

DIRECTIONS FOR SELF-INSPECTION WORKSHEET

- Note all violations on the inspection worksheet.
- Look at and for all items listed. If the item does not apply or no violation exists, check the line's box under "No Violation".
- Correct any violations noted and indicate the date of the correction on the appropriate line.

1. The business address is to be **at least** 6 inches in height. Suite designations are to be **at least** 3.5 inches in height.
2. The business address must be clearly visible and legible from the street.
3. The business address must be of a contrasting color to the wall behind.
4. A fire extinguisher with a minimum rating of 2A is required for all businesses, with at least one per floor level.
5. Fire extinguishers are to be inspected and tagged annually by a Florida licensed fire protection contractor. The tag is good 1 year from the month and year punched on the inspection tag.
6. Fire extinguishers must be readily visible.
7. Fire extinguishers must be wall-mounted.
8. Emergency lighting is required for business operating after daylight hours and for areas without windows for passive lighting. The lights have a test button or may be tested by turning their electrical circuit off.
9. Illuminated exit signs are required and may be tested in the same manner as the emergency lighting.
10. All electrical switches, outlets, junction boxes and electrical circuit panels must have protective cover-plates in place. Broken cover-plates are to be replaced.
11. Open spaces in the electrical service panel, created by missing circuit breakers or fuses, must be filled to protect exposed wiring.

- 12.** The use of extension cords and multi-plug adapters in place of permanent wiring is prohibited. A surge protection adapter for computer type equipment is permitted.
- 13.** Any holes in the ceiling or walls are to be repaired. Fire walls must have fire resistant materials equivalent to the existing construction.
- 14.** All exits, pathways, corridors and aisles must remain clear and without obstruction while the business is open.
- 15.** Merchandise and storage must be maintained in a neat and orderly arrangement. The overloading of a space or room is prohibited.
- 16.** The interior storage of flammable liquids or gas is prohibited. This includes gasoline, propane gas, paints and solvents. These items may be stored in an exterior shed or room with vents to reduce the accumulation of vapors.
- 17.** Fire alarm systems are to be inspected and tagged annually by a Florida licensed fire protection contractor. The tag is good 1 year from the month and year punched on the inspection tag.
- 18.** A current inspection report for the fire alarm system, along with all previous inspection reports and the system's blueprints, must be kept on the premises and available for inspection in a logbook or file.
- 19.** Fire sprinkler systems are to be inspected and tagged annually by a Florida licensed fire protection contractor. The tag is good 1 year from the month and year punched on the inspection tag.
- 20.** A current inspection report for the fire sprinkler system, along with all previous inspection reports and the system's blueprints, must be kept on the premises and available for inspection in a logbook or file.
- 21.** No storage is permitted within 18 inches of the bottom of the fire sprinkler head.
- 22.** A minimum of a 3 foot clear space is to be maintained in front of the electrical service panels at all times.
- 23.** If smoking is permitted, provisions for the safe disposal of smoking materials are required.