



# INDIANAPOLIS FIRE DEPARTMENT

Fire & Life Safety Division  
Chief Fred Pervine, Fire Marshal

## SELF INSPECTION FORM



Business Name \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Address: \_\_\_\_\_ Indianapolis, IN, Zip: \_\_\_\_\_

Business Owner/Mgr: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Owner/Mgr Email: \_\_\_\_\_

After-Hours Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone # \_\_\_\_\_

**1**  I choose not to participate in the Self-Inspection Program and hereby request an inspection by the Indianapolis Fire Department. **ADDITIONAL FEES WILL APPLY!**  
(Please check this box, and sign in box #12 and return to IFD, 300 E. Fall Creek Pkwy, N. Dr., Suite 500, Indpls., IN 46205.)

<u>2</u>	<b><u>BUILDING EXTERIOR</u></b>	YES	NO	N/A
A	Address numbers are clearly visible from the street			
B	All sides of the building are free from weeds, trash debris, or <u>combustible storage</u> (contains items that can burn).			
C	If you have a dumpster, it is away from combustible walls, windows and building overhangs.			
D	All vents of heat-producing appliances (heaters, water heaters, clothes dryers, etc.) are in good repair and functioning properly.			
E	If your business has a Knox Box, are the keys up-to-date?			
<u>3</u>	<b><u>BUILDING INTERIOR</u></b>	YES	NO	N/A
A	All exit doors open easily from the inside without special knowledge of the latching devices that may interfere with someone getting out.			
B	The entire width and height of all <b>exit paths</b> are free from any obstruction. (Note: Exit Paths are from any point in the building to the public way)			
C	If exit signs are lighted, all of the bulbs are working.			
<u>4</u>	<b><u>CORRIDORS (are part of your exiting system and include exterior exit balconies and stairs.)</u></b>	YES	NO	N/A
A	There are no obstructions to the corridor's full width and height. (Such as storage, office machines, or any combustible materials.)			
B	All fire doors are kept in the closed position free from obstructions that would block them open. (Except doors opening into the corridors that are equipped with self-closures.)			
C	All stairs are clear of obstructions and no combustible are stored beneath.			
<u>5</u>	<b><u>ROOMS, SPACES and WALLS</u></b>	YES	NO	N/A
A	All breaches, missing ceiling tile/holes in the walls or ceiling that could allow fire into the hidden spaces have been repaired or replaced.			
B	No new walls have been added, without the necessary permits, which would interfere with exiting, fire alarms or sprinkler coverage.			
<u>6</u>	<b><u>ELECTRICAL</u></b>	YES	NO	N/A
A	There are 30 inches of clear area all around your electrical panel(s) so that they are easily accessible, with door kept closed.			
B	All circuit breakers are labeled, in English, to show what they control.			
C	All electrical outlets, switches and junction boxes have cover plates.			

<b>6</b>	<b><u>ELECTRICAL (continued)</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>D</b>	<b>Extension cords are for temporary use only. (Used no more than 30 days)</b>			
<b>E</b>	Extension cords are replaced with UL® listed power strips and do not pass under rugs, through walls or across traffic paths. All parts of any cord must be visible so that wear or bad spots can be noticed			
<b>F</b>	All circuit breakers are free of tape or any other obstructions that may prevent them from functioning properly.			
<b>7</b>	<b><u>STORAGE/HOUSEKEEPING</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>A</b>	All storage/housekeeping is neat and orderly.			
<b>B</b>	There is no storage in equipment rooms, mechanical rooms, and electrical rooms or under open stairways.			
<b>C</b>	Storage is piled no higher than 2 feet below the ceiling.			
<b>D</b>	There are no flammable liquids stored, except in approved cabinets.			
<b>E</b>	No more than 10 gallons of flammable liquid is stored in approved safety cans.			
<b>F</b>	Compressed gas containers (CO <sub>2</sub> , helium, etc.) shall be secured to prevent falling			
<b>G</b>	All portable electric heaters shall be plugged directly into a wall outlet and kept a minimum of 3' away from combustibles.			
<b>8</b>	<b><u>FIRE EXTINGUISHERS</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>A</b>	2A-10BC minimum-rated fire extinguisher has been serviced and tagged within the last 12 months by a Licensed fire extinguisher Service Company.			
<b>B</b>	All fire extinguishers are wall-mounted in plain sight, no higher than 60 inches from the floor to the top of the extinguisher.			
<b>C</b>	All fire extinguishers gauges register in the green			
<b>9</b>	<b><u>GAS</u></b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>A</b>	All natural-gas appliances have individual gas shut-off valves.			
<b>B</b>	All combustibles are stored at least 3 feet away from gas appliances (water heater, furnace, etc.)			
<b>10</b>	<b><u>FIRE ALARM/DETECTION SYSTEMS</u> are installed in some businesses and recommended in all. If you have one:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>A</b>	The system power light is illuminated			
<b>B</b>	The Fire Alarm/Detection systems have been tested/services by a licensed contractor within the past 12 months.			
<b>C</b>	No alarm or system trouble lights are lit.			
<b>D</b>	Call your alarm company to check that the remote reporting function is working: DO NOT ACTIVATE THE SYSTEM TO FIND OUT!			
<b>E</b>	All smoke detector batteries have been checked in the last six months.			
<b>11</b>	<b><u>FIRE SPRINKLER SYSTEMS</u> require special treatment. If your building has one:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>A</b>	The sprinkler system has been tested/serviced by a licensed contractor within the past 12 months.			
<b>B</b>	You have received documentation from him/her verifying the test.			
<b>C</b>	All inspections test & maintenance records have been maintained.			

Note: You will be contacted by an IFD Inspector for all "No" responses to address violations. All violations must be corrected within 30 days of the inspection date. If violations are not remedied, you will be subject to a re-inspection fee of \$80 for each inspection thereafter.

**12** I declare under penalty of perjury under the laws of the State of Indiana and the United States of America that the foregoing is true and correct.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_