

## **INSPECTIONS... ...WHAT TO EXPECT**

- A uniformed Scottsdale Deputy Fire Marshal, Fire Inspector or Firefighter will:
  - ◆ Visit your facility during normal business hours.
  - ◆ Always be courteous and considerate of your time.
  - ◆ Comply with the best time to conduct the required inspection.
  - ◆ Always clearly state inspection results in writing with a re-inspection date assigned, if required.
- Information may be left to enable you to self-inspect your premise in order to be ready for the official inspection.
- A time extension may be granted by the Fire Marshal upon written request providing a reasonable explanation.

### **UNDERSTANDING THE RESULTS**

- The Inspector is there to help you and will be glad to explain the results and answer any questions you may have.
- At any time, you may contact us at the Fire and Life Safety Division by calling 480-312-1855.

**The Scottsdale Fire Department is confident that through education and awareness your place of business can be a fire safe facility.**

## **BE PREPARED**

- Post your building's evacuation plan
- Know at least two ways out of your work area/building
- Conduct regular fire drills
- Know where the fire extinguishers are located and how to use them
- In case of a fire, ALWAYS use the stairs to exit; DO NOT use the elevator
- Avoid blocking exits
- Keep hallways, stairways, and exits clear of trash, cleaning supplies, and other storage
- Report locked or blocked exit doors to building owner and the Fire Department

To schedule a CPR, CCC, or First Aid Class call Scottsdale Parks and Recreation at 480-312-7957

**IN CASE OF AN EMERGENCY  
CALL 9-1-1**

**SCOTTSDALE FIRE NON-EMERGENCY  
DISPATCH CALL 480-312-8911**



## **FIRE INSPECTIONS**

*Are you up to  
Code?*

## **A Guide to Fire Inspections**

The City of Scottsdale Fire  
Department  
8401 East Indian School Road  
Scottsdale, Arizona 85251  
Phone: 480-312-8000  
[www.scottsdalefd.com](http://www.scottsdalefd.com)

## ANNUAL INSPECTIONS

### *Why?*

It is the law. State and local fire code requires that every business receive a fire inspection regularly. These inspections will greatly reduce the occurrence of injury and fire in your business.

### *What You Can Do?*

The best way for you to prepare for your upcoming inspection is to follow the preventative measures outlined in this brochure.

### *How We Can Help?*

You can contact our Fire and Life Safety Division to set up a General Inspection or get your questions answered by calling (480) 312-1855. We also offer assistance in Evacuation Preparedness and classes on Fire Safety in the Workplace.



Fire Alarm and Riser Room doors should be labeled.

## GOOD HOUSEKEEPING:

- Remove trash daily to a covered and locked dumpster that is away from your building.
- Keep hallways, corridors and aisles clear of storage and clutter.
- Keep EXIT doors clear and free of clutter.
- Ensure EXIT signs are illuminated. Check EXIT signs and egress lighting monthly.
- Remember to unplug small appliances when not in use (i.e., coffee pots).
- Do not use electrical extension cords for permanent operations. For heavy duty equipment please consult an electrician. A store bought circuit breaker strip plug can be used for minor electrical equipment.
- Keep all storage down 24" from the ceilings (18" below fire sprinkler equipped areas).
- Do not store combustibles within 36" of a heat producing appliance (i.e. water heater).
- Keep outside brush and weeds away from the building.
- Store flammable and combustible liquids in proper storage containers and cabinets.
- Dispense flammable and combustible liquids in a properly ventilated area using safety cans or original containers. Always follow proper bonding and grounding procedures.
- Keep fire sprinkler control valves, fire hydrants, and fire department connections accessible. Maintain a 36" clearance to these connections.
- Do not store items in the Riser Room, Fire Alarm Control Panel Room, or Electrical Room.

Assign someone to check these things each day and create a maintenance log.



Suite numbers should be clearly marked on both front and rear doors.

## FIRE ALARMS and FIRE PROTECTION SYSTEMS:

The following items offer the best early warning and quickest response to a fire:

- A fully functional fire sprinkler system connected to a central station monitoring (tested annually by a licensed firm).
- A fire detection system connected to a central station monitoring (tested annually by a licensed firm).
- Portable fire extinguishers that are wall mounted near exits, highly visible, unobstructed and located no more than 75' from anywhere in the building (service annually by a licensed firm).
- A hood and duct fire system over commercial cooking appliances (tested semi-annually by a licensed firm).



Fire Department Connections clearly marked

## ON THE OUTSIDE:

- Clearly marked and visible fire lanes.
- Knox box and Knox lock system.
- Clearly labeled Alarm, Riser, and Utility Rooms.
- Clear and visible street numbers and suite numbers.
- Fire Department Connections clearly labeled.



Unobstructed Fire Hydrant

Clearly marked Fire Lanes