



Eastside Fire & Rescue

Proudly Serving Issaquah, North Bend, Sammamish and Fire Districts 38 & 10, which includes Carnation

May 28, 2020

RE: 2020 FIRE INSPECTIONS

Eastside Fire & Rescue is committed to the safety of local businesses, their customers and employees, as well as, fire department staff.

Eastside Fire & Rescue will not be conducting regular on-site annual fire inspections for the remainder of 2020. We are asking for your help. In response to the COVID-19 public health emergency, we have implemented a no fee, Self-Inspection Program.

Please use the attached Fire Safety Checklist Guidelines to complete your annual fire inspection.

Make any corrections needed, sign and date the form, and keep it on-site for your records. This is proof of your inspection for 2020. You do not need to return this form to Eastside Fire & Rescue.

If at any time during the performance of this inspection you have any questions or need assistance, please feel free to contact the Fire Prevention Division at 425-313-3323 or Selfinspections@esf-r.org.

Thank you for your fire safety efforts.

Respectfully,

Mark Lawrence
Assistant Fire Marshal



Eastside Fire & Rescue

Self-Inspection Fire Safety Checklist Guidelines

The following list of common fire hazards is intended to provide you with a very basic review of the potential hazards that might be located in and around your business.

Review the common fire hazards on this page. Do a quick walkthrough of your business and make certain that you are meeting all of the applicable safety conditions.

If you are satisfied that your business meets this criteria, sign this document and keep it for your records.

On behalf of Eastside Fire & Rescue, we thank you for your assistance during this time. You have helped us ensure that your business is a safe environment for everyone.

If you have questions, please contact the Fire Prevention Division at:

Selfinspections@esf-r.org
Phone: 425-313-3323

Eastside Fire & Rescue
175 Newport Way NW
Issaquah, WA 98027

- ⇒ Exit ways must be free and clear of obstructions. Even temporary storage, of materials in required exit ways or in front of required exit doors, is not allowed.
- ⇒ All business occupancies are required to have a fire extinguisher. The minimum size is a 2A 10BC. The extinguisher size and rating can be determined by looking on the extinguisher for the Underwriters Laboratories (UL) stamp.
- ⇒ Extinguishers must be readily visible and accessible. Extinguishers must be either new (less than one-year) or have a current service tag attached, indicating service of the extinguisher within the past 12 months. If you purchase a new extinguisher, tape a copy of the receipt to the extinguisher for verification.
- ⇒ All fire sprinkler and fire alarm systems must be annually tested by a qualified company every 12 months. If you have a commercial cooking system, it must be tested/cleaned every 6 months.
- ⇒ Storage materials must be at least 18" below the level fire sprinkler head and 24" below the ceiling in non-sprinklered areas of buildings. This is to allow sprinklers or fire hose streams to operate properly in the event of an emergency.
- ⇒ All exit doors must be maintained operable from the inside, without the use of a special key or knowledge or effort. Devices such as padlocks, security bars or other locking mechanisms are not allowed during times the business is occupied.
- ⇒ Illuminated exit signs over doors are required to be lighted during occupied hours. Please verify that the signs are working. Often times the bulbs or batteries need to be replaced.
- ⇒ Extension cords cannot be used as a substitute for permanent wiring. Extension cords can be used in some limited applications, such as during periods of construction or holiday decorative lighting.
- ⇒ Damaged electrical cords shall be repaired or replaced. Inline splices are not allowed.
- ⇒ Power strips cannot support any appliance (fridge, microwave, coffee maker, toaster etc.). Appliances must plug directly into a wall outlet. Power-strips must also plug directly into a wall outlet – they cannot be plugged one into another (daisy-chained).
- ⇒ Cover plates must be provided for light switches, electrical outlets, and junction boxes, where there are exposed wires.
- ⇒ The address of your business should be clearly visible from the street. Proper marking of your address will assist responding emergency workers in finding you more quickly!

Business Name: _____

Business Address: _____

Self-Inspectors Name: _____

Date: _____