



CITY OF CERES
CERES EMERGENCY SERVICES

Dear Business Owner / Manager

The Ceres 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 the program are office buildings, shopping centers, markets, 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 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 Marshal Bryan Nicholes at (209) 538-5703** or **Fire Captain Jeff Santos at (209) 538-5701** if needed, we will be happy to come to your business and assist you.

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

Thank you.

Bryan Nicholes
Fire Marshal

HOW TO PERFORM YOUR SELF-INSPECTION

- 1) The person who is responsible for the business should conduct the inspection within 1 month 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 until all statements on your worksheet have been checked “yes” on “no.”
- 5) If any of the items on your worksheet have “no” as the answer, be sure to correct them within 1 month.
- 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:**

Ceres Emergency Services
2755 Third St.
Ceres, Ca 95307

Once again, if you have any questions or would like assistance with your self-inspection, please **contact Fire Marshal Bryan Nicholes at (209) 538-5703 or Fire Captain Jeff Santos at (209) 538-5701**

Thank you for doing your part to make your business as safe as possible!

SELF-INSPECTION WORKSHEET FOR BUSINESSES

Occupancy Information (Please Print in Blue or black Ink)

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

DATE OF INSPECTION: _____

NAME OF PERSON PERFORMING INSPECTION: _____

PHONE NUMBER: _____

Y N N/A **BUILDING EXTERIOR**

- 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).
- All sides of the building are free from weeds, trash debris, or combustible storage.
- If you have a dumpster, it is well away from combustible walls, windows and building overhangs.
- All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly.

BUILDING INTERIOR

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

- All exit doors open easily without special knowledge of the latching devices that may interfere with someone getting out.
- The entire width and height of all exit paths is free from any obstruction (see definition above).
- Exit signs are in the proper locations and clearly identify all exits.
- If exit signs are lighted, all of the bulbs are working.
- CORRIDORS** are part of your exiting system and include exterior exit balconies and stairs.
- There are no obstructions to the corridor's full width and height, such as storage or office machines.
- 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.
- Aisles are at least 44" wide in merchandise areas and 24" wide in storage areas without obstruction.
- All stairs are clear of obstructions and no combustibles are stored beneath.

ROOMS, SPACES and WALLS

- 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 have been added, without the necessary permits, which would interfere with exiting, fire alarms or sprinkler coverage.

Y N N/A

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.
- All electrical outlets, switches and junction boxes have cover plates.
- Extension cords are for temporary use only. (Used for short periods and then removed.)
- There are no multiple plug adapters in use.
- Extension cords are replaced with power strips and do not pass under rugs, through walls or across traffic paths. All parts of any 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.
- There is no storage in equipment rooms, mechanical rooms, and electrical rooms or under open stairways.
- Storage is 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.

FIRE EXTINGUISHERS

- A 2A10BC minimum-rated fire extinguisher, 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.
- The correct number of fire extinguishers are present.
- All fire extinguishers are wall-mounted in plain sight, no higher than 60" to the top of the extinguisher.
- All fire extinguisher gauges register in the green.

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.).
- All water heaters have a seismic restraint.

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

- The permit is posted at the control panel and is valid.
- The system power light is illuminated.
- No alarm or system trouble lights are lit.
- Call your alarm company to check that the remote reporting function is working: **DO NOT ACTIVATE THE SYSTEM TO FIND OUT.**

- All smoke detector batteries have been checked in the last six months.

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

- The sprinkler system has been tested/serviced by a licensed contractor at least once in the last 5 years.
- You have received documentation from him/her verifying the test.
- I have recorded quarterly inspection information on sheet.