



Dear Loveland Business/Building Owner:

The Loveland Fire & Rescue Department is committed to providing citizens and visitors of our community with a safe place to live, work and shop. We are asking for your help in assisting us to keep our community safe from fire and life hazards. One of the ways that we can accomplish this is through our new "Self-Inspection Program." This program allows certain small businesses the chance to complete a simple self-inspection checklist.

We hope this program will help you to identify any potential safety issues in your building and allow you the opportunity to make the necessary corrections. A fire safety checklist has been attached below for your convenience. If you are a tenant within a larger building, please only complete the inspection form for your business space. There may be several items on the list that will be non-applicable to your space. It would also be helpful if you would please provide us with contact information for the owner of the building. If you are the owner of a building with multiple tenants, please complete this form for the entire building, including all tenant spaces. Please also provide us with a list of all suite/space numbers, the business name and phone number for each tenant.

We ask that you complete the attached checklist and return it to our office (Loveland Fire and Rescue, Community Safety Division, 410 E. 5th St., Loveland, CO 80537). If it is more convenient, you may fax it to us at 970-962-2912. If you are uncomfortable completing the checklist on your own, you may request assistance by calling 970-962-2537.

How to complete the "Self-Inspection Form":

1. Be sure to complete all the information at the top of the form – business name and address, owner information, and secondary emergency contact information.
2. Answer questions by checking **Yes, No or N/A**. The rear of the form offers explanations and code references for each of the items listed. If any answer lies within a shaded area, the item is a potential safety hazard and should be promptly corrected. The date of correction should be indicated on the right side of the form. *It is very important that you indicate any hazards you find, even if you make the correction immediately.* We need this information to be able to accurately evaluate the effectiveness of this program.
3. If there are items that do not apply to your business space, simply mark them as "N/A."
4. Once the form has been completed, the person completing the form needs to sign his/her name, include their title or position, date the form, and mail it to our office or fax a copy to us at 970-962-2912. You may wish to keep a copy of the completed inspection form for your records and for future reference.

Thank you for taking the time to help us keep our community safe. Please feel free to call with any questions or concerns you may have regarding fire or life safety. We would love to get some feedback from you on what you think of this program.

Sincerely,

Merlin Green

Merlin Green
Fire Marshal / Division Chief
Loveland Fire & Rescue
Community Safety Division

[illegible]

Self-Inspection Completed By (please print)

Signature

Date

1. **Building / business address is plainly legible and visible from the street.**
Each building and business must have its street address clearly marked in numbers at least 4-inches tall on the street-side of the building. This helps emergency responders and delivery drivers locate you more easily.
2. **Dumpster is at least 5 feet away from the building or otherwise secured.**
Dumpster fires may quickly spread to adjacent buildings. You can reduce this risk by moving your dumpster at least 5 feet from your building. If this is not possible, find a way to secure the lid closed or hide the dumpster behind a locking fence.
3. **Gas meter and piping are protected from vehicular damage.**
If a vehicle strikes your gas meter or piping, it may cause a gas leak or other emergency. Please install crash protection to prevent vehicles from impacting your gas meter and the pipes that deliver gas inside your building.
4. **Building exterior is kept free of accumulated combustible waste material.**
Storing and/or accumulation of waste materials outdoors increases your risk of experiencing a fire.
5. **Interior storage of combustible materials is orderly.**
Practicing good housekeeping and reducing the amount of stored combustible materials can help reduce your fire risk.
6. **Storage is kept 18 inches below sprinkler heads / 24 inches below the ceiling if building is not sprinklered.**
If your building has a fire sprinkler system, please make sure that you keep all stored items at least 18 inches below the lowest sprinkler head. If there is no fire sprinkler system in the building, storage needs to be at least 24 inches below the ceiling. Maintaining this storage height helps firefighters attack a fire in the room.
7. **There is nothing combustible stored in boiler, mechanical and/or electrical rooms.**
These rooms are frequently used to store miscellaneous items such as paper products, cleaning supplies, and excess paperwork. However, these rooms have high fire hazard and should not be used for storage. Please avoid storing combustible products in these rooms or within 3 feet of furnaces, hot water heaters, etc.
8. **There is nothing stored underneath unprotected stairways.**
Storage is only allowed under interior stairways when they are protected on the enclosed side by one-hour fire resistive construction (for example, 5/8" drywall).
9. **Clear space is maintained around electrical panels.**
It is important to maintain enough clear space around your electrical panels to allow a person to walk up to the panel and open the door. A good rule of thumb is to clear an area 30 inches wide in front of the panel and do not store anything where it will not allow the door to open fully.
10. **Each electrical circuit is labeled for the area served.**
For your own safety, it is advisable to accurately mark each electrical circuit with the description of the area, or the device, it serves. This can help isolate problem circuits and make repairs easier and safer.
11. **All multi-plug adapters in use have built-in surge protection.**
It is not uncommon to need to plug in many different electrical devices at one location. The easiest and safest way to do this is to plug a "power strip" or surge protector into the wall outlet. The power strip has many plugs, allowing you to power many different devices. Be sure not to overload the power strip by adding more power strips or extension cords.
12. **Extension cords are not used in place of permanent wiring.**
Extension cords are intended to provide temporary electrical power for short-term projects. If you are using extension cords to provide power for permanent fixtures or long-term projects, it is much safer to have an electrician provide you with proper electrical service to the area.
13. **There are no open electrical junction boxes or exposed wiring.**
Not only is an exposed wire or open junction box a fire hazard, it is also a major safety hazard. Any exposed wiring should be properly tested before you touch it. Improve your safety by making sure that all electrical boxes, cords, etc. are properly protected and maintained. If you have questions, please contact a licensed electrician.
14. **Fire extinguishers have been serviced within the past 12 months and are properly mounted.**
Hopefully you do not have to use your fire extinguisher for many months, or ever. In order to help ensure that it will function properly in an emergency, please have a fire extinguisher service company inspect and service your fire extinguisher at least once every 12 months. Refer to the local phone book to find a fire extinguisher service company. Oftentimes, fire extinguishers are placed on the ground or on a nearby counter. This may make it difficult for some people to quickly find and use the extinguisher. Please mount the extinguisher to the wall using the mounting bracket that came with it.
15. **There is a fire extinguisher available within 75 feet of any point in the building.**
A fire extinguisher is a relatively inexpensive device to help reduce the risk of fire damage to your building. It is recommended to have enough fire extinguishers that there is no place within your business / building that is greater than 75-foot walking distance to the nearest fire extinguisher.
16. **Compressed gas cylinders are secured against tipping.**
If you keep any compressed gas cylinders in your business, be sure to secure them against a wall or provide some other means to keep them from tipping over. If they tip over, the valves can become dislodged and cause serious injury.
17. **Exit paths are clear and allow easy access to doorways.**
Make sure that you keep all exit paths and hallways clear of obstructions so you, and your customers and employees, can easily and quickly get to a door and get out. If exits are not obvious, be sure to mark them with exit signs.