



CANBY FIRE DISTRICT

Date: _____

Dear Business Owner,

The Canby Fire District is mandated by the Oregon State Fire Marshal to conduct regular Fire & Life Safety Inspections in all commercial occupancies. To request a fire inspection of your business, please complete the following:

Address: _____ Suite: _____

Contact: _____ Phone: _____

Email Address: _____.

To schedule a Fire & Life Safety Inspection appointment, email this completed form to: mcrawford@canbyfire.org.

Through the inspection process, our goal is to educate our community's business managers on fire safety practices in order to reduce the incidence of property loss, business loss, and injury or death from an unwanted fire. In order to provide the most efficient service possible, we encourage you to self-assess your business and make any corrections to potential violations prior to our inspection. Here are some of the most common items that the Canby Fire Inspectors will be looking at in your business:

- ✓ Conduct the required annual service on any fire protection system or component: i.e. Fire sprinkler system, fire alarm system, FDC testing and service, and/or Kitchen Hood cleaning and service.
- ✓ Ensure that all of your fire extinguishers are properly mounted, charged, and have current service tags (12-month inspections required).
- ✓ Clear all egress pathways to the full width of the exit door that they serve.
- ✓ Maintain illuminated exit signage.
- ✓ Maintain emergency lighting.
- ✓ Lower items on shelves 18" below sprinkler heads, or 24" below the ceiling in non-sprinklered buildings.
- ✓ Do not use extension cords in lieu of permanent wiring, and temporary power cords of any type may not pass through walls, doorways, or pose a trip hazard in pathways.
- ✓ Do not connect multi-plug adapters to extension cords or other multi-plug adapters, and do not connect any appliances to multi-plug adapters.
- ✓ Install cover plates on all electrical outlets, switches, or junction boxes.
- ✓ Portable space heaters must have tip-over protection, and a minimum of 3 feet of clearance from combustibles.
- ✓ If your building has a fire sprinkler or alarm system a Fire Department key box is required for afterhours access to your business. Keys are required for Fire Department access to all areas in the building including: all rooms, gates, elevators, roof access, sprinkler risers and alarm panels. Be prepared to update any/all keys stored inside the box.
- ✓ For a more comprehensive list of common violations, see the back of this page.

Respectfully,

Mark Crawford
Fire Inspector III/Fire Investigator
(503) 263-4281 Desk
Canby Fire District
221 Pine Street
Canby, Oregon 97013

VIOLATION #

Code/Standard Ref

GENERAL REQUIREMENTS

1	Fire lane(s) shall be posted "NO PARKING - FIRE LANE," painted and maintained.....	OFC 503.3
2	Address identification must be visible from the street (new installations - min. number height 6" commercial & multi-family dwellings).....	OFC 505.1
3	Oily rags shall be stored in a listed metal container with self-closing lid. Contents to be removed and disposed of daily.....	OFC 304.3.1
4	Remove accumulation of waste material adjacent to the exterior of the building.....	OFC 304.1
5	Maintain clearance between combustibles and heat-producing appliances.....	OFC 305.1
6	Dumpsters (1.5 cubic yards or larger) must be at least 5 feet from the building. Exception: Sprinklered buildings.....	OFC 304.3.3
7	Required firewalls, occupancy separation walls and draft stops shall be maintained.....	OFC 703.1
8	Fire doors / smoke barriers shall be maintained and kept free of obstructions.....	OFC 703.2
9	A fire department key box shall be provided for buildings with fire alarms or sprinkler systems.....	OFC 506.1
10	Laundry dryers shall be properly vented to the outside and free of lint build-up.....	OFC 603.5.2, NFPA 91
11	Overcrowding beyond the approved capacity of a building or portion of a building shall not be allowed.....	OFC 107.5

EXITING REQUIREMENTS

12	Provide approved exit door hardware.....	OFC 1008.1.9
13	Provide / maintain panic hardware (if applicable).....	OFC 1008.1.10
14	Repair exit door / hardware.....	OFC 1008.1
15	Provide an approved sign for main exit, "THIS DOOR TO REMAIN UNLOCKED WHILE BUILDING IS OCCUPIED.".....	OFC 1008.1.8.3
16	Provide / maintain exit signs.....	OFC 1011
17	Provide / maintain emergency lighting. Test emergency lighting for a minimum of 90 minutes.....	OFC 1006.3
18	Remove storage and obstructions from exits, aisles, corridors and stairs.....	OFC 315.3.2, 1027

EXTINGUISHER REQUIREMENTS

19	Provide a 2A:10B:C fire extinguisher with a maximum travel distance of 75 ft. Additional requirements for hazardous areas.....	OFC 906.1- 6.3, NFPA10
20	Provide a fire extinguisher within 30 feet of commercial cooking equipment. Cooking equipment involving vegetable or animal oils or fats shall have a Class K fire extinguisher.....	OFC 904.11.5, 906.4, NFPA 10
21	Extinguishers shall be visible or signed, easily accessible, mounted with the bottom not less than 4 inches nor the top more than 4 feet above the floor.....	OFC 906, NFPA 10, ADA
22	Extinguishers shall be tagged and inspected annually. Recharge every 6 years, hydrostatic test every 12 years.....	OFC 906.2, NFPA 10
23	Provide service to the deficient fire extinguisher.....	OFC 906.2

ELECTRICAL REQUIREMENTS

24	Discontinue the use of extension cords in place of permanent wiring. Approved multi-plug adapters are acceptable when used in accordance with their listing.....	OFC 605.4, 605.5
25	Cords shall not be affixed to, or extend to walls, ceilings, floors or under doors and shall not be subject to physical damage.....	OFC 605.5
26	Maintain 30 inches of clearance in front of electrical control panels.....	OFC 605.3
27	Label electrical rooms, panel(s) and circuits. Electrical circuits for fire alarm systems must be locked in the "ON" position.....	OFC 605.3.1, NFPA 72
28	Provide cover plates on all electrical outlets, switches and junction boxes.....	OFC 605.6
29	Abate electrical hazard.....	OFC 605.1

STORAGE REQUIREMENTS

30	Secure compressed gas cylinders.....	OFC 5303.5
31	Remove combustible storage from mechanical, electrical and boiler rooms.....	OFC 315.3.3
32	Attic, under-floor and concealed spaces used for storage of combustible materials shall be protected on the storage side by 1-hour fire-rated construction. [Exceptions: 1. Sprinklered areas, 2. Single family dwellings, lodging houses and congregate residences ≤ 10 persons, or 3. Group U occupancies.].....	OFC 315.3.4
33	Storage shall be maintained at least 24 inches below ceilings in areas without fire sprinkler protection, and 18 inches below deflectors in sprinklered buildings.....	OFC 315.3.1
34	Remove unapproved recycling container from exit pathway.....	OFC 319.5

FLAMMABLE / COMBUSTIBLE LIQUID STORAGE REQUIREMENTS

35	Provide approved cabinet for more than 10 gallons of flammable / combustible liquids. Maximum 3 cabinets, 120 gal per cabinet.....	OFC 5704.3.4.4, 5704.3.2
36	Provide an approved safety container for flammable liquids.....	OFC 5704.3
37	Provide warning signs and labels on containers, cabinets and rooms.....	OFC 5703.5

FIRE PROTECTION AND DETECTION SYSTEMS

39	Fire protection or detection systems shall be extended, altered or repaired as necessary to maintain protection.....	OFC 901.4
40	Fire Department Connection must be visible, identified, accessible and operable. Partial building coverage shall be indicated.....	OFC 912.2, NFPA 13
41	All sprinkler valves shall be supervised / locked in the open position, accessible and unobstructed. Door to control room shall be signed.....	OFC 509.1, 901.6, 903.3.5, 903.4, NFPA 13
42	A sprinkler box with spare heads and a wrench is required.....	OFC 901.6, NFPA 13
43	All commercial cooking equipment producing smoke or grease-laden vapors shall have an approved fire protection system protecting all cooking surfaces.....	OFC 609, 904.2.1
44	Cooking equipment hood and duct ventilation systems shall be cleaned as often as necessary to be maintained free of grease.....	OFC 904.11.6
45	Standpipes - Inspect and tag annually; flow test and tag every 5 years.....	OFC 901.6.1, NFPA 25
46	Sprinklers - Inspect and tag annually; flow test and tag every 5 years.....	OFC 901.6.1, NFPA 25
47	Cooking equipment hood systems - inspect and tag every 6 months.....	OFC 901.6.1
48	Supervised alarms are required for systems with 20 sprinkler heads or more.....	OFC 903.4
49	Maintain automatic and manual fire alarm and sprinkler alarm systems; inspect and tag annually.....	OFC 907, NFPA 72
50	Disabled / Problematic alarm systems shall be immediately repaired and restored, and the building evacuated or provided with an approved fire watch.....	OFC 901.7