

Sycamore Township EMS & Fire Department

Hamilton County, Ohio



Board of Trustees
Cliff W. Bishop
Thomas J. Weidman
Dennis W. Connor

8540 Kenwood Road
Sycamore Township, Ohio 45236
Phone: (513) 792-8565. FAX (513) 792-8564
www.sycamoretownship.org

Fire Chief
Perry Gerome

Fiscal Officer
Robert C. Porter III

Annual Self Fire & Life Safety Inspection Program

Dear Business Owner / Manager,

The Sycamore Township EMS and Fire Department has initiated a Business Self-Inspection program. This program is free of charge and is designed for the general business that has a low-hazard potential for fires and life safety concerns. The primary occupancies targeted for this program are office buildings, apartment building, multi-family structures and storage warehouses containing low-combustibility products.

The self-inspection program will allow these "low-hazard" businesses to be inspected by YOU, the owner or manager, on a 12-month inspection cycle. We hope that by allowing you to identify and eliminate common fire hazards, we will encourage you to continue to maintain a fire-safe environment for your business WITHOUT a visit from the Fire Department every 12 months.

In order to make our self-inspection program successful; we want to make it as user-friendly as possible. By following the simple instructions and using the self-inspection worksheet, you will be able to conduct a fire safety inspection of your building at your convenience. As always, if you have any questions or need help with your self-inspection, the Fire Department is available to answer questions. You may reach Fire Prevention office at (513) 792-7246. If needed, we will be happy to come to your business and assist you.

With your support and cooperation, we can make Sycamore Township a safer community for all of us, with less interruption and inconvenience for everyone.

Thank you.

Assistant Chief Douglas Morath
Sycamore Township EMS and Fire Department

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HOW TO PERFORM YOUR SELF-INSPECTION

- 1) Go to www.sycamoretownship.org to download your inspection form or fill it out on the web site and e-mail to the address listed below.
 - 1) The person who is responsible for the business should conduct the inspection within 2 weeks of receiving this notice.
 - 2) Fill out the "occupancy information" at the top of the "self-inspection worksheet."
 - 3) Review the "self-inspection worksheet" before starting. This way you'll know what to look for in advance.
 - 4) With your "self-inspection worksheet" in hand, walk around and through your building/tenant space until all statements on your worksheet have been checked "yes" or "no."
- NOTE: If some areas on the worksheet do not apply to your building, such as "fire-sprinkler systems" or "fire-alarm/detector systems," simply check "N/A" next to those items and move to the next section.
- 5) If any of the items on your worksheet have "no" as the answer, be sure to correct them within 2 weeks.
 - 6) The Fire Department may make a random re-inspection of your business to ensure quality assurance.

BE SURE TO RETAIN THE ORIGINAL COPY OF YOUR COMPLETED SELF-INSPECTION FORM AND SEND A COPY TO:

By mail:
Sycamore Township EMS and Fire Department
8540 Kenwood Rd
Cincinnati, Ohio 45236
Attn: Asst Chief Douglas Morath

By Fax: 513-792-8571

By E-Mail: dmorath@sycamoretownship.org

Once again, if you have any questions or would like assistance with your self-inspection, please contact a Fire Prevention Office at (513) 792-7246.
Thank you for doing your part to make your business as safe as possible!

SELF-INSPECTION WORKSHEET

Occupancy Information (Please Print in Blue or Black Ink)

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS E-MAIL ADDRESS: _____

PHONE #: _____ **FAX #:** _____ **DATE OF INSPECTION:** ____ / ____ / ____

NAME OF PERSON CERTIFYING THE SELF INSPECTION:(Print)x _____ (Sign)x _____

BUILDING OWNERS NAME: _____ **PHONE #** _____

BUILDING OWNERS E-MAIL ADDRESS: _____

BUILDING EXTERIOR:

- | Y | N | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | | Address numbers are visible and easy to read from your fronting street (contrasting colors are best with a minimum size of 6" by 3/4" brush stroke). |
| <input type="checkbox"/> | <input type="checkbox"/> | | All sides of the building are free from weeds, trash debris, or combustible storage. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If you have a dumpster, it is well away from combustible walls, windows and building overhangs. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire Hydrants, Fire Department Connections visible from the street in all directions, Are plants obstructing the use of these devices. |

BUILDING INTERIOR:

EXIT PATHS are from any point in the building to the public way.

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | | All exit doors open easily without special knowledge of the latching devices that may interfere with someone getting out. |
| <input type="checkbox"/> | <input type="checkbox"/> | | The entire width and height of all exit paths is free from any obstruction. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Exit signs are in the proper locations and clearly identify all exits. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all of your exit signs illuminated, all of the bulbs internally in working condition. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Most Exit Signs have a 90 minute battery back for loss of power, Is it in working condition. |

CORRIDORS are part of your exiting system and include exterior exit balconies and stairs.

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | There are no obstructions to the corridor's full width and height, such as storage or office machines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Doors opening into the corridors that are equipped with self-closures are fire doors. All fire doors are kept in the closed position free from obstructions that would block them open. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are aisles at least 44" wide in merchandise areas and 36" wide in storage areas without obstruction. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All stairs are clear of obstructions and no combustibles are stored beneath. |

Sycamore Township EMS & Fire Department Self Inspection Form (Part 2)

ROOMS, SPACES, WALLS & DOORS

- All breaches, missing ceiling tile, holes in the walls or ceiling that could allow fire into the hidden spaces have been repaired or replaced. No new walls or doors have been added, without the necessary permits, which would interfere with exiting, fire alarms or sprinkler coverage.
- Egress Doors have the proper hardware, no special knowledge to exit any space or room.
- Below ground floor area has two (2) ways out for egress and is unobstructed.

ELECTRICAL:

- There is a 30" clear area all around your electrical panel(s) so they are easily accessible, with door kept closed.
- All circuit breakers are labeled, in English, to show what they control. This includes emergency and exit sign breakers.
- Emergency Lights, Exit Signs and Fire Alarm circuit breakers require a circuit breaker lock. Are they in place?
- All electrical outlets, switches and junction boxes have cover plates.
- Are there any multiple plug adapters in use. Multiple plug adaptors are not permitted except as noted below.
- Extension cords** are not permitted, they are to be replaced with power strips with breaker and do not pass under rugs, through walls or across traffic paths.
(All parts of any exposed electric cord must be visible so that wear or bad spots can be noticed.)
- All circuit breakers are free of tape or any other obstructions that may prevent them from functioning properly.

STORAGE/HOUSEKEEPING:

- All storage/housekeeping is neat and orderly.
- Are there storage in equipment rooms, mechanical rooms, and electrical rooms or under open stairways. These are not permitted.
- Is Storage piled no higher than 2 feet below the ceiling and never more than 12 feet high.
- There are no flammable liquids stored, except in approved cabinets.
- No more than 10 gallons of flammable liquid is stored in approved safety cans and/or stored in approved cabinet.

FIRE EXTINGUISHERS:

- A **2A10BC** minimum-rated fire extinguisher or larger rating, which has been serviced and tagged within the last 12 months by a licensed fire extinguisher Service Company, is provided within 75' of all areas per floor. (Rating is listed on the side of the fire extinguisher.)
- All fire extinguishers are wall-mounted or in approved cabinets and in plain sight, no higher than 60" to the top of the extinguisher.
- All fire extinguisher gauges register in the green. (If in the red zone it shall be serviced ASAP)

GAS:

- All water heaters have a pressure-relief valve.
- All natural-gas appliances have individual gas shut-off valves.
- All combustibles are stored at least 3 feet away from gas appliances (water heater, furnace, etc.).

Sycamore Township EMS & Fire Department Self Inspection Form (Part 3)

FIRE ALARM/DETECTION SYSTEMS: are installed in some businesses and recommended in all. If you have one:

- The Fire alarm system has been annually tested and tagged on the alarm panel by an Ohio licensed contractor.
- The system power light is illuminated.
- No alarm or system trouble lights are lit.
- All smoke detector batteries have been checked in the last six months and batteries replaced as needed.
- Room or Area Suppression System has been annually tested and tagged by an Ohio licensed contractor.
- You have received documentation from testing agency verifying any or all test listed above.
- You have repaired all discrepancy listed on the inspection documentation.

FIRE SPRINKLER SYSTEMS require special treatment. If your building has one:

- The sprinkler system has been tested/serviced annually by an Ohio licensed contractor.
- You have received documentation from him/her verifying the test.
- You have repaired all discrepancy listed on the inspection documentation.
- Are all the protection caps on all outlets on the Fire Department Connection (FDC). These are 2.5 inch and 5 inch outlets.
- Is the control wrench on the FDC locked and "open" can be seen through the clear window.
- Are there spare sprinkler heads in the red sprinkler box and a sprinkler head wrench.