**GROUP “I” OCCUPANCY**

<table>
<thead>
<tr>
<th>Business Name:</th>
<th>Business Phone:</th>
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<tbody>
<tr>
<td>Business Address:</td>
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<tr>
<td>Contact Person:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Installed</th>
<th>Date Last Serviced</th>
<th>Serviced By</th>
<th>Date Last Conducted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Sprinkler System</td>
<td>Yes / No</td>
<td></td>
<td></td>
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<tr>
<td>Hood and Duct System</td>
<td>Yes / No</td>
<td></td>
<td></td>
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<tr>
<td>Special Hazard System</td>
<td>Yes / No</td>
<td></td>
<td></td>
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<tr>
<td>Fire Alarm System</td>
<td>Yes / No</td>
<td></td>
<td></td>
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<tr>
<td>Fire Extinguishers</td>
<td>Yes / No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evacuation Fire Drills</td>
<td></td>
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</table>

1. Have any changes in use or construction been approved by the State Fire Marshal?  
2. Are all exitways including halls, corridors, aisles and doorways clear of obstructions?  
3. Are the means of egress including exit discharge illuminated at all times the building is occupied and are emergency lighting installed and tested?  
4. Are all exit and exit access doors marked by an approved exit sign, illuminated and working properly at all times?  
5. Are all fire rated doors or doors to special hazard areas kept closed at all times?  
6. Are holes and cracks in interior walls and/or ceiling tiles been repaired to maintain the required fire resistance?  
7. Is there a working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height shall be provided in front of electrical service equipment (panel)?  
8. Are extension cords and flexible cords not extended through walls, ceilings, or floors, or under doors, floor coverings or substitute for permanent wiring?  
9. Are approved covers on all electrical switches, outlets and junction boxes?  
10. Are all furniture flame retardant?  
11. Are all curtains or draperies and other seasonal decorative materials suspended from walls or ceilings flame retardant or non combustible?  
12. Are all storage maintained 24 inches below the ceiling in nonsprinklered areas or 18 inches below sprinkler head deflectors in sprinklered areas?  
13. Combustible storage is not allowed in boiler, mechanical or electrical equipment rooms?  
14. Are all storage of combustible materials orderly and separated from heat sources by a distance so that ignition can not occur?  
15. Are all flammable or combustible liquids in proper containers and locations?  
16. Are kitchen hoods in good operating condition, filters in place and clean?  
17. Are all fire protection systems (Sprinkler System, Hood & Duct System, Special Hazard System, Fire Alarm System, Fire Extinguishers) annually service test and tagged?  
18. Are all fire extinguishers provided and accessible?  
19. Are smoke alarms located in every sleeping room/area and working properly at all times?  
20. Do you have a Fire Safety and Evacuation Plan?  
21. Are employees/staff trained in emergency evacuation, fire reporting procedures, and fire drills?  
22. Are fire drills accomplished and documented?  
23. Are emergency generators tested and documented?  
24. Has a complete walk through inspection of the facility been accomplished?

**If there are any questions on this form that you answered in the negative, corrected?**

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Name of Person Completing Form (Please Print):  
Signature:  
Date: