that you keep all exit paths and hallways clear of obstructions so you, and your customers and employees, can easily and quickly get to a door and get out. If exits are not obvious, be sure to mark them with exit signs.