

# FIRE INSPECTIONS...

## ...WHAT TO EXPECT

- A City of Reno Fire Prevention Inspector or Firefighter in uniform and with ID 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.*
- Fire safety information may be left to enable you to self-inspect your premise in order to be ready for an 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 can contact us at the Fire Prevention Division by calling 334-2300

**The Reno 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.
- Know where the fire extinguishers are located and how to use them.
- Conduct regular employee fire drills and safety meetings.
- Keep hallways, stairwells, and exits clear of trash, cleaning supplies, and other storage.
- Avoid blocking exits. Report blocked or locked exit doors immediately to your supervisor and/or the Fire District.
- Always have required maintenance and service on the building fire protection systems.
- Have address numbers clearly visible from the street.

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



**FIRE  
INSPECTIONS**  
*Are you up to  
Code?*

**A GUIDE TO FIRE  
INSPECTIONS**

**RENO FIRE DEPARTMENT  
FIRE PREVENTION DIVISION 1  
E. 1ST STREET, 4TH FLOOR  
RENO, NEVADA, 89501  
WWW.RENO.GOV/FIRE**

## FIRE 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 Can You Do?*

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

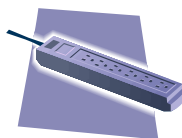
### *How Can We Help?*

You can contact Reno Fire Prevention Division at 334-2300 to set up a fire safety inspection or have your questions answered. We also offer assistance in Evacuation Preparedness and classes on Fire Safety in the Workplace.



## COMMON FIRE SAFETY HAZARDS

- **HOUSEKEEPING**
  - ◆ Remove trash daily to a covered and secured dumpster that is away from the building.
  - ◆ Keep hallways, corridors and aisles clear of storage and clutter.
  - ◆ Keep EXIT doors clear.
  - ◆ Keep storage down 24" from ceilings (18" below fire sprinkler heads).
  - ◆ Do not store combustibles within 36" of a heat producing appliance (i.e. water heater).
  - ◆ Store hazardous material in appropriate containers.
- **ELECTRICAL**
  - ◆ Do not use extension cords as a substitute for permanent wiring.
  - ◆ Do not use multi-plug appliances that do not have built in circuit protection.
  - ◆ Do not run wiring through walls, doors or under carpet.
  - ◆ Maintain 36" of clear space in front of electrical panels.
- **EXITS**
  - ◆ Ensure exit signs are illuminated.
  - ◆ Check that emergency egress lights are operational.
  - ◆ Have proper locking hardware on required exit doors.
  - ◆ Keep exits unlocked during business hours.



## FIRE PROTECTION SYSTEMS

Built in fire protection systems (fire sprinklers, fire alarms, hood and duct fire suppression systems) along with portable fire extinguishers are a business occupancies first line of fire safety. These systems must be inspected and maintained to ensure their proper operation should there be a fire situation. If you have a fire protection system in your building, Reno Fire Department requires a Knox® rapid entry key box be installed.

- **FIRE SPRINKLERS**
  - ◆ Inspected and tested annually by a licensed Fire Sprinkler Contractor.
  - ◆ Valves and shutoffs labeled and secured.
  - ◆ Fire Department Connections (FDC) clear and accessible, caps secured.
- **FIRE ALARM SYSTEMS**
  - ◆ Inspected and tested annually by a licensed Fire Alarm System Contractor.
- **HOOD & DUCT SYSTEMS OVER COMMERCIAL COOKING EQUIPMENT**
  - ◆ Inspected and tested every six (6) months by a Licensed Hood Service Contractor.
  - ◆ Hoods and ducts cleaned as needed.
- **FIRE EXTINGUISHERS**
  - ◆ Minimum one (1) 2A10BC for every 3000 square feet, mounted 3 to 5 feet above floor, near exits no more than 75" travel distance.
  - ◆ Serviced annually by a licensed Fire Extinguisher Service Company.

