



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***