



Somers Fire & Rescue Department  
Captain Joe Scruggs, Fire Inspector  
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## FINAL INSPECTION CHECKLIST

### PRE- INSPECTION:

- ☐ Have approved plans available
- ☐ Have permit available
- ☐ All other fire related work must be signed off prior to final fire/safety inspection

### INSPECTION:

- ☐ Address is clearly visible
- ☐ Knox box is installed at proper height and location
- ☐ Knox box has fluorescent sticker
- ☐ Business card of building responsible in knox box
- ☐ Key to sprinkler room labeled
- ☐ Key to alarm room labeled
- ☐ Key to front door labeled
- ☐ Hydrants clearly visible
- ☐ Hydrants flushed
- ☐ PIV painted red and proper signage is attached
- ☐ FDC's are clearly marked and covers installed
- ☐ Signage for fire alarm control panel installed
- ☐ Signage for electrical room installed
- ☐ Emergency circuits identified
- ☐ Electrical panel is clearly labeled
- ☐ Main power shut off is identified and labeled
- ☐ Gas shut off is accessible and turns off easily

- ☐ Occupancy sign is posted (if applicable)
- ☐ Fire extinguishers are hung in the proper location (1 each 75 ft/3000 Sq Ft)
- ☐ Fire extinguishers are hung properly (3-5 feet above finished floor)
- ☐ Fire extinguishers have service tag and are dated
- ☐ K-extinguisher in kitchen
- ☐ Riser room is clearly labeled
- ☐ Inspector test valve is clearly labeled
- ☐ 5-year tag is on the riser
- ☐ Sprinkler spare box is mounted, wrench in box and all heads represented
- ☐ OS&Y valves are chained open
- ☐ All ceilings are in and sprinkler escutcheons are installed
- ☐ With A/C off emergency generator starts within 10 seconds
- ☐ With A/C off all emergency lighting works properly
- ☐ All exit signs are installed per code
- ☐ All exit paths are clear
- ☐ Evacuation maps are installed on each floor of multi-story buildings
- ☐ All exit doors are to code
- ☐ All panic hardware works properly
- ☐ All fire rated doors have placards
- ☐ All fire rated doors have self-closers
- ☐ All fire rated doors have smoke seals
- ☐ Exterior alarm/bell are installed
- ☐ Alarm panel in normal condition
- ☐ Power light on
- ☐ No trouble or alarms indicated
- ☐ Use and Occupancy Permit filed with Fire Department

***COMPLETE TEST AND INSPECTION FORM WITH SIGNATURES***