

# About the Pre-Inspection

Our goal is to familiarize you with our life safety and fire prevention inspection process so you can identify and correct deficiencies efficiently. This list provides common violations encountered in facilities. Understand that each facility is unique and may have more or less pertinent items to check. Contact the Loudoun County Fire Marshal's Office with any questions.



# SELF-GUIDED PRE-INSPECTION CHECKLIST

## Loudoun County Fire and Rescue Fire Marshal's Office



### Phone

703-737-8600



### Website

[loudoun.gov/firemarshal](http://loudoun.gov/firemarshal)



### Address

23675 Belmont Ridge Rd #150,  
Ashburn, VA 20148





## Items to Look For

- Fire exit signs are illuminated and stay illuminated when the test button is pressed.
- Emergency egress lights illuminate when the test button is pressed.
- Fire extinguishers are serviced within the last 12 months and have a tag attached with: vendor name, date completed, and any noted deficiencies. Ensure the gauge needle is in the 'green' range, the pin in the handle is present and secured in place and the extinguisher is properly mounted.
- Fire sprinkler system (if applicable) is serviced within the last 12 months and has a tag attached to the main riser pipe that has vendor name, date completed and any noted deficiencies.
- The occupancy load card is posted, if required.
- Fire evacuation plans are posted near the door in all rooms (as needed) and include two exit routes out of the structure.
- Exit pathways and doors are clear and are not blocked or restricted with tables, chairs, or storage items.
- All exit doors open easily and close properly.
- There is a clear, unobstructed pathway to access electrical panels. Minimum 36 inches width and path required.
- There is a clean, unobstructed pathway to access the fire alarm panel (FACP).
- Combustible materials should have at least 24 inches of space away from heat sources, such as stoves, water heaters, HVACs.
- The sprinkler system, electrical panel and fire alarm (FACP) have a label on or near the door showing they are inside those locations.
- The Fire Department Connection (FDC) is visible from the street, has clear access, cap swivels easily, and has covers in place. If no caps, ensure there is no debris inside the openings.
- Electrical outlets and wiring are not damaged or scorched and cover plates are intact with no exposed wiring.
- Extension cords are in good condition, only used as a single cord (not plugged into one another), used as temporary wiring, and not run through walls, ceilings, doorways, or under carpets.
- If any construction or renovations have occurred since the last inspection, ensure work was completed and hole penetrations are covered back over properly.
- Commercial Kitchen Fire Suppression System is serviced every six months and includes a tag that is attached to the manual pull station. The tanks/cabinet enclosure has a tag with vendor name, date completed and any noted deficiencies.
- Commercial Kitchen Hood Exhaust System is cleaned regularly (typically every six months) and usually in coordination with the hood suppression system service.
- Paint booth suppression systems are serviced every six months.